South Plains College

Common Course Syllabus: SOCI2336 - Criminology

Revised: December 2019

Department: Behavioral Science

Discipline: Sociology

Course Number: SOCI2336

Course Title: Criminology

Available Format: Internet

Campuses: May include Levelland, Reese, Plainview, Lubbock Center, Dual-Credit

Course Description: The course surveys various theories of crime, with an emphasis on understanding the social causes of criminal behavior. The techniques for measuring crime as a social phenomenon and the characteristics of criminals are examined. This course addresses crime types (such as consensual or white-collar crimes), the criminal justice system, and other social responses to crime.

Prerequisite: No prerequisite for conventional sections; must be TSI compliant in reading for Internet sections including dual credit.

Credit: 3 **Lecture:** 3 **Lab:** 0

Textbook: Siegel, Larry J**.,** *Criminology: The Core*, 7th edition, Cengage

Supplies: Computer and Internet access for all course formats and campuses.

This course partially satisfies a Core Curriculum Requirement: Social and Behavioral Science Foundational Component Area (080)

Core Curriculum Objectives addressed:

- **Communications skills**—to include effective written, oral and visual communication
- **Critical thinking skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Empirical and quantitative competency skills**—to manipulate and analyze numerical data or observable facts resulting in informed conclusions
- **Social Responsibility**—to include the demonstrated knowledge and competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Approval number 45.0401.51 25

Student Learning Outcomes:

- Define key concepts associated with criminology.
- Identify major criminological theories.
- Describe the major categories of crime.
- Explain the various methodological approaches used to research crime and criminal behavior.
- Describe the components and explain the dynamics of the criminal justice

Student Learning Outcomes Assessment: See instructor's course information sheet for information on assessment that may include the following: pretests and posttests, quizzes, discussions, essays and/or other types of assessment tools.

Course Evaluation: Refer to instructor's course information sheet for specifics on coursework and grading.

Attendance Policy:

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

See instructor's course information sheet for additions to the attendance policy.

Plagiarism and Cheating: Students are expected to do their own work on all projects, quizzes, assignments, examinations, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

Plagiarism violations include, but are not limited to, the following:

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

Student Code of Conduct Policy: Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning**.** Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

Diversity Statement: In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Disability Statement: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability

Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Nondiscrimination Policy: South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Title IX Pregnancy Accommodations Statement: If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Director of Health and Wellness at 806-716-2362 or email cgilster@southplainscollege.edu for assistance.

Campus Concealed Carry: Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: http://www.southplainscollege.edu/campuscarry.php

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

Note: The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.

First, I would like to say **THANK YOU**! I consider it an honor that you have chosen to be in my course. I want to thank you in advance for the time and hard work that you will put into this learning experience. One of the keys to being successful in college is to maintain communication with your instructor. Feel free to call, e-mail, or to make an appointment if I can help you be successful in this course. I hope that your grade in this course will reflect the effort you put into it. – Brant Farrar

Course Information Sheet for Criminology, Soci2336

Professor Brant Farrar

Note: *The first week deadlines are Thursday and Saturday. All following deadlines are on Tuesdays and Fridays until the final week. Late work is not accepted for grading. Be sure to download and print the course calendar/checklist.*

All deadlines are at <u>*noon*</u>*.*

The deadlines are the <u>*DUE*</u> *dates but you need to set your* <u>*DO*</u> *date ahead of the official* <u>*DUE*</u> *date.*

Office Hours:
- **During summer semester office hours are by appointment only. Feel free to contact me and we can arrange to meet on one of the SPC campuses. I live in Lubbock so the Ave Q and 39th campus is most convenient for me.**

Primary Office Location: Reese campus, Building 4, Room 405E

Email address: bfarrar@southplainscollege.edu A link will be included in the Blackboard course. Note that course work must be submitted in Blackboard and will NOT be accepted if sent to the SPC e-mail address.

Contact method: I will typically respond to all student email messages within 24 hours on weekdays and within 48 hours on weekends and/or holidays unless I have notified you differently.

Telephone: (806) 716-4657, if you leave a message include your name, class you are in, phone number, and a short message. Be sure to speak clearly and leave your number slowly.

Textbook: *Discovering Human Sexuality*, 5th ed, Enhanced e-book* (includes access code for the Oxford Insight Study Guide) **ISBN :** 978-0-19-752258-5

SPC TexBook Syllabus Statement

TexBook Program: *This course is in the SPC TexBook program, so you do not need to purchase a textbook or access code for this course.*

- **What is TexBook?** The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The charge for the textbook/digital content is the lowest price available from the publisher and bookstore and is <u>included</u> in your tuition.
- **How do I access my TexBook?** Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by VitalSource or other links inside your Blackboard course. VitalSource (and many publisher's) ebook features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download 100% of the book for offline access.
- **Help with TexBook issues and support:** check with your professor or visit**: https://support.vitalsource.com/hc/en-us/requests/new** (available 24/7 via chat, email, phone, and text)
- **Opting out of TexBook:** Participating in TexBook is not mandatory, and you can choose to opt out. However, by opting out you will lose access to the course textbook/digital content and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or opt-out before the opt-out deadline, the TexBook fee will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth class day. The opt-out deadline for shorter terms varies between the second and third class day.

    Please consult with your professor before deciding to opt-out. If you still feel that you should purchase the course textbook/materials on your own, send an **opt-out email** to **tfewell4texasbookcompany@gmail.com**. Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted-out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:

    Email: tfewell@texasbook.com / **Phone**: 806-716-2399

    Email: agamble@texasbook.com / **Phone**: 806-716-4610

Attendance Policy: See Common Course Syllabus. Since this course is a virtual classroom, attendance will be taken according to the following:

- Participating in class discussion by posting to the discussion board.
- Submitting Unit assignments.
- Taking chapter quizzes on or before the noon due dates.
- Logging in alone is NOT attending class, you must complete work to be "attending".

Late work: There is no late work accepted. Due dates are each Friday and Tuesday by **NOON,** unless indicate on the Course Checklist/Calendar. **Note: Deadlines are *DUE* dates but you need to set your *DO* date ahead of the official *DUE* date.**

Administrative Drop Policy: Please communicate with me if you know of a situation that will impact your participation for any period of time. Due to Financial Aid and South Plains College requirements for participation/attendance a student, you may be dropped from the course if you fail to submit six (6) quizzes, or a combination of three discussions/assignments or fail to submit course work for two consecutive weeks.

If you are new to the online course environment I encourage ou to use the Student Orientation course that is set up for you and the Student Tutorials in MySPC. Check out the resources above before you contact technical support or the instructor. You will find links to the Student Tutorials and Frequently Asked Questions (FAQs) in the Start Here area of your course under the Technical and Student Support link.

Course Technology:

Since this course are entirely online, participants are expected to have at least an elementary knowledge of their microcomputer operating system and basic knowledge of software and tools such as a word processor, e-mail, an Internet browser, and search engines.

Required hardware:
- Computer available for download/installation of software and plug ins
- Speakers / Sound card

Required software:
- Microsoft Office (Word) – *__Acceptable files are .docx, .rtf or .pdf. Do NOT submit .pages, google docs or other types of files. Points will be deducted if you use a file that is not on the acceptable file list.__*
- Blackboard (see note below)
- Internet access – regular, dependable, fast enough to watch videos
- Web browser – a **current** version of one of the following – Internet Explorer, Mozilla Firefox, Safari, or Google Chrome. Downloads for the newest browser versions are available free of charge from their websites.
- Virus protection
- Latest version of Java [Available here](#)

Blackboard:
Blackboard is an electronic learning resource that is designed to provide students with information requirements related to the courses. This includes up-to-date announcements, course information, assessment, assignments, deadlines, and the like. For this resource to function to its full potential, it is important that students log in multiple times during the week. **Students will post their responses to discussion prompts on the Discussion Forums through Blackboard.** Students can also monitor their progress in the course by using the "My grades" link on the left-hand side of the course page.

Blackboard can be accessed via an Internet link:
https://southplainscollege.blackboard.com/

You may also use the link to Blackboard in the upper right-hand side of the SPC Homepage. It is recommended that you bookmark the Blackboard page. Your log-in is the same as you MySPC log-in.

Technical support:
If you have any questions or need assistance, you are to contact Blackboard technical support at blackboard@southplainscollege.edu or call 806-716-2180. A note, contact your instructor

---

> for any questions you have about course content as technical support is only for issues concerning computers or Blackboard performance.

What to do if you experience technical problems:

If you are unable to submit an assignment, complete a quiz, or otherwise participate in our course because of an issue with Blackboard, it is YOUR responsibility to notify me via email when the problem occurs. It is also YOUR responsibility to notify technical support (contact information is in the box above) for assistance and to document your attempts to resolve the problem. In addition, take a screenshot to document your problem and submit this with your email to me and to technical support. If Blackboard outage is verified by the Division of Instructional Technology staff, I will work with you to make alternative arrangements. However, you are responsible for your technology and ability to submit work (including your access to an Internet connection). I strongly recommend that you submit your work early to avoid last minute problems. I also strongly recommend that you save a copy of your discussions and/or assignments to the course in case of technology disruption. Also, I strongly recommend that you have a back-up plan in case you have technical issues.

Open Computer Lab: There is an Open Computer Lab located on the Levelland campus in the Technology Center. It is available to all students, with priority given to those students enrolled in computer classes. Computers are also available on the Reese Center, Lubbock, and Plainview campuses. Check with libraries and labs for hours.

I recommend that you DO NOT WAIT UNTIL THE LAST MINUTE TO TURN ASSIGNMENTS IN OR YOU MAY HAVE PROBLEMS! Remember the saying "TECHNOLOGY HAPPENS" and as stated above, late work is not accepted.

Anti-virus Software: Please make sure that your computer has an up-to-date antivirus software program installed.

Course work:

All course work is in your Course Content in the Blackboard course.

- **1-Online Participation Agreement Quiz (25 points)**
  - The purpose of this quiz is to ensure you have received and understand what is required of you in this course.
- **1-Introduction Discussion set (50 points)**
  - This is where students will become familiar, if they aren't already, with the online discussion format which we will use in this course. This is also a way to get to know your fellow classmates and professor.
- **1-Introduction Email assignment (25 points)**
  - This assignment helps to ensure that students are able to utilize the communication system for this course and to provide contact information for the professor in case of emergency.

- **14-Chapter Quizzes (30 points each, 420 points total)**
  - Each quiz will contain 30 items of either multiple choice and/or true/false for each of the chapters of the textbook that the course will cover. The chapter quizzes are 40 minute timed quizzes and will close at the deadline. These are "open book" quizzes but you will probably not have enough time to look up all the answers without reading and studying the material prior to taking the quiz. Do not click on the link until you are ready to take the test as once you enter the quiz and get out of it, you cannot re-enter the quiz. Quizzes will not be accepted after you surpass the time limit or after the deadline so plan ahead. Late quizzes aren't accepted. Practice quizzes are available to use as a study tool and are taken from the same test bank as the chapter quizzes. If you fail to submit 6 quizzes you may be dropped from the course.

- **2-Crime Journal (100 points each, 200 points total):**
  - You will have a Semester Long Crime Journal Project assignment. It is detailed in a separate handout available on Blackboard. This handout is currently available and will remain so for the entire semester.

- **2-Discussion sets (100 points each, 200 points total)**
  - 20 points for your original post. 15 points for each of two reply posts to classmates (two different threads). See below for detailed instructions.

TOTAL POTENTIAL POINTS: 920

Opportunities to EARN your grade in this course:	
Online Participation Agreement Quiz	25 points
Introduction Discussion	50 points
Introduction Assignment	25 points
14 Quizzes @ 30	420 points
2 Crime Journals @ 100	200 points
2 Unit Discussions @ 100	200 points
Total points	**920 points**

Grading scale:

There are 920 possible points to earn in the course.

Grading scale:

A = 828 – 920 and above;

B = 736 – 827.99;

C = 644 – 735.99;

D = 5 – 643.99;

F = 0 – 569.99.

Note, grades are NOT automatically rounded up.

Another way to calculate your grade is to take the total points that you earn and divide that by the total possible points.

Class Participation/Discussion Board postings

Discussion Board information and grading rubric

Note: You MUST post your original message before you will be able to view the posts of other students.

This course includes an Introduction Discussion that will help us get to know a little about each other and Discussions for each module that will include a video, article, or other material related to information that is covered in that section of the textbook.

Each Substantive Discussion (Disc) is worth 100 points and includes one Original Discussion and at last two Reply Discussions. Each Original Discussion is worth 40 points and the Reply Discussions are worth 30 points each. For each Disc, you will be graded on (1) your original post and (2) your replies to classmates' discussion of that same discussion topic.

The Online Discussion component of this course is comprised of weekly Discussion topics and is an important part of the class. Each week there will be discussion related to the course material. The faculty member posts weekly main discussion prompts that may include questions, videos, articles, or other resources related to a topic that is being covered for that week. Students are expected to respond to ALL Discussions.

Online discussion is a very important part of online learning. Through your responses to weekly discussions, you will learn to integrate class material into your thoughts and learn more about how others view the topics that are covered in the course. Additional discussion with classmates and the professor help us all learn more about the material. As such, each week you are also expected to make at least two thoughtful and substantial responses to classmates.

I suggest that members participate at least two times per week. It is a good idea to check in early in the deadline period and again closer to the final day of the deadline period. This assures that you are an active member of the class throughout the week and have ample opportunity to interact with other members. Discussions will be due at 12:00 p.m. (NOON), so if you work or have classes in the mornings, you may need to set your personal deadline at midnight the night before the noon deadline. See the course calendar/checklist for deadlines.

Discussion posts are not accepted for grading after the deadline.

Online Discussions will be graded as follows:

Discussion Grading Rubrics

Original discussion posts – worth up to 40 points (first round of grading). See note below rubric.

Late original posts will not be graded. However, you may post an original post after the deadline so that you can see the posts of others and reply to at least two others to earn the reply portion of the grade.

Grading category	Unacceptable	Acceptable	Outstanding
Demonstrates understanding of connection between video/prompt and textbook material. (Recap of the video does not meet this area of grading.)	Post shows no to little evidence of the understanding of the connection between video/prompt and textbook. Mainly a recap of the video.	Post shows some evidence of the understanding of the connection between video/prompt and textbook. Some recap of the video with some textbook information.	Post shows understanding of the connection between video/prompt and textbook. More textbook information discussed along with applicable text information compared to the amount of video information discussed.
Up to 20 points	**0 – 8 points**	**9 – 19 points**	**20 points**
Page citation(s) included for required textbook information and citation for optional outside information if used.	No page citation given for required text information or outside information if used.	Page citations given for some but not all textbook information or outside information if used.	All textbook information used cited. Cited any outside information used.
Up to 10 points	**0 – 2 points**	**3 – 9 points**	**10 points**
Spelling and grammar	Post contains multiple errors, uses text-messaging shortcuts and/or hard for readers to follow.	Post contains minor errors that do not cloud the meaning. Contains 3 to 5 grammar, spelling,	Post is clear and articulate. Has 0, 1 or 2 grammar, spelling,

Up to 10 points	Fails to use capitalization and/or punctuation. 0 – 2 points	punctuation and/or capitalization errors. 3- 9 points	punctuation and/or capitalization errors. 10 points

Note: The first round of grading is by the grading rubric above. As per the section below the rubric that is in the syllabus, there are additional requirements for the length of the post and use of the sociological perspective. Points will be deducted from the grade earned in the grading rubric for short posts or for posts that do not use the sociological perspective.

Original discussions should:

- You must post your original discussion message before you will be able to see the posts of other students.
- Be made before the deadline stated on the course calendar/checklist.
- Contain a minimum of 200 words.
- Be thoughtful, organized, and analyze the information in the video/prompt.
- Demonstrate an understanding of the questions/video/prompt and the course material. Each question/video/prompt is chosen because it illustrates at least one topic related to criminology. You are to identify and discuss the topic(s) that are shared content of the question/video/prompt and the course material. Base your discussion post on the material you have read in the textbook as well as information you find on credible websites. Show me you have read and understand the course material in your posts.
- Contain more than just your opinion: justify your statements using course materials as well as information from credible websites.
- Do NOT simply state a recap of the video if a video is provided. Everyone should have watched/read the material and I am looking for a deeper level of thought than just stating what was in the video/prompt.
- Incorporate *__and cite information from the textbook__*, outside academic sources, credible websites, etc. Textbook citations should include the page number(s) and other sources should include citations to show where you located the information. Note: Wikipedia is NOT an academic source.
- You may include personal experiences and/or reactions. CAUTION: Remember to use the sociological perspective in all of your course work as per the syllabus.
- Discussion forums are public so don't post anything that you don't want everyone else to read.
- Utilize appropriate language, grammar, and spelling

Reply discussion posts – worth up to 30 points each for a total of 60 points (first round of grading). See note below rubric.

Grading category	Unacceptable	Acceptable	Outstanding
Interaction with others **Up to 20 points per reply post for a total of 40 points overall**	Replies do not contribute to the discussion in a meaningful way. Reply is inappropriate for an academic setting. The student makes a personal attack; language might suggest bias toward a group member or others. The student appears unaware of cultural differences in conducting discussions. **0 – 16 points**	Replies attend to the discussion but contributes little new knowledge or ideas. Most of the reply is a restatement of what was posted in other messages. Some awareness of cultural differences is shown but shows some bias. Disagreement is respectful but no invitation to respond is extended. **17 – 39 points**	Replies are thoughtful and reflective and carry the discussion forward in a meaningful way. Replies to others are responsive to the statement and indicate that the student understood it and thought about it. When disagreeing, the student does it respectfully. The nature of the disagreement is stated and an invitation to respond extended. The student is aware of cultural differences in social interactions and behaves in an appropriate fashion. **40 points**
Spelling and grammar	Replies contain multiple errors, uses text-messaging shortcuts and/or hard for readers to follow. Fails to use proper grammar, spelling, capitalization and/or punctuation.	Replies contain minor errors that do not cloud the meaning. Contains 3 to 5 grammar, spelling, punctuation and/or capitalization errors.	Replies are clear and articulate. Has 0, 1 or 2 grammar, spelling, punctuation and/or capitalization errors. **19 – 20 points**

Up to 10 points per reply post for a total of 20 points overall	0 – 6 point	7 – 18 points	

Note: The first round of grading is by the grading rubric above. As per the section below the rubric that is in the syllabus, there is additional requirement for the length of the post. Points will be deducted from the grade earned in the grading rubric for short posts.

Responses to Original discussions should:
- Be made before the deadline stated on the course calendar/checklist.
- Contain a minimum of 75 words.
- Include at least two responses to classmates.
- Add to the overall value of the discussion (simply posting a statement similar to "I thought this week's ideas were interesting" or "I agree") will not count towards your points for a grade.
- Ask questions to encourage other students to think more deeply. Just asking, "What do you think?" will not earn full points here.
- Share your own experiences that relate to the topic of discussion.
- Constructively and/or respectfully disagree at times.
- Refer to class course work (text or video information) and apply the information or ask other students how they are applying course information.
- If you repeat yourself in your reply messages you will not earn full points.
- Utilize appropriate language, grammar, and spelling.

ONLINE ETIQUETTE:

A few words about communication and online discussion are in order. As you imagine, some conversations easily become emotional, especially if we touch on deeply held beliefs of others. Unfortunately, online postings can mislead one into thinking that cyberspace is an "anything goes" kind of forum. This isn't the case. Civil interaction is as much expected here as in the "traditional" classroom. Below I provide some guidelines for communicating more effectively online. I will deduct points from posts that violate the spirit of these suggestions.

Keep in mind:
- There may be disagreement and this is okay, otherwise we will be bored.
- Disagreement can be very constructive; it encourages us to reconsider our own positions and either recommit, expand, or discard them.
- I must at all times hear/see you debating the IDEA and not making a personal attack on an individual. Note that this is a skill to learn like any other so learn how to debate and get your point heard.
- Personal insults and attacks impede the development of critical thought. Avoid "you" statements, which can be more easily interpreted as accusations ("you don't know what you're talking about", "the problem is people like you," etc., etc.). Try, instead, to use "I" statements ("I disagree with your position on "X" and then explain your viewpoint using

course material to validate that viewpoint or "I find that Durkheim was actually saying …").

- In addition, people have to be given the benefit of the doubt on occasion. Because this is an online class and we cannot see each other's facial expressions or hear the tone in our voices, it is important to clarify issues that are confusing. Before jumping to a conclusion and putting words in someone's mouth, ask them to clarify their point. And if someone asks you to restate your opinion, do not be afraid to restate it.
- Finally, I will be most impressed with individuals who can incorporate course materials into their posts. A key skill you should leave college with is the ability to support your positions; this online forum is an appropriate place to hone this skill. Refer to readings and module material to support your points.

*Adapted from Soc 101: Introduction to Sociology An Online Course, by Professor Marisol Clark-Ibanez, Ph.D.

All written assignments should be presented using the conventions of Standard Written English. (This means no "texting" abbreviations or shortcuts!) This includes discussions.

Writing Tips for all written work in the course:

1. All written work should by typed or computer generated, double spaced, with one inch margins in a standard 12 pt. font. *Acceptable files are .docx, .rtf or .pdf. Do NOT submit .pages, google docs or other types of files. Points will be deducted if you use a file that is not on the acceptable file list.*

2. Any references used should be listed at the end of the paper using APA style and within the body of the text according to APA procedure. Using reference material without proper documentation constitutes plagiarism which is a serious academic offense. Wikipedia is not considered a valid academic source. Do not use it!

3. For the assignments in this class, it is better to write using first or third person pronouns. Therefore, it is appropriate to use "I, me, mine" or "he, she their, we." It is not appropriate to use "you" or "your." Please avoid writing in 2nd person.

4. Be sure to proofread your work for grammatical and spelling errors. Use the "enable html" button within the email, assignments, and discussion functions to run a spell check. Also remember that "healthy" paragraphs are usually comprised of at least three sentences organized around a central idea.

5. All written assignments should be presented using the conventions of Standard Written English. (This means no "texting" abbreviations or shortcuts!) This includes discussions.

Academic Integrity: See Common Course Syllabus. Students found guilty of plagiarism in this course will receive a grade of zero (0) for the work in question for the first offense and will be dropped from the course with an "F" should a second offense occur.

- This course requires students to submit only their OWN WORDS for all parts of the assignments and discussion. Give proper citation for any information taken from any source including the textbook, Internet sites or any other source. For this course, the main source of information is your textbook and you are to cite the page number where you found the information that you use.
- I know students want to help each other but when another student provides you with past questions and/or answers, that is a violation of academic integrity and could result in failure for the class. The same is true if you provide another student with questions and/or answers.
- Using on-line websites that provide questions and/or answers is also a violation of academic integrity and could result in failure for the class.
- For further information and examples please see http://www.southplainscollege.edu/information-for-current-spc-students/library/cslibrarylvl/plagiarism.php or http://tlt.its.psu.edu/plagiarism/tutorial .

Student Appeals: See *SPC Student Guide* and/or *SPC General Catalog.*

Student Conduct: See Common Course Syllabus section. Also, please note that this is an online environment and others will see your comments posted to the discussion board area and/or in e-mail communications. Do not post any pictures, comments or data that others may find offensive. Since this is an on-line classroom, any e-mails or correspondence sent by the instructor to a student or students are considered lawful directions.

Equal Opportunity: See Common Course Syllabus section. In addition, in this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world, and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

South Plains College strives to accommodate the individual needs of all students in order to enhance their opportunities for success in the context of a comprehensive community college setting. It is the policy of South Plains College to offer all educational and employment opportunities without regard to race, color, national origin, religion, gender, disability or age. In addition, this instructor will not tolerate remarks nor gestures that can be construed to be sexist, racist, heterosexist or in any way disparaging to another person in this classroom. Students who exhibit such behavior will be dropped from the class with a semester grade of "F" regardless of race, ethnicity, sex, religion, or sexual orientation. . In short, "Bigotry will not be tolerated."

Sociological perspective: Students will use what is termed the Sociological Perspective since you are now students of Sociology. This perspective stresses the social context in which people live and steps away from what is termed "person blaming." Sociologists look beyond individuals and individual experiences. This perspective strives to understand human behavior by placing it within its broader social context. Depending on a person's characteristics such as gender, age, race, sexual orientation and religion among others, we each have different experiences. Sociologists using this perspective (and that includes you, the student) evaluate people and

behaviors in terms of what is typical or atypical (or not typical) by studying society and finding general patterns of behavior. They do NOT judge others or their behaviors with terms such as good/bad, moral/immoral or right/wrong. Do NOT use these terms in your assignments or discussion posts or you will lose points.

Accommodations: See Common Course Syllabus section. Please note: Instructors are not allowed to provide classroom accommodations to a student until appropriate verification from Student Disability Services has been provided. Once the student has verified with SDS, they should make an appointment with me to discuss their accommodations.