Syllabus
Principles of Sociology (Online)

This course is an overview of the study of human relationships, group aspects of behavior, and social institutions. It covers the basic concepts of sociology and applies these concepts to the analysis of human societies. Basic concepts and theories are considered, including: sociological perspectives on human behavior and social institutions utilizing key concepts such as socialization, social inequality, forms of integration, and the social construction of reality; an overview of human social evolution from foraging bands to the global political economy; and contemporary social change.


Course Requirements and Policies

Canvas competency – you are expected to know how to use Canvas, including uploading assignments, using discussion boards, and taking tests. If you are unfamiliar with using this program there are tutorials available to you at the Online Learning site for CWU (http://www.cwu.edu/online-learning/canvas-help-and-support-students). If you have technical difficulties, try using an alternate browser (Firefox or Explorer). If problems persist, contact IT to get additional training or to find out how to change your settings. Although I manage the materials on the site I am not in a position to resolve technical problems, and you will be expected to submit items on time. You should also make sure you have access to a reliable internet connection since late submissions incur penalties (see below).

Textbook/readings – you MUST have the required textbook(s) and ACCESS card- some assignments may be completed through this resource. I do not review the material exhaustively in my lecture slides, and there will be questions on the tests that come from the book. Only the answer from the course materials will be accepted, regardless of information gained from sources outside of class. All assignments require references to the textbook, including page numbers.

About ACCESS: this is an online textbook resource which allows you to engage more actively with the material. It includes self quizzes, in-text videos, and an audible feature that lets you listen to the text rather than read it. The cost for this resource is only a few dollars more than the book alone (you get both for less than the price of many other textbooks), and makes the material portable and accessible. I believe this tool will greatly enhance your online learning experience. The URL for this access can be found on the Canvas course site. There is also a downloadable e-book for your convenience.

Late work - it is important to complete assignments on time. Due dates can be found on the syllabus, in the announcements, and in the weekly learning modules on Canvas. It is up to you to keep on top of when things are due, and to submit them properly. Having said that, I know things
Occasionally happen that prevent on-time submissions. An unfortunate event can happen to anyone; however, being consistently late indicates a larger issue. I accept late homework under the following provisions: 1 point will be deducted for an assignment that is one day late. After that, all submissions will be worth a maximum of half credit. The very last day I can accept any work for this quarter is 7/21/19. Discussion boards and quizzes are time sensitive and must be done within the time parameters given—no exceptions, they must be done on time. However, extra credit will be provided that can offset a missed discussion board or quiz.

Please do not feel required to provide details concerning submission delays, or that I need to be made aware of personal situations or health issues. In my experience I have found that completing college work is a question of setting priorities, and your priorities are your business. I support your right to your choices, but my policies are not subject to negotiation.

Communication: you may contact me via email, on my office phone during office hours, or in person during my office hours or by appointment.

Email: my email address is: tracey.haggerty-lester@cwu.edu. When using email to communicate (with me or any other instructor) please use the following guidelines:

- Use the proper form of address: Professor. This title applies to anyone who instructs college, regardless of level of degree. Do not refer to an instructor by his/her first name, Mr., Mrs., Miss, or Ms. unless he/she asks you to do so.
- Use your college email account. This insures that the instructor can be sure of whom you are, and that you are a student at Central.
- Include your full name and the class you are in somewhere in your email—preferably the subject line. Every quarter instructors have as many as 150 students to keep track of. Regardless of how often you have communicated, do not assume your professor remembers who you are or what class you are in.
- Allow at least 24 hours for a response during the week, 48 hours on weekends. Do not expect responses on Sundays or over holidays.
- Check Canvas and/or the syllabus for the information first. Do not be surprised if you get a response that simply says: see syllabus for information.

Phone: my office number is: 509-963-2227. That line goes directly into my office. I will answer during my office hours, or if I am in the office doing other work, and not occupied with another student. If I do not answer, please leave a complete message (full name, class enrolled, phone number, reason for call) and I will return your call when I am back in the office. You may wish to do a follow up email, or arrange in advance via email to speak with me.

Office hours: I enjoy meeting with and talking to students, particularly one-on-one. I think it is a great aspect of my job that I am required to be in my office for that person during specific times. I love having visitors, and appreciate student visitors very much. Please take advantage of this provision to discuss the material, the assignments, or any other topic related to your school experience. If my office hours conflict with your schedule do not hesitate to talk to me to set up a time that works for you.
Grading Criteria and Course Requirements:

- **Homework Assignments** (5 total, 15 pts ea.) - **75 pts.**
- **Discussion Boards** (5 total, 15 pts. ea.) - **75 pts.**
- **Exams** (5 total, 30 pts ea.) - **150 pts**
- **TOTAL** - **300 pts**

**Assigned Readings:** There is a reading assignment each week. Please read the assigned material carefully before completing the homework assignment taking the quizzes. The textbook course site will guide you through these readings. Reading quizzes will be found in the textbook course site; some of these will count toward extra credit. Maximum extra credit possible: 75 pts. You may skip these quizzes if you prefer. Exams may include any material contained in the readings or presented in lecture up to that point.

**Written Assignments:** A 2-3 page written assignment will be due each week. This class fulfills a writing requirement, so your writing ability will be assessed as well as your understanding of the material through these homework assignments. The details may be found under the assignment link on Canvas. This is an opportunity to demonstrate your understanding of the material, and you will be scored based on how well you do this. Although the questions may seem to ask for your opinion, you are expected to support your comments with knowledge acquired from the class. You must cite the source(s) of your information, and are expected to reference* the textbook in your submission. All assignments **must** be submitted via the link provided for the assignment on Canvas. I do not accept work submitted via email or hard copy.

**Exams:** There will be a quiz covering the course material every week (see schedule below). Exams will consist of 30 questions, multiple choice and/or true/false, worth 1 point each. There is no midterm, and Quiz 5 counts as the final. Quizzes are not cumulative.

**Discussion Boards:** Discussion Board participation will be required every week on Canvas, (see schedule below), and will begin with a prompt from the instructor for your response. This is an opportunity to demonstrate your understanding of the material, and to share your insights with classmates. You **must** cite the source(s) of your information, and are required to reference* the textbook at least once in all of your postings (both original and in response to another student). In addition to your initial posting, due Wednesday evening, you must also respond in a substantial way to another student’s posting by Saturday evening. For full credit you must have 2 substantial postings with textbook references for each discussion board. When responding, although you may disagree with what is posted, you are required to be respectful to your fellow students even if you provide an alternate position. Please see the complete guidelines for discussion board point “netiquette” under Course Documents on Canvas.

*references- when citing a textbook assigned for the class you **do not need** to include a bibliography at the end of your work, but you do need to indicate what information you are using from the text with a page number or section number. For example, a typical reference might look like this: according to Macionis (p. 27) or (2:1) most professional organizations have a code of ethics or the text indicates that most professional organizations have a code of ethics (Macionis
27) or (Macionis 2:1). If you are including information from an outside source you must include both the in-text citation, i.e. (*Heffernan 2007*), as well as a bibliography at the end of the submission. However, although outside sources are allowed, they are not required for this class. Note: italics added for clarification only.

**UNIVERSITY POLICIES:**

**Academic Integrity**

Academic Integrity is a standard set for this course. Students are expected to complete all of their coursework and assignments using their original words and ideas and will properly cite the words and ideas of others. Students are also expected to be honest in their interactions with the instructor. A student found to have not upheld these expectations is subject to failing this course and shall be subject to disciplinary action or sanction. The University catalog defines the term “academic dishonesty” in all its forms including, but not limited to:

- cheating on tests;
- copying from another student’s test paper;
- using materials during a test not authorized by the person giving the test;
- collaboration with any other person during a test without authority;
- knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of an unadministered test or information about an unadministered test;
- bribing any other person to obtain an unadministered test or information about an unadministered test; substitution for another student or permitting any other person to substitute for oneself to take a test; plagiarism" which shall mean the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit;
- "collusion" which shall mean the unauthorized collaboration with any other person in preparing work offered for credit.

Documented incidences of Academic Dishonesty will be referred to Office of the Vice President of Student Affairs.

**Special Needs**

Central Washington University is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any barriers to learning, discuss your concerns with the instructor. Students with disabilities should contact Disability Services to discuss a range of options to removing barriers, including accommodations. Student Disability Services is located in Hogue 126. Call (509) 963-2214 or email ds@cwu.edu for more information.
Sociology 107
Principles of Sociology
Summer 2019

**Class Schedule**

See separate document.