CR COLLEGE OF THE REDWOODS

Syllabus for soc 1 online (class)

Course Information

Semester & Year: Fall 2023
Course ID & Section #:
SOC-1-V5455 & V5459
Instructor's name:
dmaher
[if synchronous] Day/Time of required meetings:
[if in-person] Location:
[if needed] Number of proctored exams:
Course units:3

Instructor Contact Information

Office location or *Online: online appointments available by zoom
Office hours:
Phone number:4764563
Email address:dana-maher@redwoods.edu

Please always **use the Canvas inbox to message me** directly.

Why? If your instructors receive email sent from your email account to our redwoods.edu accounts, we can't necessarily locate your enrollment. These means we aren't quite able to help you immediately with your inquiry. Of course, if there is a problem with your enrollment or class canvas access, do reach out by email! In this case, please be as specific as possible (offer details related to your inquiry & also your course section number, student ID, etc. Anything you can share to help a professor locate your files).

Course delivery: This course is delivered and taught completely online; no classroom meetings. This class has no required virtual meetings. This class is a **paced online class** that students can engage on any day of the week, at any time. As a paced class, there are specific activities which take place each week. There are specific due dates for assignments and discussion boards, quizzes, tests etc.

Course Description:

Introduction to the discipline of sociology including major theories, concepts and methods. Topics include: sociological imagination, social structure and interaction, culture, social groups and organizations, and social institutions. Also includes inquiry into social inequalities such as race/class/gender/global stratification.

In this class, students learn to (outcomes listed below)

1. Employ a sociological perspective to critically evaluate a social issue.
2. Explain the relationship between socialization and culture.
3. Use sociological concepts to evaluate complex ideas.

Student Commitment:
This class employs a reading and critical thinking intensive course model.

In any of my 16 week courses, you can expect to spend about <u>7 to 11 hours per week *every week*</u> concentrating on activities for Sociology. In an online course, you can expect to spend at least this much time.

For students working on basic study skills, *even more time* may be needed to work on personal academic skills such as reading retention, exam or quiz prep approaches, information management & large assignment self-pacing.

Each week of an online class involves
1. reading or studying of course texts,
2. engagement with online lecture material in the form of content pages and/or instructor provided videos,
3. participation in online activities such as quizzes, interactive learning modules & colleague discussion boards &
4. self-directed work on assignments such as essays or sustained projects.

Online Course Readiness:
It's possible this is your first online class, you are unfamiliar with Canvas (the online learning platform College of the Redwoods uses), or are returning to college after some time away from school. If any of these circumstances describe you, or you want to brush up on your canvas skills, I recommend utilizing CR's canvas resources now so you can get ready for our class.

Computer Skills:

Online classes require computer skills. It is your responsibility to meet technological skill levels required for and technological challenges associated with your success in this class. Whereas there is some student tech support available through CR and the company that publishes the textbook we use, your instructor cannot provide you with adequate tech support.

Skills needed for this class include ability to:

- navigate course websites;
- locate, open, download, create, edit, save, and attach files for submission online;
- comfortably use a word processor;
- save files in Microsoft Word (.docx files), or word processing program –AND- convert files to portable files (.pdf). Assignments will be due as pdfs through the online learning management system;
- ability to create, upload, and view video files;
- engage in basic trouble shooting or resource identification and utilization in order to solve tech related issues.

Before contacting Technical Support please visit the **Online Support Page.** For password issues with Canvas, Web Advisor or your mycr.redwoods.edu email, contact **Technical Support** or call 707-476- 4160 or 800-641-0400 ext. 4160 between 8:00 A.M. and 4:00 P.M., Monday through Friday.

Computer Requirements:

Canvas
is a website which allows you to download information needed for class. Syllabus materials, course reading, course resources, exam study guides, exams, discussion boards, and regular class announcements are the some of the materials available through our class site.

Although most students find they access this site multiple times each day on 4-5 days of each week during the course, at the minimum you need to access this site a minimum of twice per week for 16 weeks. Summer session students should plan to use this site daily, on at least 5 or 6 days of any given week.

Internet Access
You must have reliable access to the internet to succeed in this class. Broadband, cable, or satellite internet access is recommended; this course involves multi-media content. Anticipate power outages and internet access delays by planning ahead to submit assignments early; deadlines for this course are your responsibility to meet.

Computers
Personal computers work better for accessing, formatting, and turning in assignments than do tablets, pads, or telephones. Most computers are adequate for this course although, should something happen to your computer during this class, it is a good idea to have a back-up plan in place.

Proctored Exams: There are no proctored exams for this class.

Textbooks:
There are 2 required books for this class
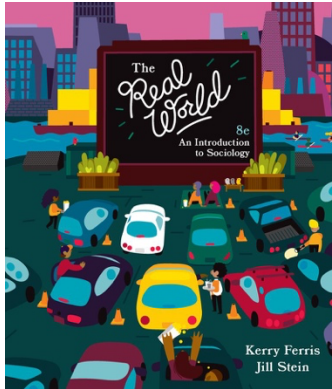
picture of course text The Real World textbook (8e) is above

The Real World: An Introduction to Sociology 8th edition (with inquizitive) by Ferris and Stein
Publisher: Norton

Here is a link to the publisher so you can view options there.

- **Inquizitive access is required** for use with this book
- Ecopy, loose-leaf paper, or bound hard copy are all available for use for studies related to our class (ecopy is recommended in addition to whatever your personal learning preferences are)

picture of course text hand to mouth 1is above

Hand to Mouth: Living in Bootstrap America By Tirado
Distributor: penguin house (University of Berkeley Press)

ISBN: ISBN 9780425277973
Any edition or format works fine (audio book, e-copy, used book, amazon, etc)

Heads up: there are audio copies available (it's a bit over 5 hours of audio time; you're welcome to access this book through audio if you're prepared to engage a solid note taking process from audio books).

Note: If you start this book; take notes for yourself (including jotting down audio time stamps for yourself. You'll need this for assignment citation practice in our class)

Course Availability: The course will be available on CR's Canvas system beginning August 19. On or after that date, you must login to Canvas at

https://redwoods.instructure.com to enter our "classroom."

The course will end on December 11 (with the submission of a final essay or test); no additional graded items may be submitted after this date.

Login instructions for Canvas:

1. Open your web browser and go to: https://redwoods.instructure.com

2. Your Username is the same as your Webadvisor User ID (e.g., flast123 - first initial + lastname + last 3 digits of your student ID number.)
Your initial password is your 8-digit birthdate (mmddyyyy).

3. Once logged in, on top left-hand side of the screen you should see a drop-down menu of your Courses.

Canvas Help:
There are instructions on the basics of Canvas and additional help with preparation for taking an online
course at College of the Redwoods on the CR-Online web page

Confirm your presence in the online classroom:

Log in to the website and post to the "URGENT ITEM Introduction Attendance Discussion" discussion forum no later than 11:59pm on Wednesday, August 23 (Wednesday of the first week) to confirm your presence in the online classroom. Doing so will confirm your enrollment in the course and avoid being dropped as a "no show." You can and will be dropped from the class if you do not
- log in and post to the attendance discussion and

- complete assignments and activities associated with modules 1A, 1B (which are scheduled to occur during the first week of class), and
- complete assignments and activities associated with module 2 (which are scheduled to occur during the second week of class).

Grading

Point system (total possible points = 1000). No curve.

The Real World Chapter & Video/Activity Quizzes: worth 300 points (or 30% of the total).

- Each Real World chapter has an associated quiz available through the canvas class modules. Occasional videos and small class activities have short quizzes available through the modules as well.
- Quizzes are multiple choice & occasional short answer style questions
- Complete chapter quizzes only after participation in all module content related to a given textbook chapter.
- Additional chapter content questions & content video quizzes are how extra credit for our class is built into this area of the class structure.

Final Assignment worth 100 points (or 10% of the total)

- This is a mandatory final culmination essay which integrates the Sociological Imagination (a major course concept) with "Hand to Mouth" (a major course reading) & content concepts from The Real World.
- This assignment posts to canvas & will take you many weeks to complete. Do not wait to start this assignment once it becomes available; begin as soon as you gain access to it.
- This assignment is due as a pdf attachment submitted through the canvas assignment portal.
- Failure to submit this essay may result in a 50 pt grade penalty (to be factored into your grade at the end of the term). Better to turn something in for review than to skip this one!
  - o You are encouraged to create a comprehensive outline for your essay & to write from your outline.
  - o You are encouraged to seek writing support through the CR writing support services for this essay (bring

the assignment to them for help writing an outline, bring a draft for review support, etc).

- o If you need support accessing writing support or tutoring, contact your instructor directly through canvas messages

Class Colleague Course & Assignment Preparation Discussions worth 100 points (or 10% of the total)

- Discussion boards post as links through the modules on our class canvas site;
- These are scheduled to occur a handful of times this term (they do not occur on all weeks);
- Discussion boards are intended to create interactive connection between class colleagues, to help learners notice areas of personal success and challenge related to course material or specific assignments, and to prepare each student to identify questions to take back to their instructor for direct learning support;
- When assigned, **these involve two due dates in a week**. A substantive authored response to a prompt is due by **Mondays @ 11:59**; subsequent colleague engagement posts are due by **Fridays @ 11:59p**

Inquizitive: worth 300 points (or 30% of the total)

- These are Norton textbook "The Real World: An Introduction to Sociology" video game style interactive assignments meant to reinforce textbook chapter instructional content. Think of these as a study tool.
  For each Real World textbook chapter we cover this term, you are assigned to complete the InquiZitive activity. There are also "familiarity" with InquiZitive activities to complete prior to beginning your work with this textbook.
- InquiZitive activities are graded for completion. Your instructor will manually transpose completion from the Norton website into our class canvas grade book at several junctures this term (grading is not managed instantaneously/ no LMS integration is used for this class).
- You can "work ahead" with these. Each inquizitive is due prior to your taking of its correlating canvas chap[ter quiz
- The amount of time each chapter's activity will take is determined by your familiarity with the content.
  - o Inquizitives should be engaged **after reading a text chapter,**
  - o **after participating in module content**, and
  - o **before taking a chapter quiz.**

Exams: worth 200 points (or 20% of the total)

- There are two exams this term. These include multiple choice, short answer & full format essay questions.
- Exam content includes material contained in The Real World, canvas modules & Hand to Mouth.
- These are due on specific weekdays, by specific time associated deadlines. Note exam due dates ahead of time, portals will not be made available outside of the specified time frames.

Final Course Letter Grade Calculations

This class is graded on a scale. At the end of the term, your total number of earned points= your final grade. Canvas does not calculate your final course grade, your instructor does. Final grades post through webadvisor (not canvas).

This is the chart used to assign letter grades at the end of the semester.

970 points and above= A plus letter of recommendation
900-969 points= A
890-899 points = A-
850-889 points= B+
791-849 points = B
760-790 points = C+
700-759 points = C
600-699 points = D
Less than 600 points = F

Course Participation Policy

Participation in this online course requires regular accessing of the course site and materials as well as routine turning in of assignments, activities, and quizzes.

- Failure to log into the class site for more than 10 sequential days may result in being dropped, without notice, for course nonparticipation.
- Simply logging into the class site does not constitute participation.
- Missing of any 3 sequential course due dates (assignments, linked course activities, discussion boards, tests, or document submissions) may result in being dropped, without notice, for course nonparticipation.
- Failure to participate in the class for ten or more days may result in being dropped, without notice, for course nonparticipation.
- Participation includes posting comments or discussions, reviewing course lecture, video and/or posted articles, slides, or material linked through course modules & communications.
- **Late Work** is never accepted after the end of the term. Late work generally falls into three categories.
  - One is when **normal workflow circumstances** apply. This means no major illness, surgery, or catastrophic change in circumstance has occurred and a request for late work has happened after a due date has occurred. Late work

is generally not acceptable when normal workflow circumstances have been experienced and due dates have passed. If you noticed you have missed something by accident, fell off the internet for a week, or need a course grade remediation strategy, please send a direct message inquiry right away so we can work together to determine what's possible.

- o The second category is **excruciating circumstance with impact on workflow**. This means a major illness, surgery, or catastrophic change in workflow circumstance has occurred. Some formats of work can be accepted late when there is an excruciating circumstance. Direct communication is encouraged so we can do our best to meet your learning needs.

- o The third category is **anticipated needs**. Some formats of work can receive small extensions when you look ahead to see projected conflicts. Other formats cannot receive extension. (For example, discussion boards require colleague engagement and we cannot negotiate with colleagues to review your contributions following the deadlines of discussion boards). An example of an anticipated need circumstance would be seeing that a quiz is due on a Friday but realizing your day off from your job to focus on your studies is Saturday. In this case, sending a message on Tuesday to request consideration of a quiz extension to Saturday. Another example would be seeing that a test is schedule to close at 10a on a Wednesday when your best "testing window" for focus is 1-3p on Wednesday due to availability of your childcare. In this case, sending a message on Friday to request consideration of a 5 hour exam extension. In the case of upcoming anticipated needs, please message directly as soon as possible (with as much specific information as possible) so your anticipated needs receive the consideration they require.

Fall 2023 Dates

- **August 18th: Last day to register for classes** (day before the first class meeting)
- **August 19th: Classes begin**
- **August 25th: Last day to add a class**
- **September 1st: Last day to drop without a "W" and receive a refund**
- **September 4th: Labor Day Holiday (District-wide closure)**
- **September 5th: Census Date (20% of class)**
- **October 26th: Last day to petition to graduate**
- **October 27th: Last day for student initiated withdrawal (62.5% of class)**
- **October 27th: Last day for faculty initiated withdrawal (62.5% of class)**
- **December 9th-15th: Final Examinations**
- **December 15th: Last day to file for P/NP option**
- **December 15th: Semester Ends**
- **December 22nd: Grades due**
- **January 5th: Grades available**

Academic dishonesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the College Catalog and on the College of the Redwoods website.

Disruptive behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the College Catalog and on the College of the Redwoods website.

Inclusive Language in the Classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

Setting Your Preferred Name in Canvas

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact Admissions & Records to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. This does not change your legal name in our records. See the Student Information Update form.

Canvas Information

Canvas Information
If using Canvas, include navigation instructions, tech support information, what Canvas is used for, and your expectation for how regularly students should check Canvas for your class.
Log into Canvas at My CR Portal
For help logging in to Canvas, visit My CR Portal.
For help with Canvas once you're logged in, click on the Help icon on the left menu.
For tech help, email its@redwoods.edu or call 707-476-4160
Canvas online orientation workshop: Canvas Student Orientation Course (instructure.com)

Community College Student Health and Wellness

Resources, tools, and trainings regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty and staff are available on the California Community Colleges Health & Wellness website.

Wellness Central is a free online health and wellness resource that is available 24/7 in your space at your pace.

Students seeking to request a counseling appointment for academic advising or general counseling can email counseling@redwoods.edu.

Emergency procedures / Everbridge

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones. Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into WebAdvisor https://webadvisor.redwoods.edu and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions. For more information see the Redwoods Public Safety Page.

In an emergency that requires an evacuation of the building anywhere in the District:
- Be aware of all marked exits from your area and building
- Once outside, move to the nearest evacuation point outside your building
- Keep streets and walkways clear for emergency vehicles and personnel

Do not leave campus, unless it has been deemed safe by the campus authorities.

Del Norte Campus Emergency Procedures

Please review the Crescent City campus emergency map for campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information, see the Redwoods Public Safety Page.

Eureka Campus Emergency Procedures

Please review the campus emergency map for evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety go to the CR Police Department- Public Safety It is the responsibility of College of the Redwoods to protect life and property from the effects of emergencies within its own jurisdiction.

In the event of an emergency:

1. Evaluate the impact the emergency has on your activity/operation and take appropriate action.
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Notify Public Safety 707-476-4111 and inform them of the situation, with as much relevant information as possible.
4. Public Safety shall relay threat information, warnings, and alerts through the Everbridge emergency alert system, Public address system, and when possible, updates on the college website, to ensure the school community is notified.
5. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet, (evacuation to a safe zone, shelter in place, lockdown, assist others if possible, cooperate with First Responders, etc.).
6. If safe to do so, notify key administrators, departments, and personnel.
7. Do not leave campus, unless it is necessary to preserve life and/or has been deemed safe by the person in command.

Klamath Trinity Campus Emergency Procedures

Please review the responsibilities of, and procedures used by, the College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to communicate to faculty, staff, students and the general public during an emergency. It is the responsibility of College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to protect life and property from the effects of emergency situations within its own jurisdiction.

1. In the event of an emergency, communication shall be the responsibility of the district employees on scene.
    a. Dial 911, to notify local agency support such as law enforcement or fire services.
    b. If safe to do so, notify key administrators, departments, and personnel.
    c. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
    d. Contact 530-625-4821 to notify of situation.
    e. Contact Hoopa Tribal Education Administration office 530-625-4413
    f. Notify Public Safety 707-476-4111.
2. In the event of an emergency, the responsible district employee on scene will:
    a. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
    b. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.
    c. Close all window curtains.
    d. Get all inside to safe location Kitchen area is best internal location.
    e. If a police officer or higher official arrives, they will assume command.
    f. Wait until notice of all is clear before unlocking doors.
    g. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.
    h. Do not leave site, unless it has been deemed safe by the person in command. Student Support Services (required for online classes)

Student Support Services

The following online resources are available to support your success as a student:

- CR-Online (Comprehensive information for online students)
- Library Articles & Databases
- Canvas help and tutorials
- Online Student Handbook
- Online Tutoring Resources

Counseling offers assistance to students in need of professional counseling services such as crisis counseling.

Learning Resource Center includes the following resources for students

- Library Services to promote information literacy and provide organized information resources.
- Multicultural & Diversity Center
- Academic Support Center – offers tutoring and test proctoring for CR students.
- Student Tech Help – provides students with assistance around a variety of tech problems.

Special programs are also available for eligible students include

- [Extended Opportunity Programs & Services (EOPS)](#) provides services to eligible income disadvantaged students including: textbook award, career academic and personal counseling, school supplies, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in [Eureka](#) or in [Del Norte](#)
- The [Veteran's Resource Center](#) supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.
- [CalWORKS](#) – assists student parents with children under the age of 18, who are receiving cash assistance (TANF), to become self-sufficient.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821