

Kentucky Community and Technical College System (KCTCS)

Appendix 2.a.2 – Course Syllabi

ANT 130 Syllabus

Introduction to Comparative Religion Spring 2024, 16-week

Welcome to:	ANT 130 – 19Z1 – 78514
<u>Class type:</u>	Standard Online (Blackboard) Please see Different Class Types/Learning Options for details.
Class Meetings:	No scheduled class meetings.
<u>Student Success</u>	Your one-stop access to BCTC Academic Services (Tutoring, Technology, etc.) and Student Resources (Counseling, Child Care, etc.)
<u>Starfish</u>	Check out notifications from your instructor and Raise Your Hand to get help from across the college, including financial aid, tutoring, and counseling.

INSTRUCTOR INFORMATION:

Instructor:	
Email:	
Phone:	
Appointments:	Contact me via KCTCS email for an appointment
Office Location:	n/a
Office Hours:	Held virtually on Sundays, 4:00-5:00 pm, or by appointment; please schedule your appointment via email
Virtual Communication:	KCTCS email is the best way to contact me. You can also contact me through Blackboard messages; I will typically respond within 24 hours.

BCTC ACCOMMODATIONS

BCTC Accommodations:	<p>BCTC strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodations for all persons with disabilities. Students who would like to request academic accommodations and/or auxiliary aids or services for a course must contact BCTC's Student Accessibility Services(SAS). Students should not request accommodation directly from the instructor.</p> <ul style="list-style-type: none">• SAS Email: BL-SAS@kctcs.edu• SAS Phone: (859) 246 – 6534• To Request Services, complete SAS Online Form.
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Kentucky Community and Technical College System (KCTCS)

COURSE INFORMATION

COURSE DESCRIPTION

This course introduces students to a comparative analysis of world religions, emphasizing beliefs, rituals, artistic expressions, and cultural and social organization. Includes both Eastern and Western religions. (Same as REL 130).
Lecture: 3 credits (45 contact hours).

COURSE COMPETENCIES

Upon completion of this course, the student can:

1. Express an understanding of the socio-cultural development and basic precepts of world religions.
2. Identify the belief systems and ritual expressions of world religions and their impact on society and the individual.
3. Describe the relationship between religion, society, and the individual.
4. Compare the traditional faith and beliefs of various religions to his or her own personal faith and beliefs.

GENERAL EDUCATION COMPETENCIES

This course assists students in meeting the [BCTC General Education Student Learning Outcomes](#) in Arts, Humanities, and History.

As a General Education Course fulfilling the Humanities requirement, ANT 130 (Introduction to Comparative Religion) students will learn the following Student Learning Outcomes:

1. Utilize basic formal elements, techniques, concepts and vocabulary of specific disciplines within the Arts and Humanities.
 - Articulate the dogma, doctrine, rituals, artistic expression, and historical development of specific modern religions.
 - Articulate how specific modern religions shape human experience and understanding of the world.
 - Articulate how specific modern religions shape human interactions within and between different groups.
2. Distinguish between various kinds of evidence by identifying reliable sources and valid arguments.
 - Evaluate historical and modern academic sources as related to the development of specific modern religions and the impact they have on the individual and society.

Kentucky Community and Technical College System (KCTCS)

3. Demonstrate how social, cultural, and historical contexts influence creative expression in the arts and humanities.
 - Identify the relationship between specific modern religions and literature, music and the visual arts.
4. Evaluate the significance of human expression and experience in shaping larger social, cultural, and historical contexts.
 - Analyze the relationship between specific modern religions and modern society.
 - Analyze a specific modern religion within its historical context.
5. Evaluate enduring and contemporary issues of human experience.
 - Identify how specific modern religions have shaped individual and social interactions within and between societies.
 - Identify how ecumenical movements have the potential to reduce conflicts between modern religions.

COURSE OUTLINE (please also see the Course Calendar provided below). **The instructor reserves the right to alter the Course Outline as necessary.**

ANT 130_19Z1 Course Outline Spring 2024		
Week	Date	Readings/Assignments
Module 1: What is Religion? and Animistic, Ancestor-Based, and Polytheistic Traditions		
1	January 8-14	Syllabus Quiz due; Chapter 1: Religious Responses; Chapter 1 Quiz
2	January 15-21	Chapter 2: Indigenous Sacred Ways; Chapter 2 Quiz
3	January 22-28	Chapter 3: Hinduism; Chapter 3 Quiz
4	January 29-February 4	Journal Assignment #1 (Double Entry Journal) due
Module 2: The Great Eastern Traditions		
5	February 5-11	Chapter 4: Jainism; Chapter 4 Quiz
6	February 12-18	Chapter 5: Buddhism; Chapter 5 Quiz
7	February 19-25	Chapter 6 Daoism and Confucianism; Chapter 6 Quiz; Chapter 7: Shinto (no quiz)
8	February 26-March 3	Exam 1 (Chapters 1-7)
Module 3: The Abrahamic Traditions/Monotheism		
9	March 4-10	Chapter 8: Judaism; Chapter 8 Quiz
10	March 11-17	Spring Break
11	March 18-24	Chapter 9: Christianity; Chapter 9 Quiz
12	March 25-31	Chapter 10: Islam; Chapter 10 Quiz (due March 29)
13	April 1-7	Journal Assignment #2 (Essay) due

Kentucky Community and Technical College System (KCTCS)

Module 4: New Religious Movements and Religion in the 21 st Century		
14	April 8-14	Chapter 11: Sikhism; Chapter 11 Quiz
15	April 15-21	Chapter 12: New Religious Movements; Chapter 12 Quiz
16	April 22-28	Chapter 13: Religion in the 21st Century; Chapter 13 Quiz
17	April 29-May 5	Exam 2 (Chapters 8-13)

CLASS MATERIALS

Required Technology/Equipment:

Most BCTC courses have a required online component and thus require regular and consistent access to a computer, webcam, and high-speed internet. Mobile devices such as cellphones and some tablets [e.g., Chromebooks] are not sufficient to access all components of many courses. Access to required technologies is necessary and expected, even when open computer labs or public library access might be limited, so students should arrange access as needed. BCTC does have a Laptop Loaner program available if needed.

Please see [BCTC Student Technology Tools](#) for BCTC Minimum Equipment Requirements, BCTC Required Software, and information about the BCTC Laptop Loaner program.

Required Textbook/Supplies:

Mary Pat Fisher and Robin Rineheart. (2017). *Living Religions* (10th ed.). Boston, Mass.: Pearson Revel.
ISBN-13: 2818440027765.

Note to Students: The materials above are the only ones required for this course. Any additional items listed as Optional or Recommended by the bookstore are not required to purchase.

Course Fee:

Upon registration, a digital course fee was added to your student bill. This fee grants you access to the eText and online content from the first day of class for less cost than the standard text. The eText and online content can be accessed through Blackboard. **No hardcopy of the text is required.** No additional purchases are required for eText access.

CLASS POLICIES AND EXPECTATIONS

Attendance/Participation:

You must sign on to Blackboard and complete the **Syllabus Quiz** the first week of class in order to have your attendance counted. If you do not, you will be reported as a No-Show for the course and dropped.

Kentucky Community and Technical College System (KCTCS)

This is a standard online course; thus, all content and assignments are delivered online through Blackboard. There are no scheduled online meetings, but I will be available by appointment.

Attendance/Participation is indicated by the completion of at least one online assignment per week.

Except for the first week of class, attendance at a specific day/time is not required. However, students enrolled in online sections are expected to log-in every week to view notifications, assignments, complete the readings, and complete the reading quizzes and journal assignments.

It is expected the student will regularly schedule sufficient time to read the assigned readings, study, and complete assignments. This course assumes a minimum time commitment of approximately eight (8) to ten (10) hours a week to complete all course requirements and make satisfactory progress.

Attendance Verification (“No Show”):

Attendance verification is required for all BCTC classes and is essential for financial aid distribution, so please do not miss this assignment! If the attendance verification activity is not completed before Tuesday of the second week of class, then I will be required to declare you a “No Show” and you will no longer be eligible to continue working in the class. Any student who does not complete the **Syllabus Quiz** by the end of Week 1 will be declared a “No Show” for the course.

Academic Integrity Policy:

This class follows the policies outlined in the [KCTCS Code of Student Conduct](#).

It is an expectation for all college classes that all academic work, written or otherwise, submitted by a student to an instructor or other academic supervisor, is the result of the student’s own thoughts, research, or self-expression. Utilizing outside resources, technology, study groups, and tutoring for the guidance of learning concepts is strongly encouraged. However, all submitted work should be completed solely by you, the student.

Any time you submit academic work where you use an outside source and present its content as your own, it is a form of Academic Dishonesty (cheating). This includes, but is not limited to: (1) all forms of plagiarism, such as copying or paraphrasing work from other sources without using proper citation; (2) turning in someone else’s paper, a tutor’s work, or your own

Kentucky Community and Technical College System (KCTCS)

paper from a different course; (3) submitting work generated through the utilization of technological tools, such as AI Content Generators (e.g. ChatGPT) or applications (e.g. apps such as Mathway), without acknowledging their use. Cheating in any form violates KCTCS and BCTC Academic Integrity policies and is subject to Article IV Sanctions for Standards of Conduct Violations of the KCTCS Code of Student Conduct. All work submitted should be a product of your own critical thinking and ideas, and written in your own voice, with all sources clearly acknowledged and cited, including technology-based sources. Outside sources and tools are best used as intended and not to replace student learning or perspective.

BCTC Student Concern/Complaint Process:

Oftentimes if you have a question, concern, or even a complaint, having a respectful conversation discussing the issue or misunderstanding can go a long way. This applies to the classroom or workplace. Please follow the sequence below to allow the best opportunity for us to address your concerns. All contact information can be found on the first page of the syllabus.

1. If you have concerns about the course or course policies, please reach out to me!
2. If we cannot resolve the issue, the next step is to speak with the Program/Area Coordinator.
3. If there are still unresolved issues or concerns, then we can speak to the Division Assistant Dean.

Class Communications/Email Policy:

Email is the preferred form of communication for this class. Your KCTCS email address is the only email address to which I can respond. I teach multiple courses and sections, so please ensure all email communications take place using the KCTCS email system and **include your NAME, the COURSE NUMBER/SECTION Number in the subject line (example 'ANT 130 19Z1')**. I will typically answer all emails within 24 hours, but often much sooner. Since emails are official academic communications, please use proper English and grammar and avoid "text-speak". Communications that do not adhere to these policies may not receive a timely response.

BCTC Equity and Unity Statement

BCTC welcomes and respects people of all cultures, religions, ages, socio-economic statuses, sexual orientations, gender identities, national origins, languages, and abilities. We celebrate individual differences as we evolve to be the face of a unified world. Our differences strengthen our resolve to deliver the highest standard of education in the Bluegrass Region. (Endorsed by BCTC Board of

Kentucky Community and Technical College System (KCTCS)

Directors – 3/1/2017)

In this class, we build an inclusive culture that encourages, supports, and celebrates diversity. You belong. You should engage and participate. You matter.

COURSE REQUIREMENTS – What we will do in this course

Graded Class Components:

Additional course content and links to journal assignments and exams are provided in **four (4) module folders** covering a specific time frame and theme (see Course Calendar below). **The Chapter Quizzes are provided in the Revel site through the 'OPEN PEARSON' link in Blackboard.** Graded assignments consist of the following categories.

Syllabus Quiz (50 points):

You must complete the Syllabus Quiz after reading the course syllabus. **The quiz must be completed the first week of class.** The quiz questions are all based on information available in the course syllabus, so review it carefully for the correct answers.

12 Chapter Quizzes (50 points each/600 points total):

You will complete 12 Chapter Quizzes in Revel. **You are only required to complete the assigned quizzes at the end of the chapter in your Revel course site**—but not those at the end of subsections within chapters. Each quiz consists of 10 multiple choice questions. You are permitted three attempts per question but have unlimited time on each attempt. Students will lose points per attempt for questions answered incorrectly.

You are encouraged to complete the reading, prepare, and use study materials for each quiz.

2 Journal Assignments (250 points total):

You will write two (2) journal assignments. Journal Assignment 1 **(100 points)** consists of a Double Entry assignment involving the key terms from Chapter 1 in the text. The instructions are provided in the Blackboard assignment folder.

Journal Assignment 2 **(150 points)** is a cause-and-effect essay consisting of 500 – 1000 words on the topic provided by the instructor. A minimum of three (3) sources, two of which must be scholarly, are required for Journal Assignment 2. Students are encouraged to seek free tutoring (see Brainfuse

Kentucky Community and Technical College System (KCTCS)

tutoring) through BCTC before submitting these written assignments.

These assignments, with topic and further instructions, can be found in the Module folders on the course Blackboard page. The grading rubrics are also available within the assignment folder.

The due dates for each Journal assignment are as follows:

Journal Assignment 1:

February 4

Journal Assignment 2: April 7

2 Exams (100 points total):

There are two exams (Exam 1 and Exam 2) in the course, each worth 50 points. The exams consist of multiple choice and true/false questions based on the information in the chapter readings. They will become available on Blackboard on the week they are scheduled. The exams can be completed at any time during the assigned week. This course does not require proctored exams.

MAKE-UP WORK/LATE WORK POLICY

Make-up/late work will only be accepted:

- 1) Without penalty if the student can document to the satisfaction of the instructor that unavoidable, extenuating circumstances occurred and is submitted by the extension date provided by the instructor.
- 2) With a ten (10) percent penalty for reasons not meeting the criteria of unavoidable, extenuating circumstances if submitted after twenty-four (24) hours of the due date but prior to the date the Unit closes.
- 3) With a twenty-five (25) percent penalty for reasons not meeting the criteria of unavoidable, extenuating circumstances if submitted after the date the Unit closes.
- 4) No make-up/late work will be accepted after the Friday of Final Exam week.

Regardless of circumstances, you must email the instructor when submitting make-up/late work.

COURSE GRADE

Midterm Grades and Official Course Grades:

Midterm grades will be posted as indicated on the [BCTC Academic Calendar](#). Blackboard shows in- progress grades only. Official Midterm and Final Course

Kentucky Community and Technical College System (KCTCS)

Grades are accessed through your Student Self- Service account. See [instructions for accessing grades.](#)

Final Course Grade:

The following table breaks down the relationship between Points Earned and Letter Grade for the course. This course uses the standard 90%, 80%, 70%, and 60% grading scale for A, B, C, and D grades, respectively.

Total Points Earned	Final Letter Grade
1000 - 900	A
899 - 800	B
799 - 700	C
699 - 600	D
599 - 0	E

There is no extra credit for this course. The course is not graded on a curve.

Assignment Category	Portion of Grade
Syllabus Quiz	5%
Reading Quizzes	60%
Journal Assignments	25%
Exams	10%

WITHDRAWAL POLICY

Through Midterm, you may withdraw from any BCTC course without instructor permission. After Midterm, you may withdraw until the last day of classes before the Final Exam, with instructor permission. Instructor permission will be granted if you have met the attendance/participation requirements of the course and have not yet taken the Final Exam.

For more information and instructions on how to withdraw see [BCTC Withdrawal Procedures.](#)

ADDITIONAL RESOURCES

Helpful BCTC Resources:

Weblink	Description
BCTC Website	BCTC Home Website.

Kentucky Community and Technical College System (KCTCS)

KCTCS Blackboard	Blackboard is our learning management system. All classes include a Blackboard course where you can find important class information.
KCTCS MyPath	Online portal to KCTCS email, Blackboard, and Student Self-Service
Early Alert and Starfish	See notices from your instructors and “Raise Your Hand” in Starfish to ask questions or get assistance from across the college.
BCTC Academic Services & Student Resources	One-Stop Access to BCTC Academic Services & Student Resources for success both inside and outside of class, including: IT assistance, Tutoring, Student Success Hub, Spotlight Instruction Series, Student Handbook, Personal Counseling, Community Resources, and more!

BCTC CLOSED CAMPUS – REMOTE INSTRUCTION CONTINGENCY PLAN

Please see [BCTC Student Handbook – Closed Campus Contingency Policy](#) for important information about campus closures. Should we have an extended campus closure and be required to go to remote learning, the following will detail any changes to our class. Please note, each instructor’s policies may differ. Please check your email and/or course messages often for updates.

FOR ANT 130 ONLINE:

An extended campus closure will not have a significant impact on our original online course content delivery or policies. However, please be aware of the following:

- Course Calendar/Due Dates:
 - A revised course calendar, if needed, will be posted on the Blackboard course shell.
- Late Work/Makeup Work Policies:
 - No changes
- Online Office Hours:
 - Additional online office hours/meetings will be available by appointment (on Microsoft Teams). Please make appointments via email (gmaggard0008@kctcs.edu).

Kentucky Community and Technical College System (KCTCS)

ANT 160 Syllabus

Cultural Diversity in the Modern World

Spring 2024, 12-Week Session (February 5-May 5, 2024) ANT 160 | Section 19B1 |
Class 78518
Online Accelerated

Instructor's Information

Instructor Contact

- KCTCS email (preferred): douglas.hume@kctcs.edu
- Blackboard messages: <https://elearning.kctcs.edu/>
- Non-Blackboard and non-KCTCS emails will be ignored.

Student Office Hours & Communication

Kentucky Community and Technical College System (KCTCS)

- **Appointments**
 - Virtual Teams appointments must be scheduled through email.
 - Maintain a courteous and civil demeanor, speak clearly, and eliminate background noise during Teams virtual calls.
- **Virtual Communication (KCTCS email and Blackboard messages)**
 - It is important that students reach out as soon as an issue arises due to this course being an accelerated online course.
 - Include your full name and course number (ANT 160 19B1).
 - Use concise sentences, formal grammar, avoid misspellings, and do not use abbreviations (e.g., “text-speak”).
 - Blackboard messages and emails are responded to within 6 hours during the business week/hours (Monday – Friday, 8:30 AM – 4:30 PM), excluding Institutional/Academic Breaks.

Course Information

Course Description

Introduces the student to the diversity of human cultural experience in the contemporary world. Focuses on gaining an appreciation for the common humanity and uniqueness of all cultures; creating sensitivity toward stereotypes and ethnocentrism, and understanding the distinctions between 'race', ethnicity and racism. Lecture: 3 credits (45 contact hours). Attributes: Cultural Competence and Humanities or Behavioral Sciences

Course Learning Outcomes

- Upon completion of this anthropology (ANT 160) course, the student can:
1. Identify the theory and methods of Cultural Anthropology (ANT 160-1).
 2. Describe the diversity of human cultural experience in the contemporary world (ANT 160-2).
 3. Recognize the common humanity and uniqueness of all cultures, and the impact of ethnocentrism (ANT 160-3).
 4. Differentiate between race and ethnicity (ANT 160-4).

General Education Learning Outcomes

This course assists students in meeting [BCTC General Education Student Learning Outcomes](#) in Social & Behavioral Sciences (SBS).

1. Demonstrate knowledge of at least one area of the social and behavioral sciences (SBS-1).
2. Apply knowledge, theories, and research methods,

Kentucky Community and Technical College System (KCTCS)

- including ethical conduct, to analyze problems pertinent to at least one area of the social and behavioral sciences (SBS-2).
3. Understand and demonstrate how at least one area of the social and behavioral sciences conceptualizes diversity and the ways it shapes human experience (SBS-3).
 4. Integrate knowledge of at least one area of the social and behavioral sciences into issues of personal or public importance (SBS-4).
 5. Communicate effectively using the language and terminology germane to at least one area of the social and behavioral sciences (SBS-5).

Why it Matters?

While anthropology is an academic discipline, it is increasingly becoming an applied science in which practitioners find careers within businesses, government agencies, and non-governmental organizations—termed applied anthropology. The knowledge and skills needed to become a successful practitioner involve building an ethnographic methods toolkit. With that in mind, in addition to understanding cultural anthropology in this course, students will gain experience applying an anthropological perspective to solve real-world problems.

Course Attendance/Participation

This course is an online course. The content and assignments are delivered online through Blackboard. There are no scheduled online meetings. Students are encouraged to engage with the course materials (i.e., activities, discussions, InQuizitives, lectures, movies, readings, and tests) throughout the week and not procrastinate until just before items are due.

BCTC Accommodations

Student Accessibility Services (SAS)

BCTC strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodations for all persons with disabilities. Students who would like to request academic accommodations and/or auxiliary aids or services for a course must contact Student Accessibility Services (SAS). Students should not request accommodation directly from the instructor. To request services, complete the [SAS Online Form](#) or email [BL-](#)

Kentucky Community and Technical College System (KCTCS)

SAS@kctcs.edu or call (859) 246-6534.

Class Materials

Required Technology/Equipment

Please review the [Minimum Equipment](#) and [Software Requirements](#) for all BCTC courses. See [BCTC Technology Tools](#) for more resources. This course requires:

- access to your text and InQuizitive are available in the Norton LTI using the links supplied in Blackboard.

Required Textbook/Materials

Upon registration, a digital course fee was added to your student bill ([Digital Course Fee Policy](#)). This fee grants you access to the eText and online content from the first day of class for less cost than the standard text. The eText and online content can be accessed through Blackboard. No hardcopy of the text is required. No additional purchases are required for eText access to the following book:

- Guest, Kenneth J. 2020. *Essentials of Cultural Anthropology: A Toolkit for a Global Age, 4th Edition* (eText). New York: W.W. Norton & Company. ISBN 9780393865875 (eBook/eText).

The materials above, and additional content provided in the Blackboard LMS or Norton LTI, are the only ones required for this course. Any additional items listed as Optional or Recommended by the bookstore are not required to purchase.

Course Details

Attendance Verification: No Show

All BCTC courses require that students complete an [Attendance Verification](#) assignment or activity that is essential for financial aid distribution. If the Attendance Verification is not completed, you will be counted as a “No Show” and will no longer be able to continue in this course. For this course, you are required to verify your attendance by completing at least one of the Week 1 Module assignments (i.e., Activity – “What is Anthropology?”, Discussion – Icebreaker, InQuizitive – Textbook Chapter 1 – Anthropology in a Global Age, or Extra Credit Syllabus Quiz) on or before 11:59 PM EST Sunday February 11, 2024.

Graded Class Components

Kentucky Community and Technical College System (KCTCS)

This course is divided into one “Start Here” course introduction module, 12 content learning modules, and one final exam week module. Students can earn up to 1,000 points in this class via the 12 activities (300 points), eight discussions (200 points), 12 InQuizitives (300 points), and four tests (200 points) as well as extra credit (up to 50 points). Each of these assessments and due dates are explained below.

Activities (300 Points)

The 12 activities constitute 300 points (25 points each) of the course grade. Each module contains one activity designed to enhance the lecture and textbook materials with supplemental materials. The activities must be written in students' own words (do not quote, paraphrase, or cite sources) and not use any outside sources. Activities are due at the end of the week (11:59 PM EST on Sunday) they are listed in the Course Schedule/Modules. The Blackboard course site provides further instructions and grading criteria for completing each activity.

Discussions (200 Points)

The eight discussions constitute 200 points (25 points each) of the course grade. Discussions are designed to enhance the lecture and textbook materials with supplemental materials. The discussions must be written in students' own words (do not quote, paraphrase, or cite sources) and not use any outside sources. Discussions are due at the end of the week (11:59 PM EST on Sunday) they are listed in the Course Schedule/Modules. The Blackboard course site provides further instructions and grading criteria for completing each discussion.

InQuizitives (300 Points)

The 12 InQuizitives constitute 300 points (25 points each) of the final course grade. Each module contains one InQuizitive with the Norton AI tutor designed to build student's understanding of the assigned textbook chapter. These sessions are self-paced learning activities designed to increase reading comprehension and disciplinary understanding of the material in the assigned chapter.

InQuizitives are due at the end of the week (11:59 PM EST on Sunday) as listed in the Course Schedule/Modules.

Kentucky Community and Technical College System (KCTCS)

Participation in each chapter's InQuizitive is worth up to 25 course points. To earn the full 25 course points, you are required to reach 800 InQuizitive "study points". If you score fewer than 800 study points you will receive a comparable percentage of course points. For example, a student earning 400 InQuizitive study points for the Chapter 1 study session would receive 12.5 course points, or 50% of the 25 course points possible for that session.

Tests (200 Points)

The four tests constitute 200 points (50 points each) of the final course grade. The tests are designed to assess student's understanding of the assigned textbook chapters and online lectures. Except for the last test (due 5:00 PM Friday May 3), tests are due at the end of the week (11:59 PM EST on Sunday) as listed in the Course Schedule/Modules. The tests:

- must be taken online without outside assistance (i.e., the test must be taken by student alone),
- allow students to use their textbook and prepared notes while taking the test,
- contain 25 multiple-choice questions worth two points each that are randomly selected from larger pools of questions,
- contain four to five questions per textbook chapter and online lecture,
- include the same number of easier, moderate, and challenging questions for each textbook chapter and online lecture,
- present questions one at a time,
- once started, must be completed in one sitting,
- will save and submit automatically when the 25-minute time limit expires,
- may be taken up to five times, the final score being the average of all attempts.

For example, the first time a student takes a test, they will receive 25 random questions from pools of many possible questions. The student scores 40/50 (80%) on this first try. The student then chooses to retake the test. The second attempt of the test contains another set of 25 questions, several of which the student has seen before, but many of the questions will be newly chosen from the

Kentucky Community and Technical College System (KCTCS)

pools. The student scores 46/50 (92%) on the second try. The test score is then the average of these two attempts: $40 + 46 / 2 = 43/50$ (86%). If the student continues to retake the test, they will lower or raise their average score.

Extra Credit (50 Points)

There are two opportunities for extra credit in this course, a syllabus quiz and a mid-semester feedback survey, each worth up to 25 points. The syllabus quiz is available during Week 1 and includes 25 multiple-choice and true-false/yes-no questions on the policies and procedures contained within this syllabus. It may be taken up to five times with the final score being the highest of all attempts. The mid-semester feedback survey is available during Week 6 and includes multiple-choice as well as short-answer questions designed to assess the course's design. The Blackboard course site provides further instructions and grading criteria for these extra credit opportunities.

Midterm Grades and Official Course Grades

Midterm grades will be posted as indicated on the [BCTC Academic Calendar](#). Blackboard gradebook shows in-progress grades only. Official midterm and final course grades are accessed through your Student Self-service account. [See instructions for accessing grades](#).

Final Course Grade

Assignments are grouped into four categories: 1) Activities, 2) Discussions, 3) InQuizitives, 4) Tests, with the possibility of Extra Credit. The table below shows the distribution of points for each category and the point value for each assignment within categories.

Assignment Category	Portion of Grade
12 Activities	25 points each/300 points total
8 Discussions	25 points each/200 points total
12 InQuizitives	25 points each/300 points total
4 Tests	50 points each/200 points total
Total Course Points	1,000 Points
2 Extra Credit Opportunities	25 points each/50 points total

This course uses the standard 90% (1,000 to 900 points), 80% (899 to 800 points), 70% (799 to 700 points), and 60% (699 to 600 points) grading scale for A, B, C, and D grades, respectively.

Kentucky Community and Technical College System (KCTCS)

Please note that there will be no curve in this course and grades will not be rounded up.

Grading Response Time

Activity, discussion, and InQuizitive scores with feedback will be posted within Blackboard's gradebook within 24 hours after their due date. Tests will be graded automatically by Blackboard immediately after each attempt is submitted.

Makeup Work/Late Work Policy

Regardless of the ingenuity of the excuse, the make-up policy is as follows:

- In the cases of emergencies (e.g., severe illness requiring medical attention or death of a family member), documentation of the emergency is required to make up missed work without late penalties.
- In cases of non-emergencies (e.g., forgetting to complete work, undocumented illnesses, power outages, computer crashes, forgetting to update password, or Internet interruptions), make-ups may be submitted for each item directly within Blackboard up to nine days after the item is due. For every 24 hours that an item is late, it will suffer an automatic 10 percent reduction.
- Make-ups will not be accepted after the end of the course (the end of the semester, as determined by the end of the final exam period for this course) unless documentation of an emergency is presented to the professor.

Student Resources

General Resources

Weblink	Description
BCTC Website	BCTC Home Website.
KCTCS Blackboard	Blackboard is our learning management system. All classes include a Blackboard course where you can find important class information.
KCTCS MyPath	Online portal to KCTCS email, Blackboard, and Student Self-Service.
Early Alert and Starfish	See notices from your instructors and "Raise Your Hand" in Starfish to ask questions or get assistance from across the college.

Kentucky Community and Technical College System (KCTCS)

BCTC Academic Services & Student Resources	One-Stop Access to BCTC Academic Services & Student Resources for success both inside and outside of class, including: IT assistance, Tutoring, Student Success Hub, Spotlight Instruction Series, Student Handbook, Personal Counseling, Community Resources, and more!
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BCTC Equity & Unity Statement

BCTC welcomes and respects people of all cultures, religions, ages, socio-economic statuses, sexual orientations, gender identities, national origins, languages, and abilities. We celebrate individual differences as we evolve to be the face of a unified world. Our differences strengthen our resolve to deliver the highest standard of education in the Bluegrass Region. (Endorsed by BCTC Board of Directors – 3/1/2017). In this class, we build an inclusive culture that encourages, supports, and celebrates diversity. You belong. You should engage and participate. You matter.

Academic Policies & Expectations

Drop and Withdrawal Procedures

The [BCTC Drop and Withdraw Policy](#) statement and [BCTC Withdrawal Procedures](#) provide more information and instructions for how to drop or withdraw from the course. The [Academic Calendar](#) includes due dates for drop and withdrawals. Instructor permission will be granted if you have discussed options for successful completion of the course with the instructor and have not yet taken the Final Exam.

Academic Integrity Policy

This class follows the policies outlined in the [KCTCS Code of Student Conduct](#). Please review the full [BCTC Academic Integrity Policy](#) as it outlines guidance for how to avoid plagiarism, academic dishonesty, and misuse of Artificial Intelligence (AI).

Plagiarism/Cheating

Any time you submit academic work where you use an outside source and present its content as your own, it is a form of Academic Dishonesty (cheating). This includes, but is not limited to: (1) all forms of plagiarism, such as copying or paraphrasing work from other sources without using proper citation; (2) turning in someone else's paper, a tutor's work, or your own paper from a different course; (3) submitting work generated through the utilization of technological tools, such as AI Content Generators (e.g.

ChatGPT) or applications (e.g. apps such as Mathway), without

Kentucky Community and Technical College System (KCTCS)

acknowledging their use. Cheating in any form violates KCTCS and BCTC Academic Integrity policies and is subject to Article IV Sanctions for Standards of Conduct Violations of the KCTCS Code of Student Conduct. All work submitted should be a product of your own critical thinking and ideas, and written in your own voice, with all sources clearly acknowledged and cited, including technology-based sources. Outside sources and tools are best used as intended and not to replace student learning or perspective.

Student Concern/Complaint Process

Please review the [BCTC Student Concern/Complaint Process](#) if you have concerns about the course or course policies.

BCTC Closed Campus Contingency Policy

The [BCTC Closed Campus Contingency Policy](#) provides important information about campus closures. In the event of an extended campus closure as an **online course**, there will not be significant changes to our original course content delivery or policies.

Kentucky Community and Technical College System (KCTCS)

ANT 220 Syllabus

Kentucky Community and Technical College System (KCTCS)

ANT 220 - INTRODUCTION TO CULTURAL ANTHROPOLOGY

2023 Fall Semester

INSTRUCTOR: Dr. John Waldron

E-MAIL: jwaldron0004@kctcs.edu

OFFICE: ATB 201-E

OFFICE HRS: By appointment and Email

OFFICE PH: 270-706-8545

Description:

The study of variations in beliefs, behaviors, and institutions of different peoples. Acquaints the student with a knowledge of how anthropological concepts and knowledge are used to understand and appreciate cultural diversity.

Components: Lecture: 3 credit (45 contact hours)

Pre-req/Co-req: None

Materials Needed: Refer to [ECTC Technology Statement](#)

Text: Ember and Ember. 2015. Cultural Anthropology (15th Edition). Prentice Hall. Integrated through a course fee.

Grading:

A = (90 - 100%) B = (80 - 89%) C = (70 - 79%) D = (60 - 69%) E = (< 59%)

Grades will be based on chapter quizzes and discussions as well as a Final Exam and Final Discussion. More information on criteria for Discussions is in the "Getting Started" page in the course in Blackboard. Late work is generally not accepted unless there is a valid excuse.

The First Assignment must be completed by August 18 or you will be automatically dropped from this course.

Late/make-up work policy: If you will be unable to take an assessment during the assigned time you must have a valid excuse and confirmation (Doctor's note, etc.)

Attendance: It is your responsibility complete work on time. There is no attendance; however, you must complete any graded materials (quizzes, etc.) by the due date/time.

Withdrawal: You may withdraw with a 'W' up to September 11. You may not withdraw after this date.

Kentucky Community and Technical College System (KCTCS)

Competencies/Student Outcomes: Upon completion of this course, the student can:

1. Identify the theory and methods of Cultural Anthropology.
2. Describe the diversity of human cultural experience in the contemporary world.
3. Apply anthropological concepts to their own lives and realize their place in a globally interdependent

General Education

Students should prepare for twenty-first century challenges by gaining:

1. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.
2. Intellectual and practical skills, including
 - Inquiry and analysis
 - Critical and creative thinking
 - Written and oral communication
 - Quantitative literacy
 - Information literacy
 - Teamwork and problem solving
3. Personal and social responsibility, including
 - Civic knowledge and engagement (local and global)
 - Intercultural knowledge and competence
 - Ethical reasoning and action
 - Foundations and skills for lifelong learning
4. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills

ECTC Faculty are committed to helping you improve your essential skills in the areas of: Professionalism, Communication, Critical and Integrative Thinking, and Organization. During this semester, you will participate in active learning assignments that will give you the chance to use and improve your essential skills.

This course will comply with ECTC's policies regarding the following topics:

1. Americans with Disabilities Act (ADA) Statements
2. KCTCS Code of Student Conduct
3. Accessing/Checking your KCTCS Email
4. Make-up Days Due to College Closure

Kentucky Community and Technical College System (KCTCS)

5. Required Satisfactory Academic Standards
6. Discrimination, Harassment, and Sexual Misconduct
7. Policy on Personal Writing and Disclosures of Sexualized Violence.
8. ECTC Technology Statement

These policies can be found on the ECTC website at: <https://elizabethtown.kctcs.edu/current-students/academic-resources/coursesyllabi-information-and-related-policies.aspx>

The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and faculty. The College will attempt to make these changes as minimally disruptive as possible, but the College reserves the sole right to alter the particular type, place, or time for their classes.

Family Scholar House is a free resource to support student and family success both inside and outside the classroom. We are available Monday - Saturday, 8am-8pm at 502-289-6384. Lynnette Kennedy works directly with ECTC students and can be reached by phone at 270-706-8808, email LKennedy@familyscholarhouse.org, or come by the office in the ATB Building room 100.

Elizabethtown Community and Technical College strives to make learning experiences

accessible to all participants and is committed to providing reasonable accommodations for all persons with disabilities. If you are seeking accommodations for this course under the Americans with Disabilities Act (ADA), you are required to contact the Accessibility/Disabilities Services Office at <https://elizabethtown.kctcs.edu/about/student-life/accessibility-services/>. To request accommodations, complete the link to the online Accommodation Request Form. Please do not request accommodations directly from your Instructor without a letter of accommodation from the Accessibility/Disability Services Office. If you are a student from a KCTCS college other than Elizabethtown Community and Technical College, contact your Home College for establishing disability accommodations. You can find your Home College's Accessibility/Disability Services Office contact information on the KCTCS Disability Services website. Your Home College will communicate with your Instructors and Accessibility/Disability Services Office to provide you with reasonable and appropriate accommodations. Your accommodations will begin after the Instructor has received confirmation of your accommodations from the Accessibility/Disability Services Office. Accommodations cannot be applied to your course retroactively.

Elizabethtown Community and Technical College's Accessibility and Disability Services Point of Contact is Teresa Brown, Office of Student Accessibility, RPC 1st Floor, Room 129-A, inside the Assessment Center; 270-706-8455, tbrown0641@kctcs.edu.

Alternate Contact:

If you are having problems accessing the course and cannot reach the instructor, please contact;

Kentucky Community and Technical College System (KCTCS)

Donna Hester, SBS Division Office Manager

270-706-8498

donna.hester@kctcs.edu

This contact is only provided for access issues if you cannot reach Dr. Waldron. All assignments and questions about course content should only be directed to Dr. Waldron.

Kentucky Community and Technical College System (KCTCS)

ANT 221 Syllabus

COURSE PREFIX & NUMBER: ANT 221 – Section 77026

COURSE TITLE: Native People of North America

INSTRUCTOR: Katrina Houle

Email: khoule0002@kctcs.edu

OFFICE HOURS: Available by appointment/email/phone

DIVISION DEAN: Peggy Conklin

Email: peggy.conklin@kctcs.edu Phone: 606-589-3336

OFFICIAL COURSE DESCRIPTION:

Surveys the aboriginal Native American cultures of North America, and the impact of four centuries of British, French, Spanish and Russian contact on the Indian communities. Considers the status of Native Americans in present-day North America.

PRE-REQUISITES: None

CO-REQUISITES: None

GRADING CRITERIA: Grading scale is 90+ = A, 80+ = B, 70+ = C, 60+ = D, lower than 60 = E; the instructor reserves the right to lower the grading scale if the situation warrants it.

TEXTBOOK: First Peoples: A Documentary Survey of American Indian History Sixth Edition, Calloway, Collin G (ISBN-13: 9781319104917).

OTHER SUPPLIES: Notebook; access to a computer with internet, word processing, and a USB data stick (recommended)

GENERAL EDUCATION COMPETENCIES:

Students should prepare for twenty-first century challenges by gaining:

A. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.

B. Intellectual and practical skills, including

* inquiry and analysis

* critical and creative thinking

* written and oral communication

* quantitative literacy

* information literacy

* teamwork and problem solving

C. Personal and social responsibility, including

* civic knowledge and engagement (local and global)

* intercultural knowledge and competence

Kentucky Community and Technical College System (KCTCS)

- * ethical reasoning and action
 - * foundations and skills for lifelong learning
- D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

EVALUATION OF COMPETENCIES:

Students will be evaluated regarding the above competencies by:

- * Demonstrating an understanding of the Native American culture and the changes they have undergone.
- * Explaining the basic concepts and principles of Anthropology in relation to Native Americans.
- * Understanding and explaining the shared historical traumas experienced by Native Americans.

COURSE OBJECTIVES: Upon completion of this course, the student can:

1. Demonstrate an understanding of the Native American culture and the changes they have undergone both before and after colonization.
2. Describe the impact of colonization
3. Describe contemporary issues faced by Native Americans
4. Compare and contrast the characteristics of the different culture areas
5. Demonstrate an understanding of Native American sovereignty

ATTENDANCE: All students are expected to attend all classes. Attendance will not be graded directly, but can have an indirect effect on grades in other ways. Since this class is an online class, students are expected to log on to Blackboard and complete all assignments by the due dates assigned.

LATE WORK/MAKE-UP WORK POLICY: Late assignments will be not be accepted except for under extraordinary circumstances. Any assignment turned in late will receive a grade of zero. Late penalties and deadlines may be waived for extraordinary circumstances, as determined by the instructor. Any such circumstances must be documented and, when possible, approved in advance. This policy may be modified with notice near the end of the semester to ensure adequate grading time.

WRITTEN WORK POLICY: All written work must be completed and submitted in the manner specified by the assignment. For instance, an introductory essay will be required and the assignment will specify that the essay is to be typed and submitted electronically through Blackboard. All written work will go through a plagiarism checker and will be checked for citations. Plagiarism is a serious offense and will be punished in accordance with the school policy. All written work found to be plagiarized will receive a grade of 0.

WITHDRAWAL POLICY: Students may withdraw at their own discretion until mid-term (see the catalog for details regarding the impact on fees and aid). After midterm special approval is required.

GRADING DETAILS

Kentucky Community and Technical College System (KCTCS)

A student's grade will consist of homework assignments, a mid-term and a comprehensive final exam. The grades will be weighted as follows:

Homework/Discussion Board 40%

Mid-Term Exam 30%

Final Exam 30%

COURSE REQUIREMENTS:

Homework – Assignments will be graded for completion and correctness and may include video analysis, online assignments through Blackboard, and short essays. Students are expected to complete essay assignments using correct grammar, sentence structure, and spelling.

Discussion Board – The Instructor will post a Discussion Board assignment on a weekly basis. Students are expected to demonstrate college level writing skills. Students will be expected to post their essay (minimum 500 words) and 2 replies to their class mates (minimum 150 words) unless otherwise stated. The 2 replies to class mates are due one day after the main response.

Mid-Term Exam – Towards the middle of the semester there will be a Mid-Term exam. This allows the Instructor to evaluate your progress to that point in the semester. Failure to take the Mid-Term without prior approval for accommodation from the Instructor will result in a grade of 0.

Final Exam – A comprehensive final exam will be given at the end of the course. Failure to complete the final without prior approval for accommodation from the Instructor will result in an automatic grade of 0.

DISABILITY SERVICES: Accommodations for Students with Disabilities

Students in this course who need, or who believes that they will need, any academic adjustments, auxiliary aids, or other accommodations because of the functional limitations of a documented disability, should NOT approach the instructor with this matter. They should, instead, visit the Disabled Students Service (DSS) Coordinator, on their campus.

Cumberland: Shana Lewis 606-589-3019

Harlan: Mike Ingram 606-589-3214

Middlesboro/Pineville: Felicia Carroll 606-248-0257

Whitesburg: Amanda Wynn 606-589-3335

ACADEMIC DISHONESTY:

All assignments and tests turned in by students must represent their own work. Any suspicious work will be penalized, with sanctions ranging from a grade of zero for the assignment up to and including a failing grade in the course, depending on the severity of the offense. Review the Student Code of Conduct, Articles III & IV (available at kctcs.edu) for details regarding allowable sanctions and the right to appeal decisions.

SAFETY AND SECURITY:

Photo Identification badges are required to be displayed by students, faculty and staff while on Southeast properties. ID badges can be made in the library if you do not have a current one. You must present your driver's license or other form of ID, along with your student ID number to

Kentucky Community and Technical College System (KCTCS)

have your identification badge made. It is mandatory that you display your ID at all times while on campus.

NON-DISCRIMINATION STATEMENT:

The Kentucky Community and Technical College System is an equal educational and employment opportunity institution and does not discriminate on the basis of; race, religion, color, sex, gender identity, gender presentation, national origin, age, disability, family medical history, or genetic information. Further, we vigilantly prevent discrimination based on sexual orientation, parental status, marital status, political affiliation, military service, or any other non-merit based factor.

STARFISH:

We Care About Your Success! Southeast Kentucky Community and Technical College utilizes the Starfish Student Success Network. It is designed to promote student success through coordination and communication between students, instructors, and support staff. Throughout the term, you may receive e-mails (from your instructor) regarding your attendance, course grades or academic performance. It is to your benefit to check your KCTCS email regularly and take the recommended actions. You may also be contacted directly by a flag manager.

LIBRARY LEARNING RESOURCES:

To provide access to collections and services for on-campus and off-campus learners alike, please make use of the SKCTC library. I am providing the link to SKCTC library webpage to make certain that our distance learners have direct access to the information sources they need to be successful students.

The Library Services webpage can be found here: <http://www.southeast.kctcs.edu/academics/library>

EMERGENCY RESPONSE ACTIONS:

The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and faculty. The College will attempt to make these changes as minimally disruptive as possible, but the College reserves the sole right to alter the particular type, place, or time for their classes.

Kentucky Community and Technical College System (KCTCS)

ANT 235 Syllabus

COURSE IDENTIFICATION

COURSE DESCRIPTION

Examines the way values and behaviors related to food production and consumption are shaped by the physical and cultural environment. Draws data from non-Western and Western cultures. Discusses implications of cultural factors for contemporary issues in nutrition.

PREREQUISITE(S)/CO-REQUISITE(S)

ACT, COMPASS, or ASSET scores for college level reading OR completion of developmental reading courses.

CREDIT HOURS

3

INSTRUCTOR

INSTRUCTOR'S NAME: Mindy Bell

KCTCS E-MAIL ADDRESS: Mindy.Bell@kctcs.edu

Please reach out with questions or concerns. I typically respond in 24-48 hours.

I WILL ONLY RESPOND TO EMAILS FROM YOUR KCTCS EMAIL ACCOUNT.

Please follow basic email etiquette. Include your name, class, class section, and purpose for email.

PHONE NUMBER: 270-534-3186

OFFICE LOCATION: Matheson Learning Resource Center (MLRC), Office E-2

OFFICE HOURS: Virtual Appointments Available Upon Request; Virtual meetings are held in Microsoft Teams

To schedule and reserve your appointment time, email 24 hours in advance. Please let me know if these hours do not work with your schedule.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00-9:15 Teaching in Class	9:30-10:45 Teaching in Class	8:00-9:15 Teaching in Class	9:30-10:45 Teaching in Class	9:00-11:00 VIRTUAL MEETING OPTION
9:30-10:45	11:00-12:15	9:30-10:45	11:00-12:15	

Kentucky Community and Technical College System (KCTCS)

Teaching in Class	Teaching in Class	Teaching in Class	Teaching in Class
11-12 Available for Students	12:15-1:00 Lunch	11-12 Available for Students	12:15-1:00 Lunch
12:00-1:00 Lunch	1-3:00 Available for Students	12:00-1:00 Lunch	1-3:00 Available for Students
1-3:00 Available for Students	Sep. 11-Dec. 10 6-7:15 Teaching in Class	1-3:00 Available for Students	

COURSE REQUIREMENTS

TEXTBOOK INFORMATION

Food and Culture: A Reader, 4th edition, Carole Counihan, Penny Van Esterik, and Alice Julier, Routledge.

SUPPLIES

- You will need access to a computer and internet (Microsoft 365 will be provided – see below)
- File storage device (personal computer, removable storage, or a cloud site)

HARDWARE/SOFTWARE

- Students will need to access Blackboard for assignments, and it is recommended students use Google Chrome or Mozilla Firefox.
- All KCTCS students who are currently enrolled in a course are eligible to install the full version of Office 365 Pro Plus on up to 5 devices for free. The software will continue to work as long as you are enrolled in at least one class at a KCTCS college.

ACTIVE KCTCS E-MAIL ACCOUNT

The primary means of communication between students and the college is through the KCTCS e-mail account. Students should check this e-mail account frequently.

COURSE MANAGEMENT SYSTEM

KCTCS uses Blackboard as the course management system. The KCTCS Blackboard Web Site URL is: <http://elearning.kctcs.edu>. Questions about your course should be directed to your instructor. If you have technology issues, feel free to reach out to [Online Learning](#).

COURSE TECHNOLOGY EXPECTATIONS

Students are expected to have access to:

- An up-to-date computer, laptop, or tablet
- Internet connection (high speed preferred)
- Blackboard supported browser (Mozilla Firefox and/or Google Chrome)

Kentucky Community and Technical College System (KCTCS)

Students are expected to know how to:

- Navigate the internet while understanding internet safety
- Update their internet browser plugins and settings if needed
- Send/receive emails
- Be proficient with computer basics

COMPETENCIES

ANT 235 meets the Heritage/Humanities competency, which is to recognize the impact of decisive ideas and events in human heritage.

Upon completion of this course, the student will be able to:

1. Identify various values and behaviors related to food consumption.
2. Describe cultural similarities and differences around the world with regard to various foodways.
3. Recognize the global and environmental impact of various food choices.

CPE Statewide General Education Student Learning Outcomes for ANT 235

* Kentucky's Statewide General Education Student Learning Outcomes are mapped to the American Association of Colleges and Universities' (AAC&U) Liberal Education for America's Promise (LEAP) Essential Learning Outcomes which have been adopted as KCTCS Competencies for Fall 2012.

A. Knowledge of human cultures and the physical and natural worlds

Students will explain basic concepts and principles in history by completing the essay assignment required by all ANT 235 instructors.

B. Intellectual and Practical Skills

Students will apply knowledge, theories, and research methods, including ethical conduct, to analyze problems pertinent to history by completing the essay assignment required by all ANT 235 instructors.

C. Personal and social responsibility

Students will integrate knowledge of history into issues of personal or public importance by completing the essay assignment required by all ANT 235 instructors.

D. Integrative and applied learning

Students will effectively use the language and terminology germane to history by completing the essay assignment required by all ANT 235 instructors.

General education outcomes will be considered met if 70% of students receiving a D or better in the course score 70% or better on the common assignment.

COURSE POLICIES

ATTENDANCE

Attendance is based on completion of the course materials and assignments.

GRADING CRITERIA

Your final grade will be awarded out of 100 points.

Kentucky Community and Technical College System (KCTCS)

Syllabus Quiz	5 points
Three Journal Entries	30 points (10 points each)
Four Discussion Boards	80 points (20 points each)
Four Quizzes	40 points (10 points each)
Three Papers	30 points (10 points each)
Extra Credit Paper	Extra Credit
Final Exam: Short Answer/ Essay	115 points
Total	300 points

The instructor reserves the right to adjust grades as deemed appropriate.

GRADING SCALE

The grading scale is as follows:

90-100% **A**

80-89% **B**

70-79% **C**

60-69% **D**

<60% **E**

INCOMPLETE GRADES

An incomplete grade ("I") is assigned solely at the discretion of the instructor. There must be a reasonable possibility that the student will pass the course upon completion of the missed work, and the missed work must be the result of extenuating circumstances. The instructor will set dates for completion time.

WRITTEN WORK

All work must be typed. Instructor will provide formatting information.

PLAGIARISM

Plagiarism is the presentation of someone else's words and/or ideas as one's own. This offense can come in the form of copying sentences, passages, pictures/graphics, or whole works from other students, books, and/or websites. This can also come in the form of presenting someone else's idea(s) as one's own in one's own words. **Lack of a recognizable attempt at properly formatted citations will be considered plagiarism.** Review your citations carefully--accidental plagiarism is not acceptable in college courses. The WKCTC Tutoring Center can assist with citation tutorials.

Any student found guilty of plagiarism, or another form of academic dishonesty, will receive a failing **grade of zero** on the assignment (for a first offense). **Do your own work!** (Unless the assignment is assigned as "group work", students are expected to complete their work individually, using their own ideas and citing other sources used.) Students may also be required to resubmit all previous assignments to re-check for plagiarism. If plagiarism or evidence of another form of academic dishonesty is found in a previous assignment, the student will be given a failing grade in the class (if after the drop date). If a second offense is committed, the student will receive a failing grade for the semester or will be asked to drop (if before the drop date).

Any work of machine origin (artificial intelligence or other) will be considered plagiarized.

Kentucky Community and Technical College System (KCTCS)

LATE/MAKEUP WORK

Late work will be accepted at the discretion of the instructor.

TECHNICAL/ENVIRONMENTAL DIFFICULTIES

If the course management system becomes inoperable, student and faculty communication will continue using KCTCS student/faculty e-mail accounts. The instructor will provide guidance on the process to complete course assignments during the course management system outage.

DROP/WITHDRAWAL

Students officially withdrawing after the 100% refund deadline (**8/20/2023**) and before mid-session, will receive a grade of "W". If your home college is WKCTC, you must complete the Withdraw/Drop Request located in your student self-service under Academic Records. After mid-session (**10/8/2023**) the grade of "W" will be assigned only at the discretion of the instructor. If your home college is not WKCTC, please refer to your college for specific instructions/requirements. It is recommended that prior to withdrawal, students discuss their circumstances with their instructor and the Financial Aid Office, because it is a serious decision that often impacts financial assistance and academic progress.

KCTCS/WKCTC POLICIES

COPYRIGHT POLICY

Materials in this and other KCTCS courses are protected by U.S. copyright law, to be used only by the students enrolled in the course, and should not be shared outside of the course, in print or digitally, without permission. More information can be found on the [WKCTC Copyright/ Digital Millennium Copyright Act \("DMCA"\)](#) webpage.

USE OF ELECTRONIC DEVICES

The use of unauthorized electronic devices in a testing environment is considered an academic violation of the [Student Code of Conduct](#).

CLASS PERIOD RECORDINGS **(If you are going to record, this is required!)**

Class periods associated with this course may be recorded by the Instructor. Students are hereby notified that the content of the recordings may, at times, include their faces and voices. Continued participation in this course establishes consent to be recorded. Recordings may be posted by the Instructor so that they are only accessible to the students in this course. If the Instructor intends to release or post these recordings for other sections of this course or for any other purposes, the Instructor will notify students heard or seen in the recordings and will ask for written permission. Students are advised that the written permission, if granted, will be retained in their student records. If students in this class have any questions regarding these recordings or the form they may be asked to sign, students should talk with the Instructor.

KCTCS CODE OF STUDENT CONDUCT STATEMENT/TITLE IX

Kentucky Community and Technical College System (KCTCS) faculty and students are bound by principles of truth and honesty that are recognized as fundamental for a community of teachers and scholars. The college expects students and faculty to honor, and faculty to enforce, these academic principles.

Kentucky Community and Technical College System (KCTCS)

Students may direct complaints of discrimination, harassment, or sexual misconduct to the Title IX Coordinator (Anderson Technical Building 204, 270-534-3479) for resolution pursuant to the [Code of Student Conduct](#) or in accordance with the [Sexual Misconduct Procedure](#):

Students may refer to the [KCTCS Code of Student Conduct](#) for more information on student rights, academic offenses, and the student's right to appeal.

STUDENT COMPLAINT PROCEDURES

The student complaint procedures are designed to help students who have perception of unfair and/or unlawful treatment. More information on these procedures is located on the WKCTC website under [Academic Policies](#).

AMERICANS WITH DISABILITIES ACT STATEMENT

West Kentucky Community and Technical College (WKCTC) strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodations for all persons with disabilities. If you are seeking accommodations for this course under the Americans with Disabilities Act (ADA), you are required to contact the Accessibility Services Office: [WKCTC Accessibility Services](#).

To request accommodations, click on this link: [Complete an Accessibility Services registration form](#). Please do not request accommodations directly from your Instructor without a letter of accommodation from the Accessibility Services Office. Accommodations cannot be applied to your course retroactively.

WKCTC Accessibility Services
Anderson Technical Building, Room 100
wk-accessibilityservices@kctcs.edu
Telephone number: 270/534-3406
Fax number: 270/554-6272

ADJUSTMENTS TO CAMPUS OPERATIONS

The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and faculty. The College will attempt to make these changes as minimally disruptive as possible, but the College reserves the sole right to alter the particular type, place, or time for their classes.

Announcements concerning inclement weather will be broadcast over local radio and television stations. In case of inclement weather, please listen for WKCTC's schedule or check the [WKCTC Weather webpage](#).

Kentucky Community and Technical College System (KCTCS)

- WKCTC is closed. No classes are held; no offices are opened; and no expectation that employees will work from home.
- WKCTC is remote: WKCTC employees are expected to work from home, and students are expected to engage in remote learning as outlined in their syllabi. Campus offices are closed, but student services will be available online. No activities are held on campus. WKCTC supervisors will work with employees to develop a plan for remote work expectations.
- WKCTC is on a delayed schedule: Classes start at the times outlined on the [Weather Policy webpage](#)

FINANCIAL AID REPAYMENT

PELL, SEOG, and Student Loan recipients (Title IV) who stop attending or withdraw prior to the 60% point in the semester may be obligated to repay a portion of their financial aid.

CAMPUS RESOURCES

COMMUNITY OF CONCERN

The Community of Concern was developed to address the needs of our students and to ensure that each WKCTC student has the best support possible. More information can be found at on the [WKCTC Community of Concern webpage](#).

MATHESON LIBRARY

Matheson Library is located on the 2nd Floor of Matheson Learning Resource Center. Hours: Mon. – Fri., 8am-4pm. Or visit the library [website](#) anytime from any computer or device by choosing MyPath > Library. For assistance, email WK-Library@kctcs.edu, [Ask a Librarian online](#) or Chat live with a librarian on the website.

STUDENT SUCCESS CENTER

The Student Success Center (SSC) provides varied academic supports, including in-person and online tutoring, Supplemental Instruction, and success coaching. To schedule tutoring, please visit the SSC on the first floor of Matheson or call 270-534-3179. Evening and weekend tutoring is available via the Brainfuse link in Blackboard. The SSC has comfortable study space, computers, and a printer available for student use. For more information, visit the [Student Success Center website](#).

ONLINE STUDENT SERVICES

All online students have access to the same services as on campus students. Visit the Getting Started tab in your course to view how to utilize these services. A complete list of online student services can be found on the Online Learning webpage.

SYLLABUS ACKNOWLEDGMENT AND COURSE NO SHOW POLICY

Completion of the Syllabus Quiz serves as documentation the student has read and understood the syllabus content, and agrees not to violate the [Digital Millennium Copyright Act](#) by sharing educational materials from the WKCTC/Blackboard sites.

Kentucky Community and Technical College System (KCTCS)

If a student fails to complete the Syllabus Quiz by **9:00 PM Central Time on Sunday, August 20** the student will be reported as a no show and will be unable to access the Syllabus Quiz or the remainder of the course material. WKCTC students reported as no shows will be automatically dropped from the course. No show students not dropped from the course by their home KCTCS colleges should consider withdrawing from the course rather than failing the course. Being reported as a no show, failing a course, withdrawing from a course, or not completing a course can all have implications for financial aid and should be discussed with the Financial Aid Department at the student's home college.

TENTATIVE COURSE SCHEDULE (ONLINE CLASS)

Instructor reserves the right to alter the course outline as needed.

Assignments are due in Central Standard Time

WEEK	CLASS ACTIVITIES	ASSIGNMENTS TO SUBMIT
UNIT 1		
Week 1 August 14-18	Explore Blackboard "What is Anthropology?" Video	Due Date: Sunday, August 20 by 9 p.m. Syllabus Quiz Journal: Introductions
<p>NO SHOW POLICY: If a student fails to complete the Syllabus Quiz by 9:00p.m. Central Time on Sunday, August 20, 2023, the student will be reported as a no show and will be unable to access the Syllabus Quiz or the remainder of the course material. WKCTC students reported as no shows will be automatically dropped from the course.</p>		
Week 2 August 21-25	"It's More than a Meal" – Culture and Food "Sweetness and Power" – Mintz "Of Sacred Leopards and Abominable Pigs" – Hendl "Evolution of Diet" – National Geographic "The Abominations of Leviticus" – Douglas	Due Date: Friday, August 25 by 9 p.m. Discussion Board 1
Week 3 August 28- September 1	"A Seat at the Table" Video "Why Do We Cook?" Video "The Evolution of Lactose Tolerance" Video	Due Date: Friday, September 1 by 9 p.m. Multiple Choice Quiz: Unit 1 Unit 1 Paper: Describe Your Meal

Kentucky Community and Technical College System (KCTCS)

UNIT 2		
Week 4 September 4-8	Textbook Chapter 8 – “The Raw and the Rotten: Punk Cuisine” Textbook Chapter 12 – “A WAY OUTA NO WAY”: Eating Problems among African American, Latina, and White Women	Labor Day: Sept. 4 – Campus Closed
Week 5 September 11-15	Textbook Chapter 14 – “I Haven’t Eaten If I Don’t Have My Soup and Fufu” Textbook Chapter 17 – “Authenticity in America: Class Distinctions in Potato Chip Advertising”	Due Date: Sunday, September 17 by 9 p.m. Journal Entry: Course Feedback
Week 6 September 18-22	Textbook Chapter 22 – “If It Ain’t Alberta, It Ain’t Beef: Local Food, Regional Identity, (Inter)National Politics”	Due Date: Sunday, September 24 by 9 p.m. Discussion Board 2
Week 7 September 25-29	“Food, Race, and Ethnicity” – Yong Chen “There’s a Word for it – The Origins of Barbecue” – Reed	Due Date: Sunday, October 1 by 9 p.m. Multiple Choice Quiz: Unit 2 Unit 2 Paper: Food & Identity Interviews
October 1 Spring Registration begins. Make an appointment with your advisor. The last day to withdraw without instructor permission is October 8, 2023.		
UNIT 3		
Week 8 October 2-6	“Bread and Beer: The Early Use of Cereals in the Human Diet” – Katz et al.	Fall Break: Oct. 4-6
Week 9 October 9-13	“Where Am I Eating?” – Timmerman (Introduction, Part 1, and Part 2) “Eating Christmas in the Kalahari” – Lee	
Week 10 October 16-20	“Hunter Gatherers as Models in Public Health” – Pontzer, et al. Textbook Chapter 4 – “Japanese Mothers and <i>Obentos</i> ”	Due Date: Sunday, October 22 by 9 p.m. Journal Entry: Favorite Content
Week 11 October 23-27	Textbook Chapter 21 – “On the Move for Food”	Due Date: Sunday, October 29 by 9 p.m.

Kentucky Community and Technical College System (KCTCS)

	Textbook Chapter 24 – “Jolly Dogs and McSpaghetti”	Discussion Board 3
Week 12 October 30 - November 3	Textbook Chapter 26 – “Old Stock” Tamales and Migrant Tacos “Ugly Delicious” Episode	Due Date: Sunday, November 5 by 9 p.m. Multiple Choice Quiz: Unit 3 Unit 3 Paper: Food and Memory
UNIT 4		
Week 13 November 6-10	Chapters 1-2: “Animals, Vegetable, Miracle” *Read or Watch YouTube videos Chapters 3-4: “Animals, Vegetable, Miracle” *Read or Watch YouTube videos	Due Date: Sunday, November 12 by 9 p.m. Discussion Board 4
Week 14 November 13-17	“Harvest of Shame” Video “Harvest of Shame Revisited” Video “Food Chains” Video	Due Date: Sunday, November 19 by 9 p.m. Multiple Choice Quiz: Unit 4 Extra Credit: Unit 4 Paper
Week 15 November 20-24	Have a wonderful week!	Thanksgiving: Nov. 23-26 – Campus Closed
Week 16 November 27- December 1	Work on Final Exam!	
The last day to withdraw from ANT 235 with instructor permission is December 1.		
FINALS WEEK	Submit Final Exam!	DUE Wednesday, Dec. 6 by 9 p.m. – No Exceptions

Kentucky Community and Technical College System (KCTCS)

ART 104 Syllabus

Instructor Information

Kentucky Community and Technical College System (KCTCS)

Matthew Kirby, Assistant
Professor, Art Arts &
Humanities Division

Email:

matthew.kirby@kctc
s.edu Phone

Number: 270-901-
4372

Office Location: M/W -- Glasgow B205(C), T/R-- Main Campus

Office Hours: M/W -- 9:00-9:30am, 11:00am-2:15pm, T/R-- 9:00-11:00am, 12:30-2:00pm
F -- 9:00am-12:00pm (Remote via Microsoft Teams)

My preferred method of communication is email. I will do my best to respond within 24 hours.

Healthy at SKYCTC

The health and safety of our students, employees, and communities is our highest priority. The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and employees. The College will attempt to make these changes as minimally disruptive as possible, but the College reserves the sole right to alter the particular type, place, or time for their classes.

Course Description and Structure

Structure: Lecture, Online Learning

Description: Examines the arts of Africa, including sculpture, painting, pottery, textiles, architecture, altar arts, human adornment and performance art, on the basis of style, iconography, and function, and in relation to religious, political, market and daily contexts. Explores the ways in which 'Africa' has been conceived and deconstructs the assumptions shaping each approach. Addresses the processes (and problems) of collecting and displaying African art throughout the course.

Instructor's Role: Establish and support an inclusive and stimulating learning environment. The instructor will guide students through an introduction to the visual arts while evaluating participation, discussion boards, and projects based on the criteria in the syllabus. Attendance and grades will be recorded by the instructor and grades will be published on Blackboard.

Course Prerequisites

None.

Required Textbook(s) & Materials

This course will use Open Educational Resources (OER), no textbook is required.

Kentucky Community and Technical College System (KCTCS)

Textbook

N/A

ISBN

N/A

Technology Statement

To make sure you can complete your assignments online, a newer model PC is best. In most cases, a Mac can work, but some courses use software that is not compatible. Chromebooks also are not compatible with many course requirements. A mobile phone or tablet can be used to check your email and announcements, but these devices alone usually are not the best for completing most coursework.

If you plan to enroll in courses like CAD, GIS, 3D modeling, video editing, etc. we recommend that you have a computer with the minimum preferred specs (see below). If you are unsure of the requirements, please contact your instructor or your college's IT Department before purchasing a device.

Recommended Technology Specs¹

Hardware	Minimum	Preferred
Processor	Intel Core i3 or higher	Intel Core i5 or higher
Memory	8GB or higher	16GB or higher
Disk	256 GB Solid State	256 GB Solid State or higher
Camera	Integrated or standalone webcam	Integrated or standalone webcam
Peripherals	Speakers and microphone ²	Speakers and microphone ²
Operating System	Windows 10 or MacOS ³	Windows 10 or MacOS ³
Network	Wireless (802.11g/n/ac) Gigabit Ethernet	Wireless (802.11g/n/ac) Gigabit Ethernet
Internet Speed	Minimum 3.0 Mbps (up/down) ⁴	Minimum 5.0 Mbps (up/down) ⁴
Software	Microsoft Office 365 + any additional course required applications ⁵	Microsoft Office 365 + any additional course required applications ⁵

¹If purchasing a new computer, it is recommended that you verify the warranty provided is sufficient for your needs. Warranties vary from as little as 6 months to multi-year. It is recommended that a minimum of 1 year warranty be included with the computer.

²Built-in speakers and microphone are usually standard on newer laptops. Add-on earbuds or headsets with a microphone will produce a higher quality experience when participating in live or recorded classes and materials.

³The operating system should be kept up to date with the most recent updates for the best experience. ⁴These speeds are assuming a dedicated internet connection with no other devices in

Kentucky Community and Technical College System (KCTCS)

use, or streaming, on your network. If you are unsure of your current speed, you can [run a test](#) while connected to your network. ⁵All KCTCS students are eligible for a [free license of Microsoft Office 365 applications](#).

Course Competencies

Upon completion of this course, the student can:

1. Examine geographic and ethnographic diversity of Africa through the study of maps.
2. Study the diversity of the African population through language, tradition and objects of everyday life.
3. Explore past and present traditions of ritual, ceremony, religious doctrine, and political systems.
4. Examine the art and aesthetics of African life and culture in general and as it relates to themes of fertility and ancestry in particular.
5. Write about works of art and monuments in clear, edited English.

Online Workplace Ethics Agreement

Southcentral Kentucky Community and Technical College (SKYCTC) is committed to student success and improving the employability of the students. Based on feedback from educators, community leaders, and business and industry partners, workplace ethics practices promoting success in the classroom are incorporated into course expectations. In addition to course and program competencies, student success will be measured by:

- being present and punctual
- participating in academic activities
- maintaining professional behavior

Present, Punctual, and Participating

Students are expected to demonstrate a strong work ethic by being present regularly in their online courses, punctual in submitting work and responding to communication, and participating per course expectations. Regular presence and participation in an online course consists of more than logging into Blackboard and/or linked third-party software; students must complete learning activities, assignments, and/or demonstrate progress toward completion of the course goals. **Refer to the Instructor Guidelines in this syllabus for the participation measurement used for this course as defined by the course instructor.**

If students do not demonstrate active participation or timely completion of coursework according to the guidelines specified by the instructor, the student will be withdrawn from the course. Generally, these parameters consist of a specified number of consecutive days of non-participation that is equivalent to 15% of the term. Students who are withdrawn for inactivity prior to the mid-point of the term will earn a "W" for the course. After the mid-point of the term, students will earn a failing grade and an "E" will be issued on their transcript.

**Note: Due to programmatic requirements, some programs may require students to be present and participate for a higher percentage of coursework [more than 85 percent].*

Professional Conduct

Students are expected to conduct themselves professionally, as outlined in [KCTCS Student Code of](#)

Kentucky Community and Technical College System (KCTCS)

Conduct. Professional conduct includes but is not limited to:

- engaging instructors, college employees, and students with respect;
- using appropriate online etiquette;
- utilizing technology appropriately; and
- modeling behavior appropriate to their chosen profession.

**Note: Any conduct within a course that disrupts the learning environment will result in the student being dismissed and may result in further disciplinary action.*

Proctored Exam

This course does NOT require a proctored exam.

Withdrawal Policy

Through the midterm of the session, a student may officially withdraw from a course and receive a "W." After this period, a student may officially request to withdraw from a course and receive a W, which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining if a student will be allowed to withdraw during the discretionary period. The student must initiate the official withdrawal. Withdrawal from a course or courses is a serious decision and, in many cases, affects financial assistance and academic progress. In addition, withdrawal does not relieve students from their financial obligation. The last day to withdraw is listed on the academic calendar. Students can request a withdrawal using their self-service account.

FinancialAid Statement

PELL, SEOG, and Student Loan recipients (Title IV) who stop attending or withdraw prior to the 60% point in the semester may be obligated to repay a portion of their financial aid.

Inquiries and Other Class Concerns

Most difficulties can be resolved by talking to someone. Therefore, students are encouraged to discuss these problems promptly and candidly. Students are encouraged to attempt to resolve academic complaints informally with the faculty member.

If you have questions or concerns about your class, 1) direct them to your instructor. If this is not possible or if your instructor is not able to address your concern, 2) you may contact the Dean of Arts & Humanities, Stephanie Hyman, at stephanie.hyman@kctcs.edu. If you would like to schedule an appointment with the dean, please contact the administrative assistant at 270-901-1131.

The formal academic appeal process can be found in the KCTCS Code of Student Conduct.

Freedom from Retaliation

Faculty and staff shall not retaliate against any student for bringing a concern or complaint.

Student Discrimination and Grievance Procedures

Kentucky Community and Technical College System (KCTCS)

The Kentucky Community and Technical College System has zero tolerance for illegal discrimination of any kind. Any student who thinks they may have been discriminated against or subjected to harassment by students or employees because of his or her race, color, national origin, sex, sexual orientation, marital status, religion, beliefs, political affiliation, veteran status, age, or disability (including denial of a request for an accommodation), has the right to pursue an informal and/or formal discrimination grievance. The informal student discrimination grievance procedure is described below. Most difficulties can be resolved by talking to someone. Therefore, students are encouraged to discuss these problems promptly and candidly with the Director of Student Life and Engagement.

1. If a student thinks that they have been discriminated against, the student shall inform the Director of Student Life and Engagement within thirty (30) calendar days of the alleged incident. The Director of Student Life and Engagement shall conduct a preliminary investigation of the discrimination grievance.
2. The student, Director of Student Life and Engagement, and the other involved parties shall work informally to negotiate a solution within fourteen (14) calendar days. The informal student discrimination grievance procedure shall be completed within forty-four (44) calendar days of the alleged incident.
3. If the grievance is not resolved to the satisfaction of the student through the informal grievance procedure, the student may file a formal appeal according to the KCTCS Code of Student Conduct.

Contact information:

Dr. David Travis

Southcentral Kentucky Community and
Technical College 1845 Loop Drive

Bowling Green,

Kentucky 42101

Office: (270) 901-

4348

Email: david.travis@kctcs.edu

Accessibility Services (ADA)

If you need an accommodation because of a documented disability, you are required to register with Accessibility Services Coordinator at 270-901-1088 or email the accessibility office. Please do not request

accommodations directly from your instructor. If you require assistance during an emergency evacuation, notify the Accessibility Services Coordinator.

Plagiarism or Cheating

KCTCS has a policy on plagiarism and cheating. Students may refer to the policy found in the KCTCS Code of Student Conduct, Article II, Standard 1.

The use of Artificial Intelligence (AI) text-generation tools or chatbots may constitute academic dishonesty. Work in this class is expected to be original and your own. Submitting AI-generated

Kentucky Community and Technical College System (KCTCS)

work as original work is deemed academically dishonest and is recognized as a form of cheating and held to the standards found in the KCTCS student code of conduct.

Privacy and Security Commitment

The SKYCTC's Registrar's Office ensures the safety and security of your academic record. Personnel in the Registrar's Office adheres to [FERPA \(Family Educational Rights and Privacy Act\) guidelines](#). Each KCTCS college maintains the confidentiality of student educational records in accordance with the provisions of the Act and shall accord all the rights under the Act to students who are declared independent and who are or have attended a KCTCS college. This policy shall apply to all applicable students, regardless of mode of course delivery.

Grades

Your grade will be calculated using the following scale:

90-100% - A
80-89% - B
70-79% - C
60-69% - D
0-59% - E

Grading

All quizzes, drawing projects, and discussion board questions need to be completed by Sunday evening at 11:59pm CST during the week they are assigned. Discussion board assignments are 50 points each; points will be deducted if the minimum word count is not met and/or if there are excessive writing errors.

Drawing assignments are graded based on participation and accurately following instructions. You need at least 600 points to pass the class, and 900 or more points for an A.

Syllabus Quiz	5%	50 pts
First Week Assignment	5%	50 pts
Quizzes	20%	200 pts
Discussion Boards	40%	400 pts
Drawing Assignments	20%	200 pts
Final Exam	10%	100 pts
Total		1000 pts

Important Dates

Please refer to [SKYCTC's academic calendar](#) for important information regarding this semester's academic calendar, deadlines, registration, tuition dates, and holidays.

Blackboard Time Zone

All due dates and times listed for assignments are given in CST. If you live in the Central Time Zone you will need to allow for the time difference when submitting assignments. For example, if an assignment is due by 1:00 AM (EST), students living in the Central Time Zone (CST) must submit their work an hour earlier (12:00AM).

Kentucky Community and Technical College System (KCTCS)

Course Outline & Weekly Schedule

Weeks 1 and 2: Introduction to African Art - 8/14 - 8/27

1. Read the syllabus.
2. Complete the syllabus quiz.
3. Complete the First Week Assignment.
4. Read the introduction to African Art.
 - a. Answer the quiz questions.
5. View the content in the "Discussion Board Instructions" item.
6. Complete the Quiz: Discussion Board Instructions.
7. Answer the Week 1 Discussion Board.
 - a. Reply to two classmates.
8. View the Art Spotlight.
9. Answer the Week 2 Discussion Board.

Weeks 3 and 4: Ancient African Art - 8/28 - 9/10

1. Read about Ancient African Art.
 - a. Answer the quiz questions.
2. View the content in the "Oldest Art in the World" item.
3. View the content in the "Rock Gongs" item.
4. Complete Drawing Assignment 1.
5. View the Art Spotlight.
6. Complete the Week 4 Discussion Board.

Weeks 5 and 6: Regional African Art - 9/11- 9/24

1. Read about North and West African Art.
 - a. Answer the quiz questions.
2. View the Art Spotlight.
3. View the content in the "Egyptian Art" item.
4. View the content in the "West African Art" item.
5. Complete Drawing Assignment 2.
6. Complete the Quiz.
7. Answer the Week 6 Discussion Board.
 - a. Reply to two classmates.

Weeks 7 and 8: Regional African Art -- 9/25 - 10/8

1. Read about South and Central African Art.
 - a. Answer the quiz questions.
2. View the Art Spotlight.
3. View the content in the "South African Art" item.
4. Complete the Quiz.
5. Answer the Week 7 Discussion Board.
 - a. Reply to two classmates.
6. View the content in the "Central African Art" item.
7. Complete Drawing Assignment 3.

Kentucky Community and Technical College System (KCTCS)

Fall Break: 10/9 - 10/15

Weeks 9 and 10: African Art and Christianity, Islam --10/16 - 10/29

1. Read about African Art and Christianity and Islam.
 - a. Answer the quiz questions.
2. Learn about Mansa Musa in "Richest Man in the World" item.
3. View the content in the "Ethiopian Christianity" item.
4. Complete Drawing Assignment 4.
5. View the Art Spotlight.
6. Complete the Quiz.
7. Complete Week 10 Discussion Board.
 - a. Reply to two classmates.

Weeks 11 and 12: Spiritualism and Colonialism --10/30 -11/12

1. Read about African Art Traditions.
 - a. Answer the quiz questions.
2. Learn about African Art and Colonialism.
3. Complete Drawing Assignment 5.
4. View the Art Spotlight.
5. View the content in the "18th and 19th Century Art" item.
6. View the content in the "Benin Bronzes" item.
7. Complete the Quiz.
8. Complete Week 12 Discussion Board.
 - a. Reply to two classmates.

Weeks 13 and 14: Modernism and Influence of African Art on European Traditions --11/13 - 11/26

1. Read about Modernism and African Art.
 - a. Answer the quiz questions.
2. View the content in the "African Masks" item.
3. Complete the Quiz.
4. Complete Week 13 Discussion Board.
 - a. Reply to two classmates.
5. View the content in the "Textiles and Adornments" item.
6. View the Art Spotlight.
7. Complete Drawing Assignment 6.

Weeks 15 and 16: African American Art, Contemporary African Art, Finals Week--11/27 - 12/10

1. Read about African American Art.
 - a. Answer the quiz questions.
2. Learn about Contemporary African Art.
3. View the Art Spotlight.

Kentucky Community and Technical College System (KCTCS)

4. Complete the Week 15 Discussion Board.
5. Complete the Final Exam.

THIS COURSE SYLLABUS/SCHEDULE IS SUBJECT TO CHANGE WITH NOTICE.

Instructor Guidelines

Online Workplace Ethics Agreement Expectations

Students taking courses online are required to have regular participation in their course. To this end, students who go more than 14 days without participating in the online course will be dropped from the

Kentucky Community and Technical College System (KCTCS)

course with a "W" if the violation occurs before the withdraw deadline, or receive an "E" for the course if the violation occurs after the withdraw deadline.

Participation requires that students log on to the course and complete specific assignments. This could be either answering a discussion board or completing a drawing assignment. Just logging on to the course does not count as participating, some work must be completed.

Students who feel like they may go more than the required number of days without participating (due to illness, deployment, work emergency, etc.), may contact their instructor before violating the policy to work out a compromise; however, the instructor is not required to grant it or any extensions on course due dates.

Late Work

Late work will only be accepted on a case-by-case basis as determined by the instructor. If you need to request an extension, send me an email with the assignment for which you need an extension, and why you need the extension. Extensions must be requested prior to the assignment's due date.

Extra Credit

There are multiple, optional, extra credit assignments available on Blackboard that can be completed at any time during the semester before the week of final exams.

Make-up Work

In general, missing or late assignments will not be accepted, but there are optional extra credit assignments that can be used to recover points from a missed discussion board, quiz, or drawing assignment.

Missing or late eBook assignments can be accepted late if an extension has been requested, prior to the week of Final Exams. To request an extension, send me an email and specify which chapters you need extended.

Drawing Assignments will be accepted up to one week late, for a 50% reduction in points. Late discussion boards will not be accepted.

Late quizzes will not be accepted.

Instructor Withdrawal Guidelines

There are times when a student finds a need to withdraw from a course. Withdrawals may be necessary for many reasons, including the coursework being too much for the semester, a family emergency, or personal reasons. Students may withdraw themselves without instructor permission until the mid-point of the semester. A withdrawal after the mid-point of the semester requires instructor approval.

For this course withdrawals after the mid-point of the semester are only approved if the student is experiencing an emergency situation. Students must notify the instructor in a timely manner. Withdrawals will not be approved due to low scores, missing assignments, or forgetting a due date resulting in a low or failing grade. If you are having issues impacting your success in this course, please contact me as soon as possible.

Note about Images

Artists sometimes engage in subjects that can be offensive to some people. Images we see in

Kentucky Community and Technical College System (KCTCS)

class reflect these topics, and so you will see works that depict nudity, violence, lifestyles, and religions to which you do not subscribe. As in any college-level class, some objectivity is required on your part in the study of art and art history. By remaining registered for this course after reading the syllabus, you agree that, as an adult student, you do not hold the instructor responsible for protecting you from imagery or knowledge that doesn't conform to your personal beliefs. Specifically, you understand that the instructor will not censor images that contain nudity.

Kentucky Community and Technical College System (KCTCS)

ART 108 Syllabus



Big Sandy Community and Technical College

Course Syllabus

PS Number: 83879 Semester: Spring Year: 2024

Faculty Name: Timothy Smith Title: Professor

Course Prefix and Number: Art 108 Credit Hours: 3

Course Prerequisites: N/A

Course Title: Introduction to World Art

Catalog Course Description: Provides a basic overview of the study, language, history and relevance of the visual art from world cultures and designed primarily for non-art majors. Utilizes visually-enhanced lectures and may include optional introductory visual experiences. Pre-requisite: RDG 185, ENC 091, Lecture 3.0 credits (45 contact hours)

Attributes: Cultural Studies, AH – Arts and Humanities.

Instructor Contact Information

Campus Location: Prestonsburg Building & Room: Pike 112B

Office Hours: Friday 8:00-9:00AM

Office Phone Number: 606) 889 4762 Alternate Phone Number: N/A

Best Time to Call: Please email to schedule a time to call

KCTCS Email: tsmith00087@kctcs.edu

Special Instructions: Please include course title and course number in email.

Kentucky Community and Technical College System (KCTCS)

COM 181 Syllabus

Instructor: Kendra Marsh

Email: Kmarsh0023@kctcs.edu (preferred method of communication).

Availability: Via email

On-Campus Phone Contact: Dr. Scott Taylor, COM Coordinator, 270-831-9681

Course Description: Applies the basic principles and techniques in research, organization, and delivery of speeches for informative and persuasive speaking purposes. Provides practical platform experience in developing speaking abilities to enable the student to communicate orally in clear, coherent language appropriate to the purpose, occasion, and audience.

Required Materials: All material will live in Blackboard. Students must have reliable access to internet, computer, MS Office, webcam, etc. KCTCS students may download MS Office at no additional charge; see how at [KCTCS Software Discounts](#).

Course Competencies: Upon completion of this course, the student will be able to

1. Identify elements of the oral communication process/model.
2. Recognize the importance of listening in the public speaking process.
3. Interpret audience analysis to develop a speech to meet the needs of the audience.
4. Demonstrate appropriate topic selection for a variety of speeches.
5. Construct central ideas/thesis statements for a variety of speeches.
6. Construct and use an outline to deliver a speech containing an introduction, body, and conclusion.
7. Choose and prepare a logical organizational pattern in the body of an informative and persuasive speech.
8. Collect and use appropriate supporting materials for an informative speech and a persuasive speech.
9. Use appropriate verbal and nonverbal communication when delivering an informative speech and a persuasive speech.

Attendance: Students should log in **at least** twice weekly for announcement and updates; additionally, students should follow the timeline in Blackboard and submit material by the due dates.

Late Work Policy: In general, late work will not be accepted; however, always communicate with the instructor **prior** to missing for extenuating circumstances.

Email: Students are expected to use their KCTCS email address for this course. All communication sent through Blackboard will use student's KCTCS email.

Grading and Assignments: Assignments consist of three quizzes, two speech outlines, two speech presentations, speech reflections/commentary, and a final project. Also, all students must complete the No-Show assignment. **Note: students must earn an "A" on Quiz 3: Speech Preparation before they can submit their Speech Outline or give their Speech Presentation. Additionally, a student who fails to submit a speech presentation cannot pass COM 181**

Grading Scale: 90-100 = A, 80-89 = B, 70-79 = C, 60-69=D, and below 60 = E

"W" grades will be given to students who officially withdraw from this course on or before midterm – 10/23/2023, at their discretion, or by the last day of class on 12/01/2023, at the discretion of the instructor.

Kentucky Community and Technical College System (KCTCS)

COM 181—32Z1

Basic Public Speaking

Spring 2024

The grade breakdown is as follows:

- | | | |
|--------------------------|----------|------------|
| • Quizzes (3 @ 10% each) | | 30% |
| • Speeches (2 each): | | 50% |
| ○ Outlines | 10% (x2) | |
| ○ Presentations | 10% (x2) | |
| ○ Reflection/Comments | 5% (x2) | |
| • Final Presentation | | 20% |

Please note that a student who fails to submit a speech presentation cannot pass COM 181. Students must earn an “A” on Quiz 3: Speech Preparation before they can submit their Speech Outline or give their Speech Presentation.

Student Handbook: The Student Handbook contains information about Financial Aid and other local policies: [HCC Student Handbook](#)

HCC Administrative Syllabus Policies: Information on Financial Aid and other important policies; see [HCC Syllabus Administrative Policies](#)

Student Learning Outcomes: Scoring rubrics have been developed for the HCC Course Specific Student Learning Outcomes (SLOs). SLOs will not directly impact your grade.

Plagiarism/Cheating: Plagiarism is the act of presenting ideas, words, or organization of a source, published or not, as if they were the author’s own. All paraphrases, quotations, significant ideas, and organization must be acknowledged by the student. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work that a student submits as the student’s own. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual material is completed, it must be done by the student and the student alone. The use of the term “material” refers to work in any form including written, oral, and electronic. All academic work, written or otherwise, submitted by a student to an instructor or other academic supervisor, and is expected to be the result of the student’s own thought, research, or self-expression. In any case in which a student feels unsure about a question of plagiarism involving the student’s work, the student must consult the instructor before submitting the work.

Community Services: HCC compiles a listing of several local community agencies that offer various services that may assist students with potential barriers to their success. This resource can be found at [HCC Counseling and Community Services](#).

A comprehensive resource for Henderson and surrounding counties is Dial 211 powered by United Way of the Ohio Valley & United Way of Henderson County. This is truly a comprehensive resource for students and community members to get the help they need in a free, confidential and convenient way. Dial 211 Services offered include Rent Assistance, Food Pantries, Utility Assistance, Affordable Housing, Health & Mental Health Assistance, Crisis Intervention, Tax Preparation, Early Learning Opportunities, Job Training Programs, and Legal Services.

All individuals need to do is dial “211” (open 24/7) to talk with a trained specialist who will access their needs and identify the best solution. All information provided is confidential.

Kentucky Community and Technical College System (KCTCS)

COM 181—32Z1

Basic Public Speaking

Spring 2024

Alternative contact numbers for 211 in case your phone will not support calling 3-digit lines: 844-965-1596 OR Text your 5-digit zip code to 898211 (texting services available 8 a.m.- 8 p.m. daily) OR go online at [Green River 211](#) to request assistance and/or set up an account. There is also a smart phone app for this service. For more information, contact Angie Watson in the Start Center or by phone at 270-831-9671.

Therapy Assistance Online (TAO), is a suite of online, self-help tools free for all KCTCS students that focus on topics of well-being, resilience and behavioral health. TAO includes interactive sessions, mindfulness exercises and practice tools all aimed at helping you achieve your goals. Learn more and register at [HCC TAO Site](#). Be sure to use your ketcs.edu email address.

Flexible Delivery Statement (course-specific): As this is an online course, inclement weather will generally not affect us; however, if inclement weather causes issues with your internet connectivity, please communicate with me as soon as you can so I know what's going on.

The instructor has the right to make course decisions not explicitly outlined in this syllabus. The instructor also has the right to make changes to this syllabus for reasonable causes.

COM 252 Syllabus

Course Information

Course name – Interpersonal Communication

Course Number and Section

Com 252- 0101

Term

Fall 4234

Year

2023

Meeting Time and Location

Monday, Wednesday, College Drive Campus Room #307

Course Description

Com 252 (3 Credit Hours)

Examines basic verbal and nonverbal concepts affecting the interpersonal process. Requires participation in written and oral activities designed to develop and improve interpersonal skills. Includes perspective-taking, relationship and conversation management, effective listening, conflict management, communication climate, communication anxiety, and cultural/gender differences in interpersonal communication. Prerequisite OR Co-requisite: Current KCTCS placement scores for college level reading and writing, or consent of instructor. Lecture: 3.0 credits (45 contact hours).

Attributes: OC - Oral Communication, Course Also Offered in Modules

Components: Lecture/ online

Course Text(s)

Interpersonal Communication: A guide for mutual understanding. Dale Queen. Right Eye Graphics.

To purchase textbooks, visit the ACTC Bookstore located on the College Drive or Technology Drive Campuses or [online](#). If you wish a digital copy, a hardcopy of the textbook must be purchased prior to receiving the pdf version.

Course Materials

Textbook is required for this course. It is recommended you use pencil with eraser and lined paper.

****ONLINE CLASS SECTION COMPUTER REQUIREMENTS:

Macintosh OS X (10.12 or higher), Windows PC (8 or higher), or Chrome OS (58 or higher)

4GB RAM (8GB RAM is more highly recommended)

20 GB of available hard drive space

Screen resolution set to 1280x1024

Broadband/high speed uninterrupted Internet access: minimum speed of 1.5 mbps download and 750 kbps upload

Webcam, microphone, and speakers

Kentucky Community and Technical College System (KCTCS)

Blackboard courses are supported in Chrome, Firefox, Microsoft Edge, and Safari browsers (we recommend using Chrome for Blackboard Learn and Firefox for Blackboard Ultra)

Minimum Technical Skills

Students are expected to have the following technical skills:

Have computer access and the ability to get online. Create documents in common word processing software including adjusting margins, fonts, and spacing, Create and send emails with attachments, Download and Install software if needed.

Learning Outcomes and Course Competencies

Upon completion of this course, the student can:

1. Learners will demonstrate knowledge of the components of the communication process.
2. Learners will identify cultural influences on communication behavior.
3. Learners will analyze and explain development of the self and the importance of the role of self in interpersonal communication.
4. Learners will identify and explain elements of perception.
5. Learners will demonstrate knowledge of conflict management strategies.
6. Learners will differentiate between effective and ineffective listening.
7. Learners will demonstrate knowledge of the role of ethics in interpersonal relationships.

General Education Outcomes:

Competencies will be met at the level appropriate to the credential. A general education core curriculum will enable KCTCS colleges to graduate men and women who are intellectually flexible, articulate, reflective, creative, and prepared for continuous learning. For all students, this implies some understanding of the value of higher education and the world of work and career fields related to their own abilities, interests, and needs. The general education core competencies will enable students to develop their own values, pursue goals, and contribute to the political, moral, social, and cultural enrichment of society.

Students should prepare for twenty-first century challenges by gaining:

A. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.

B. Intellectual and practical skills, including

- inquiry and analysis
- critical and creative thinking
- written and oral communication
- quantitative literacy
- information literacy
- teamwork and problem solving

C. Personal and social responsibility, including

- civic knowledge and engagement (local and global)
- intercultural knowledge and competence
- ethical reasoning and action
- foundations and skills for lifelong learning

D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

Kentucky Community and Technical College System (KCTCS)

Course Competencies and General Education SLOs are assessed through both formal and informal assignments.

Grading and Policies

Grade Distribution

Assignment Type	Points Possible
Midterm Exam	100 points
Group work	10 points/activity
Assessment	100 points
Final Exam (Chapters 1 -11), Maslow's, Birth Order, etc.)	100 points
Approximate Total	400 points

Grading Scale

Letter Grade	Percentage Grade
A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
E	0 - 59

- **Students MUST check emails everyday**

[The KCTCS Catalog](#) contains an explanation of grades; descriptions of courses and programs; expectations of students, staff and faculty; and more.

Class Policies

Late Work: Late work will be accepted at the discretion of the instructor and might be subject to a reduction in points.

Written Work: All written assignments must be submitted when requested by the instructor. Otherwise, it is late work.

Make-up Tests: All missed tests will be made up by appointment with the instructor. Quizzes cannot be made-up.

Test Proctoring

Instructor will give tests during class time.

College Policies

Withdrawal Policy

"W" – Withdrawal represents a withdrawal from class without completing course requirements. A student may officially withdraw from any class up to and including the date of mid-term with a "W" grade. After the date of mid-term and through the last class of the semester or session, the student may officially request a "W" grade which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining the assignment of a "W" grade during the discretionary period. An instructor shall not assign a student a "W" grade for a class unless the student has officially withdrawn from that class in a manner prescribed by the college. The grade of "W" may be assigned by the

Kentucky Community and Technical College System (KCTCS)

Community College Appeals Board in cases involving a violation of student academic rights. It may not be assigned to a student found guilty of an academic offense without permission of the instructor in whose class the offense occurred. A president of a college (or designee) may, if the student concurs, assign the grade of "W" to a student who has been reported to the president for unsatisfactory scholarship or excessive absences and who, after being reported, has made no improvement.

The last day to withdraw with a grade of "W" is October 8, 2023.

Instructor discretion: Students are permitted to withdraw from this class with a grade of "W" up until December 1, 2023.

Incomplete Grade Policy

Grade I means that part of the work of the course remains unfinished. It shall be given only when there is a reasonable possibility that a passing grade will result from completion of the work.

The instructor and student will discuss the requirements for completion of course with the time limit for completion not to exceed a maximum of one year; failure to do so will result in an automatic change of grade from I to an E.

Each college shall maintain a record of incomplete grades recorded in courses of that college. This record, completed by the instructor at the time the I grade is reported, shall include: (1) the name and number of the student, (2) the course number and hours of credit, (3) semester or session and year of enrollment, (4) signature of the instructor, (5) a brief statement of the reason(s) for recording the incomplete grade, and (6) an adequate guide for removal of the incomplete grade. In the instructor's absence, the division chairperson or the designee, shall forward to the college president (or designee) the appropriate letter grade to replace the incomplete grade.

Academic Offenses

Please refer to Article III Subsection B (ii) of the [Code of Student Conduct](#), which is published on the ACTC Webpage under Current Students - Academic Resources, regarding a description of possible sanctions for academic offenses. Subsection D of Article III provides a description of sanctions regarding student behavior.

The *KCTCS Rules of Senate* (see Section VII Rules Relating to Student Academic Affairs Subsection 3 Student Academic Offenses and Academic Sanctions) for definitions of the four academic offenses subject to sanction. These four academic offenses are described below.

Plagiarism

Plagiarism is the act of presenting ideas, words, or organization of a source, published or not, as if they were one's own. All quoted material must be in quotation marks, and all paraphrases, quotations, significant ideas, and organization must be acknowledged by some form of documentation acceptable to the instructor for the course.

Plagiarism also includes the practice of employing or allowing another person to alter or revise the work that a student submits as the student's own. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual material is completed, it must be done by the student and the student alone. The use of the term "material" refers to work in any form including written, oral, and electronic.

All academic work, written or otherwise, submitted by a student to an instructor or other academic supervisor, is expected to be the result of the student's own thought, research, or self-expression. In any case in which a student feels unsure about a question of plagiarism involving the student's work, the student must consult the instructor before submitting the work.

Kentucky Community and Technical College System (KCTCS)

Cheating

Cheating includes buying, stealing, or otherwise obtaining unauthorized copies of examinations or assignments for the purpose of improving one's academic standing. During examinations or in-class work, cheating includes having unauthorized information, and/or referring to unauthorized notes or other written or electronic information. In addition, copying from others, either during examinations or in the preparation of homework assignments, is a form of cheating.

Student Co-Responsibility

Anyone who knowingly assists in any form of academic dishonesty shall be considered as guilty as the student who accepts such assistance. Students should not allow their work to be copied or otherwise used by fellow students, nor should they sell or give unauthorized copies of examinations to other students.

Misuse or Student Falsification of Academic Records

The misuse or actual or attempted falsification, theft, misrepresentation, or other alteration of any official academic record of the college is a serious academic offense. As used in this context, "academic record" includes all paper and electronic versions of the partial or complete academic record.

Disabilities Statement

Ashland Community and Technical College strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodations for all persons with disabilities. If you are seeking accommodations for this course under the Americans with Disabilities Act (ADA), you are required to contact the Accessibility/Disabilities Services Office. To request accommodations, complete the Accommodation Request Form. Please do not request accommodations directly from your instructor without a letter of accommodation from the Accessibility/Disability Services Office.

If you are a student from a KCTCS college other than Ashland Community and Technical College, contact your Home College for establishing disability accommodations. You can find your Home College's Accessibility/Disability Services Office contact information on the KCTCS Disability Services website. Your Home College will communicate with your instructors and Accessibility/Disability Services Office to provide you with reasonable and appropriate accommodations. Your accommodations will begin after the instructor has received confirmation of your accommodations from the Accessibility/Disability Services Office. Accommodations cannot be applied to your course retroactively.

If you have questions, please contact the Disability Services Director at 606-326-2051.

Satisfactory Academic Progress

Kentucky Community and Technical College System (KCTCS)

Federal regulations mandate that a student must maintain Satisfactory Academic Progress (SAP) in his/her course of study regardless of whether or not financial aid is awarded each semester.

To receive and to continue receiving financial aid, students must meet the following Financial Aid Satisfactory Academic Progress Standards:

- Students must successfully complete at least 67% of attempted courses.
- Students must maintain at least a cumulative 2.0 GPA; and
- Students must have attempted fewer than 150% of the credits required for their declared program of study. For example, the AA degree requires 60 credit hours and a student cannot attempt more than 90 credit hours to complete this degree.

If at the end of any term, your financial aid is suspended due to not meeting these standards, you have the right to submit an appeal.

TITLE IV Funds

If you are receiving Title IV funds (financial aid, grants or loans) and you do not successfully complete or prematurely withdraw from this course, you could owe a portion of the money back. Please check with the financial aid office before dropping this or any class.

Student Loans

Student loan borrowers please remember borrowing a student loan is a legal obligation that you **must** repay once you drop below half-time (6 credit hours) or stop attending school. You can keep track of the total amount of loans you have borrowed at the [National Student Data Loan System](#). This link will also provide contact information for your loan servicer (the company who will collect your loan payments). You are responsible for repaying your student loans, even if you never receive a bill. When it is time to begin repayment, please contact your loan servicer to discuss your loan repayment options. Please do not miss making your student loan payments.

Missing payments can have serious consequences.

Security

Information regarding campus security as well as the college's annual security report and incident log are available on the [campus security page](#) of ACTC's website. See the following URL: <https://ashland.kctcs.edu/about/student-life/campus-security/reports.aspx>.

STARFISH

Starfish is a software package that allows college faculty and advisors to maintain contact with students concerning their academic progress during the semester. If academic progress is not satisfactory, "flags" can be issued with suggested improvements. "Referrals" to academic support services can be made and positive comments, called "kudos", may also be issued. These Starfish notices will be sent to students' college email addresses only. Students will also have the opportunity to schedule appointments with their academic advisors through the Starfish calendar feature. Students may access Starfish through a link in Blackboard.

Students should contact their instructor, their advisor, or an advisor in the Advising Center if they have questions about this program.

Students may expect to receive Starfish communications from the following email addresses:

Kudos – will be sent from the instructor's email

Flags and referrals – will be sent from studentsuccess@kctcs.edu

Daily notification summaries – will be sent from notices@starfishsolutions.com

Tobacco-Free Campus

Kentucky Community and Technical College System (KCTCS)

Ashland Community and Technical College became a tobacco-free campus on August 1, 2011. The tobacco-free/smoke-free policy bans the use of all tobacco products, including cigarettes, e-cigarettes, cigars, pipes, chewing tobacco and snuff, on any campus property, inside and outside.

Inclement Weather Policy

Policy

College policy is to remain open and conduct classes according to the regular class schedule except under extreme weather conditions. In the event of extreme weather, the college may be delayed or closed. Every effort will be made to notify students, employees, and the public as quickly as possible regarding the operating status of the college. A decision to delay can be revised to close depending weather conditions. The decision to delay or close will be the same for all three campus locations (College Drive, Roberts Drive, and Technology Drive).

ACTC students enrolled at the State Fire Rescue Training Site 10 will follow the delay or closing decision of the college. Students enrolled at an off-campus high school site will follow the delayed or closing decision of the respective high school district.

Definitions

Closed: All classes are cancelled and offices closed.

Delayed: The college will open at 10:00 AM. Classes with a start time at 10:00 AM or later will meet as regularly scheduled. For classes with a start time prior to 10:00 AM, individual instructors will notify students of the expectation for class attendance on days the college implements a delayed opening. **Instructor note: This class will not be effected by a decision to delay since our start time is beyond 10:00 AM. If ACTC is operating under a delay, class will meet as regularly scheduled.**

ACTC recognizes that road conditions can vary greatly within our service area. Students are to exercise personal judgement as to whether he or she believes it is safe to travel. Students who decide not to travel for class should notify their class instructors by means identified in the class syllabus.

Notifications

The most accurate closing and delay information is available from the following sources:

- ACTC Website: <https://ashland.kctcs.edu>
- Your KCTCS e-mail account
- The colleges main phone line: 606.326.2000
- Your cell phone (text message). Go to <https://KCTCS.edu/snap> to sign up for SNAP alerts (weather and emergency information).
- ACTC's Facebook and Twitter pages (facebook.com/Ashland CTC and ACTC on twitter)

News media are given the information and you may see closing information in the local media. If you are unsure of the status, is best to double-check one of the college's official sources, as listed above. Media outlets that might be used include: Television (WSAZ-3; WCHS-8; WOWK-13) and radio stations (WCMI, WTCR, WLGC, WGOH, WKEE, and WRVC, among others).

Natural Disasters and Public Health Crisis

The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some

Kentucky Community and Technical College System (KCTCS)

remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and faculty. The College will attempt to make these changes as minimally disruptive as possible, but the College reserves the sole right to alter the particular type, place, or time for their classes.

Kentucky Community and Technical College System (KCTCS)

COM 254 Syllabus

Semester (Ex: Fall 2021): Spring 2024

Instructor's Name: Justin Braxton-Brown

Catalog Dept and Course Number # (Ex: BIO 135): COM 254

Course Title: Introduction to Intercultural Communication

PeopleSoft Course Number (Ex: 61118): 82114

Contact Questions:

As a communication instructor I believe that it is extremely important to, yes you guessed it, communicate. Therefore, I have supplied several different ways to contact me. In the event that you opt for electronic communication, I would appreciate that you include your name, class and section number.

Email: Please check the email policy at the bottom this syllabus.

Required Text:

Martin & Nakayama. *Experiencing Intercultural Communication*. McGraw-Hill

Objective of the Course:

COM 254 is designed to provide a foundation for advanced courses in communication and to enable students to be more aware in their use of communication. The class explores the evolution of culture from primitive stages to current. It examines functions of the culture of communication such as information, entertainment, persuasion and socialization, as well as the latest cultural trends. These class goals will be achieved through discussion, exercises, tests, and perhaps the analysis of a feature film.

Graded Assignments:

Your grade will be determined using four components:

- Assignments/Quizzes 55%
- Application Paper 15%
- Mid-Term 15%
- Final 15%.

Grading Scale:

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
Below 60	E

Kentucky Community and Technical College System (KCTCS)

Explanation of Graded Assignments:

- Exams: Exams will cover both lecture and text material, with an emphasis on lecture material. "Lecture material" refers to anything that transpires during online class sessions (including, discussion boards, handouts, and videos). The mid-term exam will cover the first half of the course and the final exam will cover the second half.
- Application Paper: This assignment will require you to apply course concepts to your life. It will be 2-5 pages in length and will deal with the topic of cultural impact on communication. Traditionally I ask each of you to analyze an experiment using various chapters from the book as it deals with your communication habits.
- Assignments: Throughout this semester you will have the opportunity to write reaction papers, short summaries and movie reviews. Each of these assignments will be assigned in class and will be due the following session. Please remember that I grade your reactions based on thoughtfulness and relevance to the class.
- Quizzes: Throughout this semester you will have the opportunity to take chapter quizzes. All chapter quizzes will be designed to test your understanding of the course material while dealing specifically with chapter concepts. The idea is that each chapter quiz will help you to understand the material but also help you with your midterm and final.

Class Policies:

- Responsibility for missed information: If you miss an assignment deadline, you are responsible for obtaining any and all information presented during that assignment. Please consult a classmate (from the class website) for this information prior to the following assignment so you can be appropriately prepared for class.
- Late/Make-up work: I do not accept late assignments or give make-up quizzes/exams; they are unfair to you, your classmates, and me.
- Text readings: Class discussion and assignments in this class will not reiterate the textbook; they will complement and extend it. In rare cases where the text and lecture material differ, the lecture material takes precedence.
- Technology: I expect all out-of-class assignments will arrive safely in our online posting site (messages under the communication tab). **It is up to you to make sure that assignments have been uploaded and submitted correctly.** When taking a test you should make sure you are on a secure line so that you will receive no interference. Dial-up connections tend to fade making test submission nearly impossible. Please make sure you have a reliable connection to the internet. When sending an e-mail message, please use a subject heading and identify yourself clearly. Also, Hopkinsville Community College has made the transition to Office 2016. I will try to ensure that all copies of work will be available in all versions of office but make sure you have the ability to view both versions.

Kentucky Community and Technical College System (KCTCS)

Study Aids: I've supplied many different study aids for each chapter. You are not required to use them but doing so will show drastic improvement in your overall grades.

E-mail: All correspondence for this class will be completed via the KCTCS email system (webmail.kctcs.edu). I will post announcements on Black Board but will also send periodic emails via the system. If you use another email address it is important to check your KCTCS email for important announcements. Please remember when emailing me to represent yourself in the best way possible. Tell me your name, class, section number and remember that my last name is Braxton-Brown (feel free to call me Justin; but not Mr. Justin. . . .oooh, that drives me nuts!).

Computer Required Statement: Students are required to have a computer equipped with the following: a camera and microphone, Microsoft office suite (available for free from HCC) Students will be using computers to complete assignments, emailing, submitting speeches, using Black Board, taking the final exam, and other assignments.

Mode of Delivery Statement: The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and faculty. The College will attempt to make these changes as minimally disruptive as possible, but students have no right or privilege in a particular type, place, or time for their classes.

American Disabilities Act (ADA): Hopkinsville Community College strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodations for all persons with disabilities. If you are seeking accommodations for this course under the Americans with Disabilities Act (ADA), you are required to contact the Accessibility Services Office [Accessibility Services Website](#).

To request accommodations, complete the [Accessibility Accommodation Request](#).

Please do not request accommodations directly from your instructor without a letter of accommodation from the Accessibility Services Office.

If you are a student from a KCTCS college other than Hopkinsville Community College, contact your Home College for establishing disability accommodations. You can find your Home College's Accessibility/Disability Services Office contact information on the [KCTCS Disability Resource Coordinators](#). Your Home College will communicate with your Instructors and Accessibility/Disability Services Office to provide you with reasonable and appropriate accommodations. Your accommodations will begin after the instructor has received confirmation of your accommodations from the Accessibility/Disability Services Office. Accommodations cannot be applied to your course retroactively.

Hopkinsville Community College may contact Chasity Darnall, Senior Administrative Assistant for Student Affairs, at HPStudentAffairs@kctcs.edu

Kentucky Community and Technical College System (KCTCS)

Student Code of Conduct

(<https://kctcs.edu/current-students/academic-resources/code-of-student-conduct.aspx>)

Sexual Discrimination/Title IX: The Kentucky Community and Technical College System has zero tolerance for illegal discrimination of any kind. Any student who thinks he/she may have been discriminated against or subjected to harassment by students or employees because of his or her race, color, national origin, sex, sexual orientation, marital status, religion, beliefs, political affiliation, veteran status, age, or disability (including denial of a request for an accommodation), has the right to pursue an informal and/or formal discrimination grievance. Complaints relating to sexual misconduct should be made to Angel Prescott, Chief Student Affairs Officer, who serves as the College Title IX Coordinator. She can be reached by email at angel.prescott@kctc.edu or in Student Affairs at 270-707-3801. Such complaints shall be handled in accordance with the Sexual Misconduct Procedure.

HCC CARES: Stay the Course: HCC is dedicated to your academic success. One tool your instructors will be using to ensure this success is Starfish. How does it work? Through Starfish, your instructors will communicate with you to celebrate a job well done or to offer support and resources when there are opportunities to improve your grade. Starfish communications come via email and phone calls from concerned HCC College Navigators.

General Education Course Competencies:

As a general education course under the area of Heritage/Humanities, this course “examines basic verbal and nonverbal concepts affecting the communication process in various interpersonal contexts. Requires participation in written and oral activities designed to develop and improve interpersonal skills. Includes perspective-taking, relationship and conversation management, effective listening, conflict management, communication climate, communication anxiety, and cultural/gender differences in interpersonal communication.” Below are some of the specific competencies the course is designed to cultivate. These competencies are related to the LEAP/KCTCS competencies listed below:

1. Demonstrate knowledge of the components of the communication process.
2. Demonstrate knowledge of the development of the self and the importance of the role of self in interpersonal communication.
3. Demonstrate ethical strategic development for relationship and conversation management.
4. Demonstrate effective active listening styles.
5. Demonstrate knowledge of perception checking, conflict management, and defensive communication.
6. Develop strategies for controlling communication anxiety.
7. Identify cultural and gender differences in communication style.

LEAP Essential Learning Outcomes are as follows:

LEAP A – I. Knowledge of Human Cultures and the Physical and Natural World, Including:

1. Through Studies in Sciences, Mathematics, the Social Sciences, Humanities, History, Languages, and the Arts

LEAP B – II. Intellectual and Practical Skills, Including:

Kentucky Community and Technical College System (KCTCS)

1. Inquiry and Analysis
2. Critical and Creative Thinking
3. Written and Oral Communication
4. Quantitative Literacy
5. Information Literacy
6. Teamwork and Problem Solving

LEAP C – III. Personal and Social Responsibility, Including:

1. Civic Knowledge and Engagement (local and global)
2. Intercultural Knowledge and Competence
3. Ethical Reasoning and Action
4. Foundations and Skills for Lifelong Learning

LEAP D – IV. Integrative and Applied Learning, Including:

1. Synthesis and Advanced Accomplishment Across General and Specialized Skills

HCC (LEAP and KCTCS) Student Learning Outcomes – Intercultural Communication

254:

1. Identify, analyze, and evaluate statements, assumptions, and conclusions representing diverse points of view, and construct informed, sustained, and ethical arguments in response (LEAP B, C and D).
2. Plan, organize, revise, practice, edit and proofread to improve the development and clarity of ideas (LEAP B and D).
3. Demonstrate knowledge of at least one area of the social and behavioral sciences (LEAP A and D).
4. Understand and demonstrate how at least one area of the social and behavioral sciences conceptualizes diversity and the ways it shapes human experience (LEAP A, B, C and D).

Evaluation Plan to Implement the LEAP Student Learning Outcomes:

1. The student should be able to demonstrate knowledge of basic terms of interpersonal communication.

Each student will participate in multiple different discussion board forums that relate to communication processes. Each student will also complete five assignments that require observation of self and reflection of relationships with others. Student competence in each unit is tested by comprehension questions within quizzes, a midterm exam, and a final exam

2. The student should be able to critically analyze the human communication process in differing situations.

Each student will view a film that details varying aspects of how communication and culture shapes a person. The student will analyze the film, recognize interpersonal communication course concepts and develop a three-page paper on how the subject matters relate.

3. The student should be able to demonstrate how at least one area of the social and behavioral sciences conceptualize diversity in ways that shape the human experience.

Each student will take part in a research generating exercise. The student will analyze the results of the exercise, recognize social and behavioral differences in the human experience and develop a paper on how the subject matters relate to diversity.

Kentucky Community and Technical College System (KCTCS)

4. The student should be able Plan, organize, revise, practice, edit and proofread to improve the development and clarity of ideas.
Through an assessment of communication strengths and weaknesses, a student should recognize weaknesses and record an effort to change which will increase their awareness of communication behavior.

Kentucky Community and Technical College System (KCTCS)

ECO 150 Syllabus

Instructor Information

Assistant Professor James Wright, Business and Information
Technologies Division Southcentral Kentucky Community and
Technical College

1127

Morgantown

Road Bowling

Green, KY,

42101

[jamesa.wright](mailto:jamesa.wright@kctcs.edu)

[@kctcs.edu](mailto:jamesa.wright@kctcs.edu)

270-901-1197

Office Location: KATI Building,

Room #220 Office Hours:

M: 8:00 am - 9:30 am; 10:45 am - 2:30 pm

T/W: 8:00 am - 9:30 am; 10:45 am - 2:30 pm

Th: 8:00 am - 2:30 pm

F: 8:00 am - 11:00 am (virtual office hours)

My preferred method of communication is email. I will do my best to respond within 24 hours (except on weekends or holidays).

Healthy at SKYCTC

The health and safety of our students, employees, and communities is our highest priority. The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and employees. The College will attempt to make these changes as minimally disruptive as possible, but the College reserves the sole right to alter the particular type, place, or time for their classes.

Course Description and Structure

Structure: Lecture

This course covers the causes and issues of global economic interdependence, with particular emphasis on cross-cultural implications of globalization. It includes global economic issues such as economic development, global economic governance, changing demographics, health care, world poverty, changing patterns of food production, global energy use, and the economic consequences of global environmental issues.

Instructor's Role: My role, as your instructor in this course, is to assist you in developing a

Kentucky Community and Technical College System (KCTCS)

foundation of knowledge in economics. Through weekly announcements, I will guide you through the course to complete all of the requirements in the defined timeline. Read your weekly announcements, refer to your syllabus, and reach out to me if you have any questions.

Regular and Substantive Interaction

Distance education at SKYCTC involves instruction delivered to students who are not physically with the instructor. It requires meaningful interaction between students and instructors, either in real-time or not. Substantive interaction involves teaching, assessing, responding to questions, facilitating discussions, or other approved activities. Regular interaction is frequent and predictable, ensuring student engagement and success. Direct instruction is faculty-initiated, and feedback is timely, substantial, and offers improvement suggestions. For information on how this course will provide regular and substantive interaction see Instructor Guidelines.

Course Prerequisites

None.

Required Textbook(s) & Materials

This course uses a course fee model.

Textbook

Issues in Economics Today, 10th edition by Robert C. Guell

ISBN

978-1-266-22062-3

Technology Statement

To make sure you can complete your assignments online, a newer model PC is best. In most cases, a Mac can work, but some courses use software that is not compatible. Chromebooks also are not compatible with many course requirements. A mobile phone or tablet can be used to check your email and announcements, but these devices alone usually are not the best for completing most coursework.

If you plan to enroll in courses like CAD, GIS, 3D modeling, video editing, etc. we recommend that you have a computer with the minimum preferred specs (see below). If you are unsure of the requirements, please contact your instructor or your college's IT Department before purchasing a device.

Recommended Technology Specs¹

Hardware	Minimum	Preferred
Processor	Intel Core i3 or higher	Intel Core i5 or higher
Memory	8GB or higher	16GB or higher
Disk	256 GB Solid State	256 GB Solid State or higher
Camera	Integrated or standalone webcam	Integrated or standalone webcam
Peripherals	Speakers and microphone ²	Speakers and microphone ²

Kentucky Community and Technical College System (KCTCS)

Operating System	Windows 10 or MacOS3	Windows 10 or MacOS3
Network	Wireless (802.11g/n/ac) Gigabit Ethernet	Wireless (802.11g/n/ac) Gigabit Ethernet
Internet Speed	Minimum 3.0 Mbps (up/down) 4	Minimum 5.0 Mbps (up/down) 4
Software	Microsoft Office 365 + any additional course required applications5	Microsoft Office 365 + any additional course required applications5

¹If purchasing a new computer, it is recommended that you verify the warranty provided is sufficient for your needs. Warranties vary from as little as 6 months to multi-year. It is recommended that a minimum of 1 year warranty be included with the computer.

²Built-in speakers and microphone are usually standard on newer laptops. Add-on earbuds or headsets with a microphone will produce a higher quality experience when participating in live or recorded classes and materials.

³The operating system should be kept up to date with the most recent updates for the best experience. ⁴These speeds are assuming a dedicated internet connection with no other devices in use, or streaming, on your network. If you are unsure of your current speed, you can [run a test](#) while connected to your network. ⁵All KCTCS students are eligible for a [free license of Microsoft Office 365 applications](#).

Course Competencies

Upon completion of this course, the student can:

1. Demonstrate an understanding of basic economic principles of opportunity cost and production possibilities.
2. Demonstrate a basic understanding of issues pertaining to international trade, including economic macro-measures, comparative advantage and international finance, and international economic governance.
3. Demonstrate an understanding of the causes and consequences of world poverty.
4. Demonstrate an understanding of global health care issues, and the implications for a country's economy.
5. Demonstrate an understanding of patterns of food consumption and production.
6. Demonstrate an understanding of global energy use and implications for economies of a range of countries.
7. Demonstrate an understanding of changing demographics and how migration patterns of individuals between and within countries leads to further globalization.
8. Demonstrate an understanding of the implications of global environmental issues on the individuals of different countries.

Online Workplace Ethics Agreement

Southcentral Kentucky Community and Technical College (SKYCTC) is committed to student success and improving the employability of the students. Based on feedback from educators, community leaders, and business and industry partners, workplace ethics practices promoting success in the classroom are incorporated into course expectations. In addition to course and program competencies, student success will be measured by:

Kentucky Community and Technical College System (KCTCS)

- being present and punctual
- participating in academic activities
- maintaining professional behavior

Present, Punctual, and Participating

Students are expected to demonstrate a strong work ethic by being present regularly in their online courses, punctual in submitting work and responding to communication, and participating per course expectations. Regular presence and participation in an online course consists of more than logging into Blackboard and/or linked third-party software; students must complete learning activities, assignments, and/or demonstrate progress toward completion of the course goals. **Refer to the Instructor Guidelines in this syllabus for the participation measurement used for this course as defined by the course instructor.**

If students do not demonstrate active participation or timely completion of coursework according to the guidelines specified by the instructor, the student will be withdrawn from the course. Generally, these

parameters consist of a specified number of consecutive days of non-participation that is equivalent to 15% of the term. Students who are withdrawn for inactivity prior to the mid-point of the term will earn a "W" for the course. After the mid-point of the term, students will earn a failing grade and an "E" will be issued on their transcript.

**Note: Due to programmatic requirements, some programs may require students to be present and participate for a higher percentage of coursework (more than 85 percent).*

Professional Conduct

Students are expected to conduct themselves professionally, as outlined in KCTCS Student Code of Conduct. Professional conduct includes but is not limited to:

- engaging instructors, college employees, and students with respect;
- using appropriate online etiquette;
- utilizing technology appropriately; and
- modeling behavior appropriate to their chosen profession.

**Note: Any conduct within a course that disrupts the learning environment will result in the student being dismissed and may result in further disciplinary action.*

Proctored Exam

This course does NOT require a proctored exam.

Withdrawal Policy

Through the midterm of the session, a student may officially withdraw from a course and receive a

"W." After this period, a student may officially request to withdraw from a course and receive a W, which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining if a student will be allowed to withdraw during the discretionary period. The student must initiate the official withdrawal. Withdrawal from a course or courses is a serious decision and, in many cases, affects financial assistance and academic progress. In addition, withdrawal does not relieve students from their financial obligation. The last day to withdraw is listed on the academic

Kentucky Community and Technical College System (KCTCS)

calendar. Students can request a withdrawal using their self-service account.

FinancialAid Statement

PELL, SEOG, and Student Loan recipients (Title IV) who stop attending or withdraw prior to the 60% point in the semester may be obligated to repay a portion of their financial aid.

Inquiries and Other Class Concerns

Most difficulties can be resolved by talking to someone. Therefore, students are encouraged to discuss these problems promptly and candidly. Students are encouraged to attempt to resolve academic complaints informally with the faculty member.

Students who have questions or concerns about their class should speak with their instructor. If the instructor is not able to address the concern, the student may contact the Dean of Business and Information Technologies Division, Chris Royse, at chris.royse@kctcs.edu. To schedule an appointment with the dean, please contact the administrative assistant at 270-901-1064.

If the concerns are not addressed after speaking with the Division Dean, students may refer to the formal academic appeal process in the KCTCS Code of Student Conduct.

Freedom from Retaliation

Faculty and staff shall not retaliate against any student for bringing a concern or complaint.

Student Discrimination and Grievance Procedures

The Kentucky Community and Technical College System has zero tolerance for illegal discrimination of any kind. Any student who thinks they may have been discriminated against or subjected to harassment by students or employees because of his or her race, color, national origin, sex, sexual orientation, marital status, religion, beliefs, political affiliation, veteran status, age, or disability (including denial of a request for an accommodation), has the right to pursue an informal and/or formal discrimination grievance. The informal student discrimination grievance procedure is described below. Most difficulties can be resolved by talking to someone. Therefore, students are encouraged to discuss these problems promptly and candidly with the Director of Student Life and Engagement.

1. If a student thinks that they have been discriminated against, the student shall inform the Director of Student Life and Engagement within thirty (30) calendar days of the alleged incident. The Director of Student Life and Engagement shall conduct a preliminary investigation of the discrimination grievance.
2. The student, Director of Student Life and Engagement, and the other involved parties shall work informally to negotiate a solution within fourteen (14) calendar days. The informal student discrimination grievance procedure shall be completed within forty-four (44) calendar days of the alleged incident.
3. If the grievance is not resolved to the satisfaction of the student through the informal grievance procedure, the student may file a formal complaint according to the KCTCS Code of Student Conduct.

Contact information:

Dr. David Travis

Southcentral Kentucky Community and

Kentucky Community and Technical College System (KCTCS)

Technical College 1845 Loop Drive
Bowling Green, Kentucky 42101
Office: (270) 901-4348
Email: david.travis@kctcs.edu

Accessibility Services (ADA)

Students needing accommodation(s) because of a documented disability are required to register with the Accessibility Services Coordinator by calling 270-901-1088 or emailing the Accessibility Services office. Students should not request accommodations directly from faculty. Students who believe they would need assistance during an emergency evacuation should notify the Accessibility Services Coordinator at the beginning of each term.

Plagiarism or Cheating

KCTCS has a policy on plagiarism and cheating. Students may refer to the policy found in the KCTCS Code of Student Conduct, Article II, Standard 1.

The use of AI text-generation tools or chatbots may constitute academic dishonesty. Work in this class is expected to be original and your own. Submitting AI-generated work as original work is deemed academically dishonest and is recognized as a form of cheating and held to the standards found in the KCTCS student code of conduct.

Privacy and Security Commitment

The SKYCTC's Registrar's Office ensures the safety and security of your academic record. Personnel in the Registrar's Office adheres to FERPA (Family Educational Rights and Privacy Act) guidelines. Each KCTCS college maintains the confidentiality of student educational records in accordance with the provisions of the Act and shall accord all the rights under the Act to students who are declared independent and who are or have attended a KCTCS college. This policy shall apply to all applicable students, regardless of mode of course delivery.

Grades

Grades will be calculated using the following scale:

90-100% - A
80-89% - B
70-79% - C
60-69% - D
0-59% - E

Grading

Midterm and Final Exams (100 points each)= 200
points
Periodic Reading Assignments (10 points each) = 100 points
Periodic Quizzes (20 points each) = 200 points
Discussion Boards (20 points) =

100 points
Total points possible =

600 points

Kentucky Community and Technical College System (KCTCS)

Important Dates

Please refer to [SKYCTC's academic calendar](#) for important information regarding this semester's academic calendar, deadlines, registration, tuition dates, and holidays.

Blackboard Time Zone

Blackboard Ultra operates in the time zone of the student's location. If students are in the Central Time Zone the due dates are in Central Time. If students are in the Eastern Time Zone the due dates are in Eastern Time, etc.

Course Outline & Weekly Schedule

Week 1 - January 8 - 13

Introduction and review of syllabus and policies
Syllabus Quiz
Podcasts for Chapters 1 - 17 open Monday, January 8
Reading Assignments 1- 5 open Monday, January 8
Quizzes 1- 5 open Monday, January 8

Week2- January 15 -20

No Class January 15 - Observance of Martin Luther King Day
Continue reading chapters and listening to podcasts.

Week 3- January 22 - 27

Discussion Board 1 opens Monday, January 22
Discussion Board 1 closes Saturday, January 27

Week4- January 29- February 3

Continue reading chapters and listening to podcasts.

Week 5 - February 5 - 10

Discussion Board 2 opens Monday, February 5
Discussion Board 2 closes Saturday, February 10

Week 6 - February 12 - 17

Reading Assignments 1- 5 close Saturday, February 17
Quizzes 1 - 5 close Saturday, February 17

Kentucky Community and Technical College System (KCTCS)

Week 7- February 19-24

No Class February 19- Observance of President's Day
Midterm opens Monday,
February 19 Midterm closes
Saturday, February 24
Podcasts for Chapters 18 - 22 open Monday, February 19

Week 8 - February 26 - March 2

Reading Assignments 6 - 10 open Monday, February 26
Quizzes 6 - 10 open Monday, February 26

Week 9- March 11 -16

Discussion Board 3 opens Monday,
March 11 Discussion Board 3 closes
Saturday, March 16

Week 10- March 18-23

Continue reading chapters and listening to podcasts.

Week 11 - March 25 - 30

College closes at 11:00 am March 29 - Observance of Good Friday
Discussion Board 4 opens Monday,
March 25 Discussion Board 4 closes
Saturday, March 30

Week 12 - April 1 - 6

Continue reading chapters and listening to podcasts.

Week 13-April 8- 13

Discussion Board 5 opens Monday,
April 8 Discussion Board 5 closes
Saturday, April 13

Week 14 -April 15 - 20

Kentucky Community and Technical College System (KCTCS)

Continue reading chapters and listening to podcasts.

Week 15 -April 22 - 27

Reading Assignments 6 - 10 close Saturday, April 27
Quizzes 6 - 10 close Saturday, April 27

Week 16 - April 29 - May 5

Final Test opens
Monday, April 29 Final
Test closes Sunday,
May 5

THIS COURSE SYLLABUS/SCHEDULE IS SUBJECT TO CHANGE WITH NOTICE.

Instructor Guidelines

Regular and Substantive Interaction

Students can expect weekly announcements from Mrs. Wright to appear on Blackboard and in your KCTCS email inbox every Wednesday that will include key points of the weekly content. In addition, students can expect instructor replies in the discussion boards. Starfish will also be used to flag students when they are not making satisfactory progress in the course and to recognize them when they are doing exceptional work.

Online Workplace Ethics Agreement Expectations

Failure to submit any assignments for 14 calendar days may result in the students being dropped from the course. The student will receive a W or E on the final transcript, depending on when the withdrawal occurs. Please refer to the academic calendar.

Late Work

Late work is not accepted except for extenuating circumstances. Due dates are posted in the course schedule above. In order to receive consideration for a due date extension, a student must contact me prior to the due date.

Extra Credit

There are two bonus questions (one on the midterm and one on the final) offered. Any other extra credit will be offered at the instructor's discretion, and will be offered to the entire class. No additional extra credit will ever be offered to students on an individual basis.

Make-up Work

Make-up work is not given except for extenuating circumstances. If you have an unexpected

Kentucky Community and Technical College System (KCTCS)

extenuating circumstance, which prevents you from completing an assignment on time and, due to its unexpected nature, prevented you from contacting me prior to the due date, you can present documentation to me for consideration to receive make-up work to earn credit for missed work.

Instructor Withdrawal Guidelines

There are times when a student finds a need to withdraw from a course. Withdrawals may be necessary for many reasons, including the coursework being too much for the semester, a family emergency, or personal reasons. Students may withdraw themselves without instructor permission until the mid-point of the semester. A withdrawal after the mid-point of the semester requires instructor approval.

For this course, withdrawals after the mid-point of the semester are only approved if the student is experiencing an emergency situation. Students must notify the instructor in a timely manner. Withdrawals will not be approved due to low scores, missing assignments, or forgetting a due date resulting in a low or failing grade. If you are having issues impacting your success in this course, please contact me as soon as possible.

Kentucky Community and Technical College System (KCTCS)

EDU 110 Syllabus

August 2023-May 2024

Instructor: Joie Logsdon

Email: joie.logsdon@union.kyschools.us

Office: Union County High School

Telephone: UCHS: 270 389 1454

HCC Division Assistant: 270-831-9684

Campus: 270-827-1867

Text:

Educational Psychology EDITION: 14TH PUBLISHER: PEARSON

ISBN: 9780134774329

Office Hours:

by appointment

Class Times: Daily, 2nd period

Prerequisites: None

Course Description: Introduces the roles and responsibilities of both the paraeducator and the classroom teacher. Covers legal and ethical issues that might be encountered in the classroom, instructional support strategies that might be implemented by paraeducators, universal health and safety procedures, and the importance of communication and teamwork in the instructional environment. Introduces the design of learning environments that encourage active participation in individual and group settings. Requires 10 hours of field work

Competencies:

The paraeducator will work under the direction of a certified or licensed professional when employed in the classroom.

Upon course completion, the paraeducator will:

Kentucky Community and Technical College System (KCTCS)

1. Demonstrate the ability to create a safe, equitable, positive, and supportive learning environment in which diversities are valued.
2. Demonstrate an understanding of the design of learning environments that encourage active student participation in individual and group activities through effective implementation of learning strategies, prompting procedures, and other systematic instructional procedures.
3. Demonstrate the ability to establish and maintain rapport with individuals (students) with and without exceptional learning needs, including colleagues, teachers, parents, and others.
4. Explain the student screening, pre-referral, referral, and classification procedures.
5. Demonstrate the ability to use universal precautions by identifying appropriate policies and procedures used to ensure the safety, health, and general well being of learners and school personnel including school emergency procedures.
6. Explain the roles and responsibilities of the paraeducator related to instruction, intervention, and direct service and demonstrate an understanding of the differences among the roles and responsibilities of professionals, paraeducators, and other support personnel, including social services, family resource centers, etc.
7. Demonstrate knowledge of potential impact of differences in values, languages, and customs that can exist between the home and school. This includes an awareness of and respect for social, cultural, linguistic, religious, economic, and ability differences.
8. Implement appropriate national, state, or provincial, and local accommodations and modifications to meet student needs.
9. Demonstrate sensitivity for the culture, language, religion, gender, disability, socioeconomic status, and sexual orientation of individuals by interacting effectively with and demonstrate respect for the views, rights, and contributions of parents, teachers, and other school personnel.

Outline:

- I. Roles and Responsibilities of the Paraeducator and Teacher
 - A. Instructional Roles and Responsibilities of Paraeducator
 - B. Instructional Roles and Responsibilities of Classroom Teacher
 - C. Importance of Communication and Teamwork
 - D. Introduction to Diversity Awareness
 - E. Legal and Ethical Issues
- II. Learning Environments and Instructional Support Strategies
 - A. Design of Learning Environments
 - B. Systematic Instructional Procedures
 - C. Assessment of Learning
 - D. Introduction to Universal Design Learning
 - E. Introduction to Differentiated Instructional Strategies
- III. Universal Health Care Procedures
 - A. Typical Conditions Requiring Special Health Care Procedures

Kentucky Community and Technical College System (KCTCS)

- B. Range of Safety & Health Related Procedures
- C. Infection Control Techniques
- D. Recognizing and Handling Suspicions of Abuse/Neglect

Experiments/activities:

Field Hour Requirements:

Field experience is a required part of the course. Students are required to spend a minimum of 10 clock hours in instructor-approved educational settings. These hours must be completed on your time, not during scheduled class times. Working in the school as a substitute, aide or other capacity is not recognized as field hours. These hours are designated for you to observe other teachers in various settings.

Students should observe teachers that hold a valid teaching license. Additionally, students should not observe classrooms in which they are related to the teacher/educator. Once your placement has been secured and approved, you will need to schedule your hours on your own. I will help as needed. Students must also provide their own transportation to their field observations.

When conducting field hours, it is important to keep notes. Your notes WILL NOT be scored, however you will need to complete a narrative reflection statement of your experiences for each day that you spend in a classroom. It is a general rule that students observe in various settings, such as elementary and secondary. We will discuss variations in field experience hours in class.

Please note: Per KCTCS policy, students are required to have liability insurance while in a classroom setting. The easiest way to do this is to sign up for KEA-SP, which will need to be done before your first visit.

Attendance Policy: It is strongly encouraged that you attend each class meeting. Grades will be based, in part, on class discussions. Students missing those discussions will often miss out on pertinent information. Classroom attendance will count for a portion of your grade. See below.

Grades: Scale is as follows:

- 90-100 A
- 80-89 B
- 70-79 C
- 60-69 D
- Below 60 F

Grades will be calculated on the following:

- Homework/Chapter Questions- 33%
- Tests/Quizzes- 33%
- Class Discussions and Reflection Papers- 33%

Kentucky Community and Technical College System (KCTCS)

Missing Assignment/Late Work: Missing assignments or tests can quickly cause a failing grade. I am aware that students often have requirements outside of class that can interfere with your classes. If you should miss class, it is important that you contact me immediately to make up the assignment or complete a test. Only students who contact me and complete missing work within one week of the original assignment will receive credit. Formats for missed assignments may vary from those completed in class. **PLEASE NOTE:** Only one assignment and/or test may be turned in late during the course. After that, students who do not turn in work or complete a test will receive a score of 0 for missed work.

Criminal Background Check:

NOTE: If you already have one from last semester and it is less than a year old, I will only need a copy. If you currently work or participate in a profession which requires a background check a copy will satisfy this requirement or a written statement (on official letterhead) from a school official, child care director, or education coordinator stating that they have a criminal background check on file and that you are cleared of any negative incidents and are in good standing.

Many schools/districts are now requiring teacher education students to have a completed, current criminal background check on file before they will be allowed into the school to complete observation requirements. Check with the schools/districts where you plan to observe at the beginning of the semester to see if this is a requirement. Claiming that you "didn't know" the school district's requirements on this issue will not serve as an acceptable excuse for missing deadlines. Go to your local police station or board of education.

Important Note: In accordance with 16 KAR 1:020, there are charges which may appear on your criminal background check that would preclude you from admission to Teacher Education Programs. If you have questions/concerns, please contact the Teacher Education Program/College of Education at the four-year institution to which you plan to transfer or the EPSB website (<http://www.kyepsb.net/>) to get additional information or further clarification.

Students may enroll from the course with instructor approval.

Administrative Policies

Administrative policies can be found online at:

<https://henderson.kctcs.edu/current-students/academic-resources/admin-syll-policies.aspx>

Kentucky Community and Technical College System (KCTCS)

EDU 201 Syllabus

Instructor: Amy Kellen

Telephone: 270-831-8810

Division Assistant: 270-831-9684

Campus: 270-827-1867

E-mail: akellen0002@kctcs.edu You may also e-mail through Blackboard.

Text: Your Introduction to Education: Explorations in Teaching, 4th Ed.

Class Times: Online

Prerequisites: ENG 101

Course Description: Introduction to American Education Presents an introduction to teaching including teaching as a profession, major educational philosophies, social reform, trends and issues in education, curriculum and instruction. Requires a minimum of 15 clock hours of field observation in an approved educational setting. Prerequisite: ENG 101 or consent of instructor. Lecture: 3.0 credits (45 contact hours).

General Education Competencies: Knowledge of human cultures and physical and natural worlds through study in sciences, math, humanities, histories, languages and the arts.

Intellectual and practical skills, such as creative thinking, analysis, problem solving, etc.

Personal and civic responsibilities, such as local and global knowledge, ethical reasoning, skill for lifelong learners.

Competencies for EDU 201:

Upon completion of the course, students can:

1. Analyze and reflect upon field observations conducted in an approved educational setting.
2. Identify professional issues such as education required for teaching ranks, work hours, salary, tenure, preparation and grading, and interacting with school administrators, parents, staff, and fellow teachers.
3. Write a personal philosophy examining one's own beliefs about education.
4. Explain the impact of past and present education reforms at both the state and national levels.
5. Demonstrate the historical evolution of American Education and its influence of current practices.
6. Explain the impact of governance, finance, and law on public schools.
7. Explain effects of culture, gender, and exceptional needs on classroom procedure.
8. Demonstrate an understanding of the Kentucky Teacher Standards

Outline for the Course:

1. Teachers and Students

Kentucky Community and Technical College System (KCTCS)

2. Becoming a Teacher
3. Changes in Society
4. Student Diversity
5. Foundations
6. History of Education in America
7. Education Philosophy
8. Choosing a school
9. School Regulations
10. School Law
11. Teaching
12. School Curriculum
13. Classroom Management
14. Becoming an Effective Teacher
15. Entering the Profession
16. Education Reform
17. Developing as a professional

Field Hour Requirements:

Field experience is a required part of the course. Students are required to spend a minimum of 15 clock hours in instructor-approved educational settings. These hours must be completed on your time, not during scheduled class times. Working in the school as a substitute, aide or other capacity is not recognized as field hours. These hours are designated for you to observe other teachers in various settings.

Students should observe teachers that hold a valid teaching license. Additionally, students should not observe classrooms in which they are related to the teacher/educator. Once your placement has been secured and approved, you will need to schedule your hours on your own. I will help as needed. Students must also provide their own transportation to their field observations.

When conducting field hours, it is important to keep notes. Your notes WILL NOT be scored, however you will need to complete a narrative reflection statement of your experiences for each day that you spend in a classroom. It is a general rule that students observe in various settings, such as elementary and secondary. We will discuss variations in field experience hours in class.

Attendance Policy: It is strongly encouraged that you attend each class meeting. Grades will be based, in part, on class discussions. Students missing those discussions will often miss out on pertinent information. Classroom attendance will count for a portion of your grade. See below.

Grades: Scale is as follows:

90-100 A

80-89 B

70-79 C

60-69 D

Below 60 F

Grades will be calculated on the following:

Kentucky Community and Technical College System (KCTCS)

Homework/Chapter Questions- 33%

Tests/Quizzes- 33%

Class Discussions and Reflection Papers- 33%

Missing Assignment/Late Work: Missing assignments or tests can quickly cause a failing grade. I am aware that students often have requirements outside of class that can interfere with your classes. If you should miss class, it is important that you contact me immediately to make up the assignment or complete a test. Only students who contact me and complete missing work within one week of the original assignment will receive credit. Formats for missed assignments may vary from those completed in class. PLEASE NOTE: Only one assignment and/or test may be turned in late during the course. After that, students who do not turn in work or complete a test will receive a score of 0 for missed work.

Criminal Background Check:

NOTE: If you already have one from last semester and it is less than a year old, I will only need a copy. If you currently work or participate in a profession which requires a background check a copy will satisfy this requirement or a written statement (on official letterhead) from a school official, child care director, or education coordinator stating that they have a criminal background check on file and that you are cleared of any negative incidents and are in good standing.

Many schools/districts are now requiring teacher education students to have a completed, current criminal background check on file before they will be allowed into the school to complete observation requirements. Check with the schools/districts where you plan to observe at the beginning of the semester to see if this is a requirement. Claiming that you "didn't know" the school district's requirements on this issue will not serve as an acceptable excuse for missing deadlines. Go to your local police station or board of education.

Important Note: In accordance with 16 KAR 1:020, there are charges which may appear on your criminal background check that would preclude you from admission to Teacher Education Programs. If you have questions/concerns, please contact the Teacher Education Program/College of Education at the four-year institution to which you plan to transfer or the EPSB website (<http://www.kyepsb.net/>) to get additional information or further clarification.

Administrative policies can be found online at: <https://henderson.kctcs.edu/current-students/academic-resources/admin-syll-policies.aspx>

Kentucky Community and Technical College System (KCTCS)

ENG 135 Syllabus

Instructor: D. Angie Wheet
Office: Somerset North Blakley 304
**Office Hours: Monday 8 am to 12 pm; Tuesday
& Thursday 12 pm-3pm**
Telephone: 606-451-6954
Email: : angie.wheet@kctcs.edu

Instructor: Cara Whalen
Office: Somerset North Blakley 313
**Office Hours: Monday 8:30 am to 3 pm;
Thursday 12 pm – 3:30 pm; Tuesday,
Wednesday and Friday by appointment only**
Telephone: 606-451-6749
Email: : car.whalen@kctcs.edu

Immediate Supervisor of the Course: Ruth Martin
Office: Somerset North Blakley 301C
Office Hours: By Appointment
Telephone: 606-451-6813
Email: ruth.martin@kctcs.edu

Catalog Course Description

Focuses on the application of the core components of nursing practice to adult patients experiencing actual or potential alterations in mental health. Strengthens the four competencies of nursing practice including human flourishing, nursing judgment, professional identity, and spirit of inquiry and Quality and Safety Education for Nurses (QSEN).

Components: Lecture: 2 credit hours (30 contact hours). Laboratory: 1 credit hour (45 contact hours).

Pre-requisite: NSG 101 and BIO 139 with a grade of “C” or higher

Pre- or Co-requisite: NSG 219 with a grade of “C” or higher, and ENG 101.

Required Textbook/ISBN

- All textbooks are e-books that are purchased in the Elsevier Evolve 360 package. The e-books included are:
 - Varcarolis, E.M & Fosbre, C.D. (2023) Essentials of Psychiatric-Mental Health Nursing: a communication approach to evidence-based care, 5th ed. ISBN: 978-0-323-81030-2

Supplies

Kentucky Community and Technical College System (KCTCS)

Uniform, name tag, stethoscope, penlight, watch with second hand, bandage scissors, medical ruler with pupil sizes, lab coat, and goggles, lab kit. Students are also required to have a laptop with an integrated web camera and microphone. The device must be owned by the student as they will need permission to download software needed to meet course needs. Devices should be compatible with Windows 11. The student is responsible for technical issues regarding the electronic device. Mac Books, Chromebooks and Tablets are not recommended.

General Education Competencies

Students should prepare for twenty-first century challenges by gaining:

- A. Knowledge of human cultures and physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.
- B. Intellectual and practical skills, including:
 - a. inquiry and analysis
 - b. critical and creative thinking
 - c. written and oral communication
 - d. quantitative literacy
 - e. information literacy
 - f. teamwork and problem solving
- C. Personal and civic responsibility, including
 - a. civic knowledge and engagement (local and global)
 - b. intercultural knowledge and competence
 - c. ethical reasoning and action
 - d. foundations and skills for lifelong learning
- D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

Course Competencies

Upon completion of this course, the student can:

1. Interpret assessment data to develop and implement a patient centered plan of care for the adult and gerontologic patient experiencing actual or potential alterations in mental health. (1A, 3B, 4A) *
2. Provide safe nursing care while demonstrating competency with previously learned skills and acquiring additional essential skills that adhere to evidence based critical criteria. (2B, 2C, 3B, 4A) *
3. Apply the nursing process as a basis for nursing judgment and the management of care of patients with actual or potential alterations in mental health. (1A, 2A, 2C, 3B, 4A) *
4. Utilize therapeutic communication techniques with patients, families, significant others and members of the health care team. (1A, 2B, 3C) *
5. Translate caring by exhibiting spontaneous caring behaviors in nursing practice. (1A, 2B, 3B) *
6. Demonstrate professional behaviors according to the standards of nursing practice in the delivery of patient care and self-improvement. (2C, 3A, 3B, 3C, 4A, 4B) *
7. Implement teaching-learning processes in the management of patient care. (1B, 2A, 4A, 4B) *

Kentucky Community and Technical College System (KCTCS)

8. Demonstrate teamwork/collaboration with the patient, family, significant others and members of the health care team in the delivery of safe, quality, cost effective health care. (1A, 2B, 2C, 3A, 4A) *
9. Apply information technology in an ethical and responsible manner to enhance the delivery of safe and quality patient care. (1A, 1B, 2A, 2B, 3A, 3B, 3C, 4A) *

**This indicates which end of program student competency that the course competency reflects.*

Course Outline

I. Introduction to Behavioral Health Nursing

- A. Legal/ethical issues
- B. Theorists
- C. Therapeutic communication

II. Managing Care for Patients with an emphasis on wellness/illness related to concepts of Mental Health

- A. Nursing management of stress disorders
- B. Nursing management of anxiety disorders
- C. Nursing management of somatoform/dissociative/non-dissociative disorders

III. Managing Care for Patients with an emphasis on wellness/illness related to concepts of Role Relationship

- A. Nursing management of altered role-relationship alterations
- B. Nursing management of adult clients experiencing personal/family violence
- C. Nursing management of personality disorders
- D. Nursing management of affective disorders
- E. Nursing management of cognitive impairment
- F. Nursing management of schizophrenia
- G. Nursing management of clients experiencing self-destructive behaviors
- H. Nursing management of sexual alterations

Experiments/Activities:

- *General Principles (overriding)
- *Safety Practices (overriding)
- *Focused Psychosocial Assessment
- *Therapeutic Communication
- De-Escalation Techniques
- Emergency Behavioral Interventions
- Psychiatric Physical Restraint

***Requires individual faculty check off.**

Teaching Modalities

Teaching methodologies include: PowerPoint presentations, lecture, interactive lecture guides, video presentations, interactive computer programs, small group activities, student

Kentucky Community and Technical College System (KCTCS)

presentations, talking PowerPoint presentations, and skill demonstrations. This course will be web-enhanced with the use of Blackboard and other online resources.

ANY FORM OF RECORDING WHETHER AUDIO OR VISUAL IS PROHIBITED

Clinical Experiences

Clinical experiences will be evaluated on a satisfactory/unsatisfactory basis. Evaluation conferences will be scheduled between the instructor and student after most clinical experiences and prior to the next experience. Both verbal and written feedback concerning the student's performance will be given by the instructor at this time. The student will also have the opportunity to provide verbal and or written comments. A student must earn a satisfactory rating in the clinical experience to pass the course. Unsatisfactory clinical performance gains a grade of "E" (non-passing) regardless of the theory grade earned.

All students are required to have all practice time for skills completed by 11/22/24. Uniforms must be approved and student clinical ID made by 9/26/24. All Castlebranch and course requirements must be completed by 8/30/24 at 4pm. Failure to do so, will result in a clinical unsatisfactory

Evaluation of Essential Skills/Critical Criteria for Course

Each student is required to spend a certain amount of time practicing assigned skills for the course. Practice times are specified for individual skills (refer to Summary of Requirements for required practice time and due dates). Completion of practice time must be documented. If the required practice time is not completed prior to the scheduled skill check-off, the student will receive an unsatisfactory clinical rating. If a student fails to successfully check off on a skill, the student will receive a lab prescription with a designated time for remediation. The student will have a maximum of three attempts at a skill. Failure to meet that expectation will result in an "E" for the course and must withdraw from any corequisite nursing courses.

Lab Prescriptions

If during a clinical skill performance, a student is observed to need additional lab practice to enhance skill performance, a lab prescription may be given by the clinical instructor. The prescriptions are not intended as a punitive measure, but to assist the student in skill competency and efficiency. If a lab prescription is issued, then the student must practice the skill and make an appointment with the clinical instructor to check-off in the lab by the specified due date.

Guests

Non-students are not permitted in the nursing skills lab, classrooms, or clinical settings.

Dress Code

Somerset Community College Associate Degree Nursing Program's dress code for nursing students in the clinical setting includes the following:

1. The standard SCC student uniform:

Kentucky Community and Technical College System (KCTCS)

- a. program approved white scrub top with SCC ADN logo embroidered, navy scrub pants (or skirt), white under shirt/tank must be worn under scrub top
 - b. skirt length must be at least knee length; pant legs must not touch the floor
 - c. student uniform must always be worn while engaged in clinical activities
2. Lab coats are to be all white:
 - a. cannot be worn while giving direct care
 - b. must have three-quarter or longer sleeves
 3. Shoes must be all white (small logos are acceptable, e.g., Nursemates); no canvas tennis shoes or open toe/heels; shoes should be clean, polished, and in good general condition.
 4. SCC ID Badge (SCC Student ID with SCC ADN Program caption)
 5. Hair should be secured so that it does not fall forward when bending over; simple barrettes or small plain bows can be worn; hair color should be of a natural color
 6. Stud earrings only (no larger than a pencil eraser and no more than 1 earring per earlobe); ear gauging must be removed, and earlobes covered in an appropriate manner
 7. Undergarments should cover entire buttocks (i.e. thongs or other distracting garments are not appropriate)
 8. No rings with stones; plain bands only
 9. No perfume or perfumed products
 10. Fingernails should be short (a general guideline is if you can see the tips of your nails over the fingertips, they probably are too long). Non-chipped clear nail polish may be worn. Acrylic nails and nail extensions are not allowed.
 11. White nylons or white socks.
 12. All tattoos must be covered.
 13. Body piercing rings, studs, and gemstones (other than earrings) are prohibited during clinical activities.
 14. Discrete gum chewing is permitted; if gum chewing is distracting, you may be asked to dispose of it. Breath mints are acceptable.

Kentucky Community and Technical College System (KCTCS)

15. Personal appearance must be of a professional nature. Unprofessional or distracting appearance such as low-cut tops or wrinkled uniforms will be addressed.

16. Agency policy dress code will be adhered to.

Criminal Background Check and Drug Screening:

Completion of criminal background checks and drug screen reports will be required annually for all students in order to maintain compliance with clinical agency policies. Reports for NSG 212 must be received immediately if updated items are required in order to begin the clinical rotation. If reports are missing/not up-to-date by the time the clinical rotation is due to begin, the student will not be able to attend clinical experiences and will receive an unsatisfactory clinical rating per clinical experience until the reports are completed/updated. Somerset Community College and its faculty are not responsible for lost / unavailable records because the student did not follow directions provided by the Castle Branch liaison.

Instructions will be provided regarding the procedure you must follow. No other agency or lab information will be accepted unless approved by nursing faculty. Random screening may be required at any time at the student's expense. In the event a clinical agency denies a student clinical privileges due to the results of a criminal background check or a drug screen, the student will be unable to fulfill course objectives. Therefore, a student will be given the option to withdraw or receive a failing grade for the course.

Clinical Journals

Each student will be required to submit a journal entry for each individual experience in the clinical area unless otherwise notified by the student's clinical instructor. The purposes of the journals are to help the student develop an awareness of self, identify and enhance critical thinking through reflection, as well as to serve as a method of communication between the instructor and student, and as such, is confidential. Journal entries are to be submitted via the appropriate link in Blackboard; specific instructions on using the Journal function in Blackboard, as well as clinical journal guidelines, will be provided. Journal entries are to be submitted within 48 hours of the clinical experience. Failing to submit the clinical journal entry within 7 days will result in a Clinical Unsatisfactory.

Personal Work Schedule

It is not acceptable for a student to work the night before a clinical experience. In the event of such an occurrence the student will be dismissed from the clinical setting and will make up the clinical experience. A clinical warning will be issued. In the event of an additional occurrence, an unsatisfactory clinical rating will be issued.

Clinical Agency Policies

Students are expected to comply with specific clinical agency policies when engaged in clinical experiences (i.e. related to smoking, use of equipment, safety policies, dress code, professional conduct, etc.)

Cell Phones/Electronic Devices

Kentucky Community and Technical College System (KCTCS)

Cell phones and other electronic devices must be in silent mode or turned off during class time and are not permitted in the clinical setting. Cell phones are not to be used during lecture; in the event of an emergency, students should notify the instructor and step outside of the classroom during any cell phone use so as to not disturb other students. Possession of cell phones, “smart” watches, or other electronic devices is not permitted during exams, quizzes, and/or test reviews. See the Somerset Associate Degree Nursing Student Handbook for further information regarding this policy.

Social Networking Statement

Social networking is not limited to named sites (Facebook, Twitter) as new sites are always being added. All patient information must be kept confidential and can only be disclosed or used for specific purposes related to an individual’s care. Students may not post comments that would compromise another person’s or organizations privacy (HIPAA) or comments that do not conform to professional ANA nursing standards, state, federal laws and KCTCS policy. Students should also be aware that postings and pictures on social networking sites may be viewed by KCTCS and potential employers and could reflect negatively on the individual and or school and may be a violation of school policy. Confidentiality of medical information on patients and information regarding the conduct of health care personnel must be honored. Failure to adhere to this policy may result in termination from the program.

Social Media Policy

The Social Media Policy is designed to help SCC Associate Degree Nursing students and faculty practice responsible, acceptable behaviors by clearly stating expectations in a healthcare and educational environment characterized by the increased integration of technological advances. Social media is an electronic platform supported by the internet or specific software, which is used to connect, collaborate, and communicate.

Procedure

1. The Health Information Portability and Accountability Act (HIPAA) & Federal Educational Rights and Privacy Act (FERPA) Guidelines are always to be adhered to. Protected Health Information (PHI), which includes patient/client names, diagnoses, location, images, etc. are not to be posted on personal or other social networking site(s).
2. SCC logos and graphics are not to be used on personal social networking media sites or elsewhere without the written authorization of the SVP of Student Affairs. In addition, students are not to post insults or derogatory remarks such as ethnic or sexual slurs, personal insults, obscenity, and/or pornographic images involving self or patients, staff in healthcare affiliations, SCC administration, faculty, and/or other students.
3. Videotaping or taking photographs of professors, guest speakers or peers is prohibited without written authorization by the affected party. At no time shall patients or members of the public be

Kentucky Community and Technical College System (KCTCS)

videotaped or photographed by students while participating in learning experiences through SCC ADN Program.

4. Avoid copyright and fair use infringement. Be mindful of intellectual property rights of others and of the college.

5. Audiotaping, videotaping, and/or photos of classroom lectures is permitted only if the instructor/presenter consent is granted.

6. The expectation is that the use of electronic devices in the classroom will not be distracting to faculty and other students. Use of electronic devices for non-class learning activities is not allowed during classroom/lab/clinical time unless permission has been given by the assigned course faculty member.

Potential Consequences

1. Students who share confidential information or engage in unprofessional remarks or posts risk disciplinary action including failure in a nursing course and/or dismissal from the program.

2. Violations may be reported to the Kentucky Board of Nursing (KBN), possibly resulting in delay or refusal by KBN to permit the student's registration for the nursing licensure exam (NCLEX) upon graduation.

3. Each student will be held accountable and legally responsible for all violations related to the use of social media and is subject to dismissal from the program

Testing Policies:

Methods of Administration

Exams may be administered on paper or computer. Exam questions may be multiple choice, fill in the blank, select all that apply, matching, short answer or any other alternative format, at the discretion of the faculty member and without prior notice. Students who fail to bring their laptop on exam days will not be allowed to take the exam and this will be the same as a missed exam. The student is responsible for technical issues regarding the electronic device.

Academic Integrity

Test Etiquette: Persons arriving late to the test/quiz will be expected to complete the test/quiz at the same time as the rest of the class. Any activity that may be perceived by the instructor as cheating or attempting to cheat will result in a zero for the test/quiz score and action as described in the KCTCS *Student Code of Conduct* will be implemented. Please refer to this link for more information regarding the SCC Student Code of Conduct:

<https://somerset.kctcs.edu/current-students/academic-resources/code-of-conduct.aspx>

Proctoring Software

Proctoring software may be utilized in this course. The information regarding the specific software

Kentucky Community and Technical College System (KCTCS)

to be utilized will be discussed in class.

Late Assignments/Make-up Exam Policy

Testing Policies:

Missed Exams

Exams will be scheduled per individual instructor. Students absent for the scheduled exam will be required to take a make-up exam as rescheduled per instructor. Make up exams will be an alternate exam which will include different types of questions (ie. essay or fill in the blank). In order to take a make-up exam, students must present documentation of the absence (ie. a doctor's statement or funeral announcement).

If a student is late for an exam for any reason, the student will be allotted the remaining time left for the exam.

Missed Quizzes

Make-up quizzes are not administered. A student will receive a zero on any missed quiz.

Methods of Administration

Exams may be administered on paper or computer. Exam questions may be multiple choice, fill in the blank, select all that apply, matching, short answer or any other alternative format, at the discretion of the faculty member and without prior notice. Students who fail to bring their laptop on exam days will not be allowed to take the exam and this will be the same as a missed exam. The student is responsible for technical issues regarding the electronic device.

Exam Review

Exams will not be reviewed in class or by appointment.

Highly missed questions will be reviewed, briefly, in class and by concept only. Computerized tests will offer the rationale to missed questions.

All attempts will be made by the instructor to make test grades available within 24 hours; however, posting may take up to 48 hours. Once a test grade is posted to Blackboard the grade will be considered permanent after 48 hours and will not be changed for any reason after this time. This same policy will apply to all other grades in the course.

Grading Criteria

The grading scale for this course is as follows:

92.00 - 100.00% = A

84.00 - 91.99% = B

77.00 - 83.99% = C

72.00 - 76.99% = D

0 - 71.99% = E

Kentucky Community and Technical College System (KCTCS)

If a student attains a satisfactory clinical rating, the course grade will be determined by the following:

Unit Tests:	Test #1	–	16%
	Test #2	–	16%
	Test #3	–	16%
	Test #4	–	16%

Chapter 4 Quiz	5%
Movie Night Presentation	2%
PTSD and Bipolar Lab	2%
Simulation	
Death & Simulation	1%
EAQ's (4 at 0.25% each)	1%
Final Exam	25%

Total	–	100%
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Test/quiz grades are calculated by the following method: The number of answers correct divided by the total number of questions, converted to a percentage. Percentages are calculated to the hundredth place with no rounding up or down. A student must have a cumulative theory grade minimum of 77.00% and a satisfactory clinical rating to continue in the nursing program. Students are responsible for skills and knowledge acquired in prerequisite courses.

Students should refer to the course Summary of Requirements (available on Blackboard) for additional details regarding classroom/clinical/lab requirements and due dates.

All attempts will be made by the instructor to make test grades available within 24 hours; however, posting may take up to 48 hours. Once a test grade is posted to Blackboard the grade will be considered permanent after 48 hours and will not be changed for any reason after this time. This same policy will apply to all other grades in the course.

Clinical Judgment Exams

Clinical Judgment Exams through Nurse Tim is a computerized nationally standardized assessment review program that is utilized throughout the Associate Degree Nursing Program. This resource helps the student not only to assess knowledge of the course content, but also to prepare for the final exam of each course and build a successful NCLEX score.

Kentucky Community and Technical College System (KCTCS)

Students purchase the ExamSoft package which includes exams for each content area in the package. This course review material is required, and the charge each semester will be added to the student's tuition at the beginning of the semester. This includes two proctored exams for each content area and an open check exam. The exams will be given TBA. These are considered program requirements and must be completed but do not count toward the grade. The purpose is to identify individual student and program weaknesses/strengths to facilitate remediation and program evaluation.

Attendance Statement

Lecture Attendance Policy

The content of each course is fast paced; therefore, attendance is critical to the success of the student through the Associate Degree Nursing Program. The student is responsible for obtaining any announcements, handouts, assignments, etc. from a peer when an absence has occurred. The following attendance policy relates to class (lecture) hours only. See attendance policy under Clinical and Laboratory Procedures for clinical and laboratory attendance.

The student is allowed to miss 3 absences per class, per semester. An absence being defined as missing greater than 1 hour per class.

At the 4th absence – written warning

At the 5th absence –termination

This can only be waived due to extreme circumstances as decided by nursing faculty.

Lab/Clinical Attendance

The lab and clinical experience provides opportunity for students to experience and practice first hand information and skills for the nursing profession. Any absence in lab or clinical could be detrimental to the student's success. Therefore, students are expected to arrive promptly and stay until the day ends. Arriving late or leaving early are both considered tardies. It is recommended that students plan to arrive a few minutes early so that tardies do not occur. Lab and clinical time is counted together.

Tardy

Anytime a student is as much as five minutes late, the student will be considered tardy. Three tardies, regardless of excuse, will be equal to one (1) hour of lab or lecture time and will be considered one (1) absence.

Kentucky Community and Technical College System (KCTCS)

Lab Attendance

Students should not be absent from labs because of the limited time available to make up lab time missed prior to clinical. The student is responsible for obtaining any missed information from a missed lab and making up that time. In the event the student does not successfully complete skills check-offs prior to the first day of clinical, he/she will not be allowed to attend clinical, resulting in an unexcused absence. All missed and unsuccessful lab days and skills check-offs MUST be rescheduled with the appropriate instructor. Remember it will be YOUR responsibility to make arrangements to reschedule. Rescheduling must be done on the first day the student returns to class. Rescheduled labs will NOT be done during regular classroom hours. Skills not completed safely and competently in the lab WILL NOT be performed in the clinical setting. Lab prescriptions will be given to those students needing further practice for any skill unsuccessfully completed. Be reminded that Lab and Clinical time are counted together.

Excused/Unexcused Absences

Attendance is critical for successfully completing the clinical learning component. Absences should not occur unless extreme situations exist; for example, serious personal illness or injury, death of immediate family member (spouse, mother, father, child, brother, sister, or grandparent), or serious personal emergencies. Any lab/clinical time missed is to be made up at the discretion of the instructor(s). An absence for lab and/or clinical is defined as missing one (1) hour/60 minutes or more of lab and/or clinical time. A student is allowed ONE (1) absence per published and/or amended clinical/lab calendar per semester.

On a second occurrence, the student must meet with the ADN absences committee before continuing in the ADN Program. Supporting documentation for absences must be presented to the committee at the appointed time. In the event the committee finds the absences are inexcusable, the student will be terminated from the program

Communication/Student Email Accounts:

Students are expected to check their SCC student email account frequently, as important announcements and other information regarding the nursing program and nursing courses are sent via email. Additionally, clinical and/or classroom warnings regarding a student's class standing or clinical performance will be sent to the student email account in the event the student cannot be personally contacted. Student email accounts should be cleaned out regularly to ensure that new messages can be received.

Students are expected to check their Blackboard account frequently as well.

Withdrawal Policy

A student may officially withdraw from any class up to and including the date of midterm with a W grade. After the date of midterm and through the last class of the semester or session, any student may officially request to withdraw from a course and receive a W, which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining if a student will be allowed to withdraw during the

Kentucky Community and Technical College System (KCTCS)

discretionary period. An instructor shall not assign a student a W for a class unless the student has officially withdrawn from that class in a manner prescribed by the college. The grade of W may be assigned by the College Appeals Board in classes involving a violation of student academic rights or for academic offenses. Please refer to the [Student Records Office](#) for more information.

Academic Integrity

Test Etiquette: Persons arriving late to the test/quiz will be expected to complete the test/quiz at the same time as the rest of the class. Any activity that may be perceived by the instructor as cheating or attempting to cheat will result in a zero for the test/quiz score and action as described in the KCTCS *Student Code of Conduct* will be implemented

Please refer to the [SCC Student Code of Conduct](#) for more information.

Accessibility Services for Students with Disabilities

Somerset Community College strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodation for all persons with disabilities. If you are seeking accommodations for this course under the Americans with Disabilities Act (ADA), you are required to contact the Accessibility/Disabilities Services Office.

To request accommodations, complete the Student Request for Services form. Please do not request accommodation directly from your Instructor without a letter of accommodation from the Accessibility/Disability Services Office.

If you are a student from a KCTCS college other than Somerset Community College, contact your Home College for establishing disability accommodations. You can find your Home College's Accessibility/Disability Services Office contact information on the KCTCS Disability Services site. Your Home College will communicate with your Instructors and Accessibility/Disability Services Office to provide you with reasonable and appropriate accommodation. Your accommodations will begin after the Instructor has received confirmation of your accommodation from the Accessibility/Disability Services Office. Accommodation cannot be applied to your course retroactively.

SCC Coordinator of Accessibility Services: Contact Information: amanda.vanhook@kctcs.edu

606-451-6706 SCC-Accessibility@kctcs.edu

In-person, virtual & phone appointments are available.

Office Locations:

Somerset Campus Hal Rogers Student Commons Building Office 116

Laurel Campus North Building 3, Office 103B

Kentucky Community and Technical College System (KCTCS)

Procedures relating to Discrimination, Harassment, and Sexual Misconduct

Students may direct complaints of discrimination or harassment to Dean of Student Affairs Tracy Casada at tracy.casada@kctcs.edu or 606-451-6631 for resolution pursuant to the Code of Student Conduct. Sexual misconduct matters should be directed to the Title IX Coordinator Tracy Casada to be handled in accordance with the Sexual Misconduct Procedure. Any responsible employee who receives information related to sexual misconduct is required to report it to the Title IX Coordinator. Please refer to the KCTCS Title IX procedures for more information.

Student Academic and Technical Support

Somerset Community College offers support to all its students, whether enrolled in classes on campus or online. Your instructor is your primary resource, but the Learning Commons branches are available for assistance with research, tutoring, and computer services. Tutoring appointments can be made online but are not necessary. Walk-ins are welcome. Students can also access contact information and hours of operation for all the branches of the Learning Commons. For more information, call 606-451-6710.

Blackboard technical support is available by telephone at 855-664-6722 (option 4).

Starfish

SCC is dedicated to your academic success. Starfish is a program available to all students to enhance communication among students, instructors, and advisors. To access Starfish, just log in to Blackboard and click Starfish link. Ask your instructor or advisor for details. Check out SCC's website for more details and helpful instructions.

SNAP

Safety Notification Alert Process (SNAP) is the official notification system for the Kentucky Community and Technical College System (KCTCS). SNAP alerts users to on-campus emergencies (including closures for inclement weather) for all 16 KCTCS colleges and the System office. With SNAP you can:

- Find out if classes are cancelled or delayed due to weather, power outages or other unexpected events impacting campus.
- Get severe weather notifications so you can take shelter when a storm hits.
- Receive emergency messages when something or someone could be a threat to your personal safety.

Visit the KCTCS SNAP site to sign up and/or update your mobile and email information.

KCTCS/SCC Tobacco Free Policy

Kentucky Community and Technical College System (KCTCS)

“Tobacco use, including chewing (oral), smoking, and electronic cigarettes are NOT permitted on the properties of Somerset Community College campuses and centers, including buildings, sidewalks, and parking lots. KCTCS Tobacco Free Policy, Administrative Policies, Section 3.3.14.” Please refer to the KCTCS Administrative Policies for additional information.

Additional Information

The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and employees. The College will attempt to make these changes as minimally disruptive as possible, but the College reserves the sole right to alter the particular type, place, or time for their classes.

Kentucky Community and Technical College System (KCTCS)

ENG 233 Syllabus

COURSE OVERVIEW

In this class, we will examine themes predominant in LGBTQ+ literature. We'll do so through careful, analytical reading, class discussion, and making connections across genres. The works of literature have been divided into 5 categories: Gender/Sexuality, Coming Out, Discrimination/Stigma, Social Acceptance and Intersectionality, and Queering the Expected.

While LGBTQ+ Literature has been written for centuries, it is still only studied on a small scale. In this course, we'll look at post-Stonewall works to study themes prevalent in LGBTQ+ Literature and we'll make connections between literature and the queer experience. While most of the readings we'll study are by living authors (although not all), weekly lectures and notes will draw connections to more historical works of literature that you might choose to read for your final project.

BCTC ACCOMMODATIONS



BCTC strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodations for all persons with disabilities. Students who would like to request academic accommodations and/or auxiliary aids or services for a course must contact BCTC's [Student Accessibility Services\(SAS\)](#). Students should not request accommodation directly from the instructor.

- SAS Email: BL-SAS@kctcs.edu
- SAS Phone: (859) 246 – 6534
- To Request Services, complete [SAS Online Form](#).

BCTC RESOURCES

[MyPath](#)

KCTCS MyPath: mypath.kctcs.edu

Access to Email, Blackboard, Student Self-Service, and more!

[Student Success](#)

Your one-stop access to BCTC Academic Services (Tutoring, Technology *Help*, etc.)

and Student Resources (Counseling, Child Care, etc.)

[Starfish](#)

Check out notifications from your instructor and Raise Your Hand to get help from across the college, including financial aid, tutoring, and counseling.

OFFICIAL COURSE INFORMATION

ENG 233


Explores a number of selected literary texts, with special attention to the construction of personal, ethnic, racial, or national identity and considers how

Kentucky Community and Technical College System (KCTCS)

	race, class, sexuality, and/or nationality influence representations of experience. Includes attention to student writing.
Prerequisites:	<i>ENG 101</i>
Course Competencies:	Upon successful completion of ENG 233, the student can: <ol style="list-style-type: none">1. Identify, summarize, critically analyze, and interpret a variety of literary works with an emphasis on themes of personal, ethnic, racial, social class, sexual, and/or national identity.2. Use literary analysis terms and basic methods of analyzing literature when interpreting, discussing and writing about works.
General Education:	This course assists students in meeting the BCTC General Education Student Learning Outcomes in Humanities/Cultural Studies.
Course Outline:	Course Outline can be found at the end of this document.
CLASS FORMAT	
Learning Mode: <i>Standard online</i>	This is a standard online course, so access to Blackboard, your KCTCS email, and Microsoft Word (via Office 365) is required. Please see Different Class Types/Learning Options for details.
Schedule: Fall 2023, 16-week	Please see the BCTC Academic Calendar for important dates. ** SAMPLE ** To provide you with the best opportunity to be successful, this class has regularly scheduled assignments with due dates. Due dates are found on the Course Calendar here and on Blackboard. I will post weekly announcements to help keep you on track.
Closed Campus - Remote Instruction Contingency Plan:	Please see BCTC Student Handbook – Closed Campus Contingency Policy for important information about campus closures. In the event of an extended campus closure, the following adjustments to the course delivery and policies will be made: <ul style="list-style-type: none">• Late Work/Makeup Work Policies:<ul style="list-style-type: none">○ Any adjustments made to this policy will be made on a case-by- case basis.• Online Office Hours:<ul style="list-style-type: none">○ Additional online office hours will be available by appointment using (TEAMS).

CLASS MATERIALS

Kentucky Community and Technical College System (KCTCS)

	<p>Required Access:</p>	<ul style="list-style-type: none"> • This course is not compatible with mobile devices. • Please see Student Technology Tools for BCTC Minimum Equipment Requirements, BCTC Required Software, and Helpful tips about Blackboard, Teams, and more!
<p><i>*Picture of Item/Text*</i></p>	<p>Required Purchase:</p>	<p><i>The Prettiest Star</i> by Carter Sickels</p> <p><i>The House in the Cerulean Sea</i> by TJ Klune</p> <p><i>The Prettiest Star</i> is a novel about a young man battling AIDS who moves back to his home in rural Ohio.</p> <p><i>The House in the Cerulean Sea</i> is a novel about a school for misfit children and their journey towards social acceptance.</p>

POLICIES

<p>Policies</p>	
<p>BCTC Academic Policies & Resources:</p>	<p>All students are subject to policies found in the BCTC Student Handbook.</p> <p>Please review this document which discusses Student Resources, Student Technology/Software requirements, Student Activities, and BCTC Academic policies.</p>
<p>BCTC Academic Integrity:</p>	<p>This class follows the policies outlined in the KCTCS Code of Student Conduct.</p> <p>It is an expectation for all college classes that all academic work, written or otherwise, submitted by a student to an instructor or other academic supervisor, is the result of the student's own thoughts, research, or self-expression. Utilizing outside resources, technology, study groups, and tutoring for the guidance of learning concepts is strongly encouraged. However, all submitted work should be completed solely by you, the student.</p>

Kentucky Community and Technical College System (KCTCS)

BCTC Cheating & Plagiarism:

Any time you submit academic work where you use an outside source and present its content as your own, it is a form of Academic Dishonesty (cheating).

This includes, but is not limited to:

- (1) all forms of plagiarism, such as copying or paraphrasing work from other sources without using proper citation;
- (2) turning in someone else's paper, a tutor's work, or your own paper from a different course;
- (3) submitting work generated through the utilization of technological tools, such as AI Content Generators or even phone apps (e.g., apps such as Mathway), without acknowledging their use.

Cheating in any form violates KCTCS and BCTC Academic Integrity policies and is subject to Article IV Sanctions for Standards of Conduct Violations of the KCTCS Code of Student Conduct. All work submitted should be a product of your own critical thinking and ideas and written in your own voice, with all sources clearly acknowledged and cited, including technology-based sources. Outside sources and tools are best used as intended and not to replace student learning or perspective. **If I think you have plagiarized your work or used an online essay generator or artificial intelligence tool to complete your work, I reserve the right to require you to complete an assignment in person.**

BCTC Equity and Unity Statement:

BCTC welcomes and respects people of all cultures, religions, ages, socio- economic statuses, sexual orientations, gender identities, national origins, languages, and abilities. We celebrate individual differences as we evolve to be the face of a unified world. Our differences strengthen our resolve to deliver the highest standard of education in the Bluegrass Region. (Endorsed by BCTC Board of Directors, 2017).

In this class, we build an inclusive culture that encourages, supports, and celebrates diversity. You belong. You should engage and participate. You matter.

Kentucky Community and Technical College System (KCTCS)

BCTC Policies	**Keep this Header Row!**
BCTC Student Concern/Complaint Process:	<p>Oftentimes if you have a question, concern, or even a complaint, having a respectful conversation discussing the issue or misunderstanding can go a long way. This applies to the classroom or workplace. Please follow the sequence below to allow us the best opportunity to address your concerns. All contact information can be found on the first page of the syllabus.</p> <ol style="list-style-type: none"> 1. If you have concerns about the course or course policies, please reach out to me! 2. If we cannot resolve the issue, the next step is to speak with the Program/Area Coordinator. 3. If there are still unresolved issues or concerns, then we can speak to the Division Assistant Dean. 4. The Academic Ombud is also available to help resolve academic disputes between students and faculty.
Class Policies:	Description of policies specific to this class.
Communication with the Instructor:	<p>I am here for you! See the first page of the syllabus for quick links to contact me! The best way to reach me is via email, which is included at the top of the syllabus, or to call/text my google voice number. All emails or texts should include your NAME and the COURSE NUMBER. You can also call my office phone number. I usually respond quickly to email, but I am slower to respond on weekends. If you have not heard from me within 24 hours, email me again. I only use my google voice number to call students from my mobile phone. You can also text that number. Regardless, do contact me with any questions and/or concerns via email. I cannot help you if you do not communicate with me. <u>I will email you at your KCTCS email.</u></p>
Time Expectations & Participation:	<p>Online classes typically require more time than on-campus classes. A regular 16-week on-campus class would meet for 3 hours in class each week with 3 – 6 hours of expected time out of class for writing, reading, and research. Please plan on spending at least 2-3 hours each week on this course. <i>*Note: Some students may require more time to be successful.</i></p>
Learning & Practice:	<p>In this class, we will examine themes predominant in LGBTQ+ literature. We'll do so through careful, analytical reading, class discussion, and making connections across genres.</p>
Assessments:	<p>This class will include weekly discussion boards and journal entries, four reading quizzes, and a final project.</p>

Kentucky Community and Technical College System (KCTCS)

COURSE REQUIREMENTS

Requirements:	Description of course activities.
Course Technology:	You'll need access to Microsoft Word (Office 365) and Adobe Acrobat Reader. We might also utilize other technologies, like Podcaster, for the final project.
Getting Started:	When you first log in to Blackboard, check out the Start Here section. Complete the syllabus quiz and begin with Week 1.
Orientation: Attendance Verification Assignments	Attendance verification is required for all BCTC classes and is essential for financial aid distribution, so please do not miss this assignment! If the attendance verification activity is not completed before Tuesday of the second week of class, then I will be required to declare you a "No Show" and you will no longer be eligible to continue working in the class. For this class, that assignment is a syllabus quiz.
Due Dates:	You can find course due dates on the PDF version of the course calendar. They'll also show in Blackboard in the gradebook section.
Late Work:	This is not a self-paced course. Every assignment has a due date. Essay due dates are on the calendar. If you do not email before an assignment is due, you will not receive an extension, no matter what your reason is. With the availability of email, there is no excuse for not communicating with me. An extension or make up work will be given at the instructor's discretion and only happens in emergency situations (see the Stuff Happens Policy below).
Stuff Happens Policy:	Each student has ONE "stuff happens" extension. Whatever the reason, you can use this ONE-TIME extension and receive three extra days to complete an essay draft. ONE deadline for a draft may be extended without penalty, provided the student contacts the instructor PRIOR to the deadline for the draft.
Learning & Homework:	Each week you'll complete a discussion board and journal assignment. The prompts for these will vary based on the reading, but general guidelines are posted in Blackboard.
Quizzes:	You will take 4 reading quizzes throughout the semester. The due dates for those quizzes are posted on the course calendar.

Kentucky Community and Technical College System (KCTCS)

COURSE GRADE:

Midterm and Official Grades:	Midterm grades will be posted as indicated on the BCTC Academic Calendar . Blackboard shows in-progress grades only. Official Midterm and Final Course Grades are accessed through your Student Self-Service account. See instructions for accessing grades .
Grade Calculation:	Your course grade will be calculated based on the following distribution. Discussion Boards: 5pts each Journals: 10 pts each Quizzes: 25 points each Final Project: 200 points
Grade Scale:	Your final grade will be calculated using the following grading scale: A = 90% or greater, B = 80% - 89%, C = 70% - 79%, D = 60% - 69%, E = less than 60%.
Withdrawal Policy:	Through Midterm, you may withdraw from any BCTC course without instructor permission. After Midterm, you may withdraw until the last day of classes before the Final Exam, with instructor permission. Instructor permission will be granted if you have met the attendance/participation requirements of the course and have not yet taken the Final Exam. For more information and instructions on how to withdraw from a class see BCTC Withdrawal Information.

HELPFUL BCTC RESOURCES

<p>Student Success Hub (The Hub) For general questions and assistance, including Peer Mentoring, Student Activities, Student ID's, The Heart Pantry, and more!</p>	<p>Free Tutoring For information about free on-campus tutoring, virtual one-on-one tutoring, and online tutoring through Brainfuse.</p>
<p>BCTC Student Services Handbook For important student information.</p>	<p>Personal Counseling For information about personal counseling services and helpful free workshops.</p>
<p>Additional Academic Resources For access to information and several additional academic services available for BCTC students.</p>	<p>Technical Support For IT assistance and quick guides for Online Learning, Blackboard, Bookings, Teams and more.</p>

Kentucky Community and Technical College System (KCTCS)

ADDITIONAL OFFICIAL COURSE INFORMATION:

STUDENT LEARNING OUTCOMES:

1. Listen and speak competently in a variety of communication contexts, which may include public, interpersonal, and/or small-group settings.
2. Write clear and effective prose in several forms, using conventions appropriate to audience (including academic audiences), purpose, and genre.
3. Find, analyze, evaluate, and cite pertinent primary and secondary sources, including academic databases, to prepare speeches and written texts.
4. Identify, analyze, and evaluate statements, assumptions, and conclusions representing diverse points of view, construct informed, sustained, and ethical arguments in response.
5. Plan, organize, revise, practice, edit, and proofread to improve the development and clarity of ideas.

ENG 234 Syllabus

Instructor Information

Name: Professor Laura Tussey

Office: College Drive Campus 347.

Office Hours:

MW 9:30-11:30AM

2:30-4:30PM

TR 9:30-10:00AM

2:00-4:00PM

F 9:30AM-4:30PM by Appointment Only

Due to Covid-19 concern, all office hours will be conducted remotely by phone, text, or video conference. Special situations may require a face-to-face meeting by appointment only, scheduled 24 hours in advance. **The BEST way to reach me for immediate response is by cell (provided below).**

Office Phone: 606-326-2208

Students may also reach me Monday through Saturday, between the hours of 10:00AM and 6:00PM by cell phone: 606-547-7540.

Email: laura.tussey@kctcs.edu

Communication Statement

Emails will be answered in 24-48 hours, 72 hours during weekends; I will not answer emails during major holidays or breaks when the college is closed but I will be available by text message in the case of emergency.

Text messages will be answered the same day and, in most cases, immediately.

Major Writing Assignments will be graded in a timely manner, generally in the amount of time students were given to complete the essay. Minor writing assignments and daily written work will be graded and returned at the end of each unit.

Course Information

Course Name

Introduction to Women's Literature

Course Number and Section

ENG 234-101 (57130)

Term

Fall 4234

Year

2023

Meeting Time and Location

TR 1:00-2:15 PM, CDC 305

Course Description

Kentucky Community and Technical College System (KCTCS)

ENG 234 Introduction to Women's Literature (3 credits)

Introduces students to the rich body of women's writing. Explores common and differing themes, attitudes, cultural norms, and gender identity evident in multiethnic, diverse societies through analysis and discussion of texts by women writers. Pre-requisite: ENG 101.

Lecture: 3 credits (45contact hours)

Course Text(s)

HERLAND by Charlotte Perkins Stetson Gilman

[The Project Gutenberg eBook of Herland, by Charlotte Perkins Stetson Gilman](http://www.gutenberg.org/cache/epub/32/pg32-images.html)

<https://gutenberg.org/cache/epub/32/pg32-images.html>

All required texts this semester are open sourced through Project Gutenberg, the ACTC library databases, and/or in handout form.

Course Materials

Pen, paper to take notes, laptop/thumb drive (optional).

Minimum Technical Skills

Students are expected to have basic computer skills including opening and sending emails, creating documents using Word, and accessing the internet.

Learning Outcomes and Course Competencies

ENG 234 Competencies

Upon completion of this course, the student can:

1. Identify, summarize, critically analyze, and interpret a variety of written works by major women writers.
2. Understand literary analysis terms and use basic methods of analyzing literature when interpreting, discussing and writing about works by women writers.
3. Identify and interpret the main elements of literary works, including theme, symbolism, characterization, setting, plot, structure, and point of view.
4. Apply various contextual approaches ---- such as historical, social, political, geographical, biographical, psychological, and feminist to literary analysis—to interpret values, beliefs, attitudes and influences during different eras and compare these to modern day.
5. Produce written literary critiques that show evidence of effective writing skills and the ability to compose persuasive arguments that include research and documentation.

Outline:

I. Understanding Literary Analysis

- A. Literary elements
- B. Terms and techniques

Kentucky Community and Technical College System (KCTCS)

- C. Approaches to literary criticism
- D. The genre of women writers
- E. Writing journal entries

II. Critical Analysis of Selected Works by Women Writers of Various Eras and Cultures

- A. Short stories
- B. Poetry
- C. Plays
- D. Other

III. Writing about Literature

- A. Writing the literary critique
- B. Effective persuasive essay format
- C. Documenting sources

Grading and Policies

Grade Distribution

Assignment	Percent Value of Total Grade
Formal Essays	60%
Daily Written Work/Note-Taking	30%
Discussions/Class Participation	10%

Grading Scale

Letter Grade	Percentage Grade
A	90 – 100
B	80 - 89
C	70 - 79
D	60 - 69
E	0 - 59

[The KCTCS Catalog](#) contains an explanation of grades; descriptions of courses and programs; expectations of students, staff and faculty; and more.

Class Policies

All homework/reading assignments and responses assigned are due the following class period unless otherwise specified. If you do not turn in your work, you will not receive credit for it. Get in the habit of TAKING NOTES.

Kentucky Community and Technical College System (KCTCS)

Because we will be doing some form of written work EVERY scheduled class period, consistent and conscientious attendance is a must if you are to do well in this class. Tardiness and leaving class early without my permission will be noted and factored into your class participation grade.

Late Work: Late work will be accepted at the discretion of the instructor and will be subject to a reduction of credit.

Written Work: All written assignments must be submitted when requested by the instructor.

College Policies

Withdrawal Policy

"W" – Withdrawal represents a withdrawal from class without completing course requirements. A student may officially withdraw from any class up to and including the date of mid-term with a "W" grade. After the date of mid-term and through the last class of the semester or session, the student may officially request a "W" grade which may be given at the discretion of the instructor.

[Withdrawal Policy and Procedure](#)

The last day to withdraw with a grade of "W" is August 20th.

Instructor discretion: Students are permitted to withdraw from this class with a grade of "W" up until October 8th.

Incomplete Grade Policy

An incomplete or I means that part of the work of the course remains unfinished. It shall be given only when there is a reasonable possibility that a passing grade will result from completion of the work. The instructor and student will discuss the requirements for completion of course with the time limit for completion not to exceed a maximum of one year; failure to do so will result in an automatic change of grade from I to an E. View the [full policy for an incomplete](#).

Academic Offenses

Please refer to Article III Subsection B (ii) of the [Code of Student Conduct](#), which is published on the ACTC Webpage under Current Students - Academic Resources, regarding a description of possible sanctions for academic offenses. Subsection D of Article III provides a description of sanctions regarding student behavior.

The *KCTCS Rules of Senate* (see Section VII Rules Relating to Student Academic Affairs Subsection 3 Student Academic Offenses and Academic Sanctions) for definitions of the four academic offenses subject to sanction. These four academic offenses are: Plagiarism, Cheating, Student Co-Responsibility, and Misuse or Student Falsification of Academic Records.

Disabilities Statement

Ashland Community and Technical College strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodations for all persons with disabilities. If you are seeking accommodations for this course under the Americans with Disabilities Act (ADA), you are required to contact the [Accessibility/Disabilities Services Office](#).

To request accommodations, complete the [Accommodation Request Form](#). Please do not request accommodations directly from your instructor without a letter of accommodation from the Accessibility/Disability Services Office.

If you are a student from a KCTCS college other than Ashland Community and Technical College, contact your Home College for establishing disability accommodations. You can find your Home College's Accessibility/Disability Services Office contact information on the [KCTCS Disability Services website](#). Your Home College will communicate with your instructors and Accessibility/Disability Services Office to provide you with reasonable and appropriate

Kentucky Community and Technical College System (KCTCS)

accommodations. Your accommodations will begin after the instructor has received confirmation of your accommodations from the Accessibility/Disability Services Office. Accommodations cannot be applied to your course retroactively.

If you have questions, please contact the Disability Services Director at 606-326-2051.

Satisfactory Academic Progress

Federal regulations mandate that a student must maintain [Satisfactory Academic Progress](#) (SAP) in his/her course of study regardless of whether or not financial aid is awarded each semester.

To receive and to continue receiving financial aid, students must meet the following Financial Aid Satisfactory Academic Progress Standards:

- Students must successfully complete at least 67% of attempted courses.
- Students must maintain at least a cumulative 2.0 GPA; and
- Students must have attempted fewer than 150% of the credits required for their declared program of study. For example, the AA degree requires 60 credit hours and a student cannot attempt more than 90 credit hours to complete this degree.

If at the end of any term, your financial aid is suspended due to not meeting these standards, you have the right to submit an appeal.

TITLE IV Funds

If you are receiving Title IV funds (financial aid, grants or loans) and you do not successfully complete or prematurely withdraw from this course, you could owe a portion of the money back. Please check with the financial aid office before dropping this or any class.

Student Loans

Student loan borrowers please remember borrowing a student loan is a legal obligation that you *must* repay once you drop below half-time (6 credit hours) or stop attending school. You can keep track of the total amount of loans you have borrowed at the [National Student Data Loan System](#). This link will also provide contact information for your loan servicer (the company who will collect your loan payments). You are responsible for repaying your student loans, even if you never receive a bill. When it is time to begin repayment, please contact your loan servicer to discuss your loan repayment options. Please do not miss making your student loan payments. Missing payments can have serious consequences.

Security

Information regarding campus security as well as the college's annual security report and incident log are available on the [campus security page](#) of ACTC's website.

STARFISH

Starfish allows college faculty and advisors to maintain contact with students concerning their academic progress during the semester. If academic progress is not satisfactory, "flags" can be issued with suggested improvements. "Referrals" to academic support services can be made and positive comments, called "kudos", may also be issued. These Starfish notices will be sent to students' college email addresses only. Students will also have the opportunity to schedule appointments with their academic advisors through the Starfish calendar feature. Students may access Starfish through a link in Blackboard.

Students should contact their instructor, their advisor, or an advisor in the Advising Center if they have questions about this program.

Tobacco-Free Campus

Kentucky Community and Technical College System (KCTCS)

Ashland Community and Technical College became a tobacco-free campus on August 1, 2011. The tobacco-free/smoke-free policy bans the use of all tobacco products, including cigarettes, e-cigarettes, cigars, pipes, chewing tobacco and snuff, on any campus property, inside and outside.

Inclement Weather Policy

College policy is to remain open and conduct classes according to the regular class schedule except under extreme weather conditions. In the event of extreme weather, the college may be delayed, closed, or operate virtually. Every effort will be made to notify students, employees, and the public as quickly as possible regarding the operational status of the college. A decision to delay can be revised to closed or virtual depending on weather conditions. The decision to delay, close, or operate virtually will be the same for all three campus locations (College Drive, Roberts Drive, and Technology Drive).

ACTC off-site locations:

- **Dual credit high school sites:** The decision to close ACTC's three campus locations does not impact classes being offered at any dual credit site. If the respective high school closes due to inclement weather then ACTC classes offered at that site are cancelled.
- **KinderCollege:** ACTC child development center located across from the College Drive Campus follows the inclement weather procedures of the Boyd County School System.
- **Ashland Fire Department Central Station (Carter Avenue):** ACTC does not have the authority to close this site; however, ACTC classes scheduled for the site adhere the college's decision regarding delayed, closed, or virtual operational status.

ACTC uses the following definitions:

Closed: All classes are cancelled and offices closed.

Delayed: The college will open at 10:00 AM. Classes with a start time at 10:00 AM or later will meet as regularly scheduled. For classes with a start time prior to 10:00 AM, individual instructors will notify students of the expectation for class attendance on days the college implements a delayed opening.

Virtual Learning and Work Day: Classes will be held virtually. Individual instructors will notify students of the expectation for class attendance during a virtual learning day. Also, students should monitor their KCTCS email for instructions and contact their instructor for guidance.

ACTC recognizes that road conditions can vary greatly within our service area. Students are to exercise personal judgement as to whether he or she believes it is safe to travel. Students who decide not to travel for class should notify their class instructors by means identified in the class syllabus.

Students will be notified and/or may get information using the following sources:

- [ACTC Website](#)
- Your KCTCS e-mail account
- The colleges main phone line: 606.326.2000
- Text message: [Sign up for SNAP alerts](#) (weather and emergency information).
- ACTC's Facebook and Twitter pages (facebook.com/AshlandCTC and ACTC on twitter)

News media are given the information and you may see closing information in the local media. If you are unsure of the status, is best to double-check one of the college's official sources, as listed

Kentucky Community and Technical College System (KCTCS)

above. Media outlets that might be used include: Television (WSAZ-3; WCHS-8; WOWK-13) and radio stations (WCMI, WTCR, WLGC, WGOH, WKEE, and WRVC, among others).

Kentucky Community and Technical College System (KCTCS)

ENG 264 Syllabus

Spring 2024 Class Syllabus
#86302 – Major Black Writers
ENG 264-75Z1 3 credit hours
Instructor: Brooke Archila
Office: #101C LRC-Madisonville
Classroom: online only
Phone: (270) 824-1884
Meeting Times: online only; no required meeting times
Email: brooke.archila@kctcs.edu

When emailing, please remember to follow proper email etiquette and use your college account vs. personal email account.

Office Hours

Mondays: 11:00-12:00
Tuesdays: 10:00-12:00
Wednesdays: 11:00-12:00
Thursdays: 10:00-12:00
Fridays: by appointment

MCC Policies and Resources

The college has many shared policies and resources across all classes, which you can access here: [Syllabus Policies and Resources](#). Students are responsible for reading and following the policies within.

Course

A cross-cultural and historical approach to written and oral works by major Black authors of Africa, the Caribbean and the United States. The course includes writers such as Chinua Achebe (Africa), Wilson Harris (Caribbean), and Toni Morrison (USA). ENG 264 counts toward the KCTCS General Education Humanities and Cultural Competency requirements. Prerequisites: ENG 101. Lecture: 3 credits. See KCTCS Approved Course Curriculum.

Prerequisite

Successful completion of ENG 101.

The ways in which this course is relevant to the development of students' workplace skills are:

- strengthening communication skills through written, oral, and group assignments (Essential Skill #1: Communicate effectively)

Kentucky Community and Technical College System (KCTCS)

- strengthening critical thinking skills through evaluation, problem-solving, and analysis (Essential Skill #2: Think critically in order to solve problems and create new ideas and solutions).

This course has been designed to integrate one or more of the “10 Essential Skills” by:

- Communicating effectively through multiple drafts and revisions of essays, group work with students, and oral presentations
- Thinking critically in order to solve problems and create new ideas and solutions by learning how to prepare fair and well-supported arguments, address opposition, propose solutions to problems, and address questions (Essay, Projects, and Discussion Boards)
- Collaborating and working in teams through a combination of group work, group activities, group discussions, group projects, peer review, and/or group presentations

Classroom Materials

Text: Gates, Henry Louis, and Nellie Y. McKay, eds. *The Norton Anthology of African American Literature*. 3rd ed. New York: Norton, 2004.

Hurston, Zora Neale. *Their Eyes Were Watching God*. New York: Harper, 2006. (Any edition of this book will work.)

All other readings will be available via Blackboard.

Course Software & Technical Requirements: Software: This course will utilize Blackboard. Computer access and strong Internet connection is strongly recommended. You can access the online version or download the Microsoft Office 365 software through your KCTCS student webmail account.

Other Supplies: Notebook for keeping notes, writing utensils, Microsoft Office 365.

Course Competencies

Upon successful completion of this course, the student can:

1. Develop an understanding of literature from Major Black Writers encompassing various genres, forms, and historical periods.
2. Develop critical thinking skills while examining major themes in Black literature.
3. write analytically about Black Literature, making direct connections between past and present.
4. learn to use theoretical language and ideas in their academic essays.
5. locate and critically evaluate print and electronic sources.

Kentucky Community and Technical College System (KCTCS)

6. integrate primary and secondary sources into their writing, following the formatting and documenting conventions of the MLA style.

All competencies will be assessed using the students' discussion posts, creative writings, workshop responses, and the final exam.

Critical Thinking

Beginning in school, and continuing at successively higher levels across their college studies, students should prepare for twenty-first-century challenges by gaining: Intellectual and Practical Skills, including critical and creative thinking.

Assessment: Critical thinking will be assessed using weekly discussion board posts, major creative writings and reflections, workshop responses to peers, and the final exam.
Writing Across the Curriculum

"Instructors in all courses are expected to call attention to proper English usage and may penalize for errors and/or require the rewriting of papers which do not meet acceptable standards in English. Any instructor who finds the written work of any student seriously defective in English may recommend remedial work or refer the student for additional assistance from local resources." (Faculty Senate Rules Section V, 2.33)

Grading

Grading Criteria

- Writing Portfolio 30%
- Discussion Boards 15%
- Journals 15%
- Oral Presentation 10%
- Midterm Exam 15%
- Final Exam 15%

Grading Scale

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- E 59 and below

Writing Portfolio

Near the end of the semester, you will turn in a portfolio of critical/creative work, which can be any combination of original essays, poems, stories, song lyrics, or drama AND at least one

Kentucky Community and Technical College System (KCTCS)

literary analysis essay of at least 3 pages. Each of these must relate somehow to what we have talked about in class or to what you have read in the assigned works for the semester. I expect you to work on your portfolio throughout the semester. Some points to remember:

- Your portfolio must be typed and double-spaced. Use either MLA or APA format.
- It needs to be a minimum of twelve typed pages in order to be acceptable.
- At least THREE of those pages must be a literary analysis (we will go over what this means).
- Correct grammar, usage, and punctuation are expected and will be a factor in your grade, so please proofread and edit carefully.
- The portfolio should be submitted in Blackboard. It must be saved as either a Microsoft Word document (.docx) or as a PDF. You may include a cover page if you desire, but that does NOT count as part of your page length requirement. You must also include a Works Cited page for any sources you use, which also do not count towards your total page length requirement.

Portfolio Presentation

On the last week of the semester before final exam week, you will be asked to submit an oral presentation of your portfolio to the class. Of course, you can choose the material you would like to share with your classmates, but I'll be glad to offer my advice. The presentation should be a summary of what you covered in your portfolio. I recommend recording your presentation with your smartphone and uploading it to YouTube. You can then share the YouTube link in Blackboard. You may also include pictures and a visual presentation (pertaining to the class and your portfolio) done through PowerPoint, Prezi, or some other tool, but this is not required.

Discussion Boards

Students will be expected to respond thoughtfully and thoroughly to weekly discussion board posts. These posts will be GRADED. A rubric will be provided to help you understand post requirements. You will be required to answer the questions and to also respond to at least two other classmates. Your initial responses will be due by Saturdays at 9:00 PM and your responses to other classmates will be due on Mondays by 9:00 PM.

Journals

You will be required to write weekly entries into a journal in Blackboard. Each weekly journal will have specific questions for you to answer regarding the assigned readings for the week. Journal entries are due by Saturday at 9 p.m. during each week. Please use complete sentences and correct grammar. Each journal entry should be at least half a page in length to receive full credit and must show specific evidence that you have read the required weekly readings. These entries are private and will only be seen by your professor.

Exams

There will be a midterm exam and a final exam. Both will be timed essays in Blackboard. On the day you take the exam, you will be provided two or three essay topics. You will pick ONE topic and answer the question in a full essay format (introduction, body paragraphs, and a conclusion). You will be required to use at least THREE authors from works we've read in class

Kentucky Community and Technical College System (KCTCS)

to answer the question. You WILL NOT be allowed to use outside Internet sources. You may only use the works we've read in class and your own opinions. Any plagiarism will result in automatic failure of the exam and possible failure of the class. You will have two hours to complete each exam. These exams are not proctored. However, any instance of cheating will result in automatic failure of the class.

Incomplete Policy Statement

Only in documented extenuating circumstances will students be granted an Incomplete.

Attendance, Late Work, & Make-Up Policies

If you do not log into this class in Blackboard and complete the first week's assignments within the first week of class, you will be identified and reported as a "no-show" and may be dropped from this course.

Regular attendance via weekly login in Blackboard and participation are expected for successful completion of this course. It is the student's full responsibility to complete the coursework in the time frame provided.

Students in online courses are expected to check in and participate regularly. You will be required to log into BB at least once a week. You will have weekly reading assignments, interactive lessons, quizzes, and writing assignments. If you know that you will be absent and will not be available and logging in for more than five days, please get in touch with me and let me know.

Furthermore, a student who misses 25% or more of the total number of class meetings, for whatever reasons, excused or unexcused, will be advised to withdraw from the course or may fail the course depending upon the instructor's judgment.

Note for students receiving financial aid: if you miss the first week and do not log in or participate, this information will be reported to financial aid, and this could result in cancellation of your aid.

Classroom

Assignments:

All assignments are due on the assigned date. Once the deadline for an assignment or quiz has passed, it will no longer be available in BB. Please note that "computer" problems are NOT a valid excuse for late work. You are responsible for backing up all work and for making hard copies of all of your work. Please do your work early so that you will be able to solve these problems before a due date. Please note that once an assignment is no longer available online,

Kentucky Community and Technical College System (KCTCS)

you cannot submit it for any credit. In the event of an extreme extenuating circumstance, you must contact the instructor BEFORE the assignment due date to receive permission for an extension and must provide documentation.

Quizzes: All quizzes are due on the assigned date and time. These quizzes CANNOT be made up. If you miss a quiz, you will receive a zero for it. NO EXCEPTIONS!! Please do not wait until the last minute to take your quiz. If you have technical difficulties, you need to email me IMMEDIATELY!

End of semester Policy: Once the semester has ended and the last day of class has passed, no additional work or make-up work will be accepted. Additionally, no revisions or redos will be allowed.

Plagiarism

Plagiarism means using other people's ideas, words, or organizational patterns without giving proper credit, in other words, not documenting sources properly, or using technological tools to create work without permission (AI, ChatGPT, Chegg, etc.). Plagiarism may take several forms: quoting a source's words without using quotation marks or identifying the source, paraphrasing a source's ideas without identifying the source, summarizing a source's ideas without identifying the source, and using statistics without identifying the source. Also, plagiarism means turning in a paper (or parts of a paper) written by another student or tool or turning in a paper downloaded from the web (or parts of a paper or parts of several papers). Having someone correct the errors on a paper is also plagiarism. Plagiarism is a serious academic and ethical offense. It's cheating. Thus, the penalty for plagiarism must be severe.

A student who plagiarizes the work of another will receive a failing grade for the plagiarized work and, depending upon the instructor's judgment about the severity of the plagiarism, may fail the course.

Students should properly document sources in their writing by using quotation marks for quoted material, in-text parenthetical references, and bibliography entries on a works cited page. If a student has any questions about what to document or how to document a source, he or she should ask the instructor. DO NOT PLAGIARIZE.

This class will follow the KCTCS Student Code of Conduct rules regarding plagiarism, which is a type of academic dishonesty:

A first offense of INTENTIONAL plagiarism will result in failure of the assignment. The offense will be reported to the instructor's supervisor as well.

A second offense of INTENTIONAL plagiarism will result in failure of the class. The offense will

Kentucky Community and Technical College System (KCTCS)

be reported to the instructor's supervisor, and the student will be at risk of expulsion.

Students who willingly help another student plagiarize (for example, allow another student to copy or use his/her own work) could also fail the assignment and/or the course.

A student who receives an academic penalty because of academic dishonesty or misconduct may not withdraw from the course in order to avoid the academic penalty.

The instructor may also recommend that the student be suspended for academic offenses.

Any student found guilty of a second academic violation may be expelled from the college and may not be allowed to enroll at any of the other KCTCS colleges for one (1) academic year.

Typing Requirements

All writing assignments, drafts and final copies, must be typed following MLA format (See https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html for help). Essays and summaries should be double-spaced and proofread/edited for typos, grammar/punctuation, word choice, and spelling errors. Use Times New Roman 12 point font, 1 inch margins. Examples and videos of MLA formatting are also provided in our Blackboard course.

Classroom Etiquette: Students are expected to behave in a manner appropriate for a college student. Please treat your instructor and classmates with respect when engaging in any form of communication. You are expected to participate in the discussion groups and overall class community; however, it is important that you use appropriate language and engage in discussions that are related to the course and course material.

Instructor Availability: Please feel free to contact me with questions regarding your assignments or topics covered in class. My office hours and email address are listed on this syllabus. I welcome any opportunity to conference with students regarding essays or other assignments. I typically answer questions between the hours of 8:00 a.m. to 4:30 p.m. on Mondays through Fridays. If you email me at night, I most likely will not answer until the next day. If you have not heard from me within 24 hours, email me again please. The only exception to this is the weekend. I do not check my email on the weekend. If you email me on Friday after 4:30, I will get to it on Monday.

Students are expected to carefully read the announcements posted by the instructor on Blackboard.

Email Policy

Students MUST communicate with me through their KCTCS official email address only. I will

Kentucky Community and Technical College System (KCTCS)

not read your email if it is from another address. Please keep your inbox cleaned out (and don't forget to delete your deleted mail). I will not contact you through any other address! You need to check this email address often, as I will send you messages this way and let you know of approaching opportunities or deadlines. Please do not use Blackboard Messages to contact me. I prefer email.

Furthermore, I will only read emails that are composed in a professional manner. You must include a specific subject in the subject title of the email (example: ENG 161 Writing Project 1). Your email should include a formal address, a body, and a closing. Also in the subject line of the email, you must put your class and section number. See example below:

To: Brooke Archila (brooke.archila@kctcs.edu)
From: Your school email
Subject: ENG 161 Writing Project

Dear Mrs. Archila, (you may also call me Mrs. A)

I am having trouble organizing my writing project. Could you please help me?

Thanks,
John Doe

You need to proofread your email for grammatical errors, typos, and spelling mistakes BEFORE you send it. Do not use numbers in place of letters or texting abbreviations in an email to your instructor. It is also considered informal to use emoji. Keep it professional.

Accessibility Services

Madisonville Community College strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodations for all persons with disabilities. If you are seeking accommodations for this course under the Americans with Disabilities Act (ADA), you are required to contact the Accessibility Services Office.

To request accommodations, complete the Student Request for Services. Please do not request accommodations directly from your Instructor without a letter of accommodation from the Accessibility Services Office.

If you are a student from a KCTCS college other than Madisonville Community College, contact your Home College for establishing disability accommodations. You can find your Home College's Accessibility/Disability Services Office contact information on the Disability Services webpage. Your Home College will communicate with your Instructors and Accessibility/Disability Services Office to provide you with reasonable and appropriate

Kentucky Community and Technical College System (KCTCS)

accommodations. Your accommodations will begin after the Instructor has received confirmation of your accommodations from the Accessibility/Disability Services Office. Accommodations cannot be applied to your course retroactively.

Paula Seabrooke, Accessibility Services Manager & Veterans Affairs Advisor, at 270-824-1708 or paula.seabrooke@kctcs.edu for additional information.

ENG 282 Syllabus

Instructor: Shannon Collins

Office location: Humanities 120

Telephone: 270-686-4624

Email: shannon.collins@kctcs.edu

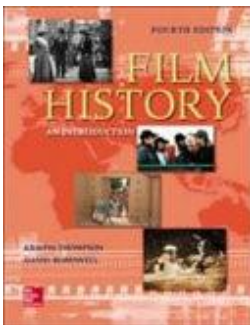
Office hours: MWF 8-9:15; MW 9:30-12:30; TR 12:30-2:00

If you need to contact me outside of office hours, you may call and leave me a voicemail.

Catalog Course Description

Enhances student awareness of how cinema has been used as a multicultural tool for observing/analyzing various aspects of a broad range of societies. Includes critical analysis and interpretation of films from various cultures. Explores the films' countries of origin and the cinematic impacts upon the society and the world. Lecture: 3 credits (45 contact hours).

Required Textbook/ISBN



Film History

ISBN: 978-1-259-87035

Author(s): Kristin Thompson, David Bordwell

Publisher: McGraw-Hill

Edition: Already loaded in your course as an e-text.

Required Supplies

Required viewing

Kentucky Community and Technical College System (KCTCS)

This class requires the viewing of films outside of class. You will need to decide how you plan to complete this task.

Optional Materials

Blackboard

We will use Blackboard as a place to submit work, access the textbook, and keep up with course progress. However, our class is face to face.

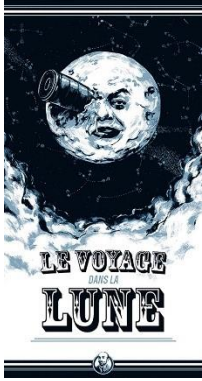
General Education Competencies

Students should prepare for twenty-first century challenges by gaining:

- A. Knowledge of human cultures and physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts. B. Intellectual and practical skills, including:
 - a. inquiry and analysis
 - b. critical and creative thinking
 - c. written and oral communication
 - d. quantitative literacy
 - e. information literacy
 - f. teamwork and problem solving
- C. Personal and civic responsibility, including
 - a. civic knowledge and engagement (local and global)
 - b. intercultural knowledge and competence
 - c. ethical reasoning and action
 - d. foundations and skills for lifelong learning
- D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

Course Competencies

Kentucky Community and Technical College System (KCTCS)



Student learning outcomes for arts and humanities will include the following:

- 1) Utilizing basic formal elements, techniques, concepts, and vocabulary of specific disciplines within the arts and humanities
 - 2) Demonstrating how social, cultural, and historical contexts influence creative expression in the arts and humanities
 - 3) Evaluating the significance of human expression and experience in shaping larger social, cultural, and historical contexts
 - 4) Evaluating enduring and contemporary issues of human experience
- Distinguishing between various kinds of evidence by identifying reliable sources and valid arguments.

Course Competencies: It is expected that upon completion of this course, students will have achieved the following objectives:

- Identify cinematic elements in film.
- Appreciate international films as a product of a specific culture.
- Discuss how social, cultural, and historical contexts influence creative expression in the art of film.
- Analyze thematic concerns of social and cultural significance within international films.
- Write a critical analysis.

Course Outline

ENG 282: Course Schedule (Subject to Revision)

Notes: Abbreviations are FH (Intro to Film History text)

Students should complete a viewing notebook entry for each film we watch.

Week 1 August 14-18

<u>View:</u> Introduction to the class
<u>Begin:</u> Quiz for Chapter 1
Blackboard Orientation

Week 2 August 21-25

Kentucky Community and Technical College System (KCTCS)

<u>View</u> : <i>A Trip to the Moon</i>
<u>Read</u> : FH Chapter 1 "The Invention and Early Years..."
<u>Complete</u> : Quiz for Chapter 1

Week 3 August 28-Sept. 1

View/Discussion: *Babel* – Mexico, Japan, Morocco, US Read/Quiz:
Chapter 2: The International Expansion...

Week 4 September 3-8– Happy Labor Day View:

Babel

Assign: Comparison Contrast Paper

Week 5 September Sept. 11-13

View/Discussion: *Amelie* – France

Read/Quiz: Chapter 4 "France in the 1920s"

Submit: Comparison Contrast 3 point thesis

Week 6 September Sept. 18-22

View/Discussion: Battle Royal - Japan

Read/Quiz: Chapter 8 "International Trends of the 1920s"

Peer Review: Comparison Contrast on Blackboard

Week 7 September 25-29

View/Discuss: 8 1/2 - Italy

Read/Quiz: Chapter 19: "Art Cinema and the Idea of Authorship"

Submit: Final Draft of Comparison Contrast

Week 8 October 2-6

Complete: Midterm Exam – FH Chapters 1, 2, 3, 4, 5, 6, and 8

Complete: Midterm Essay – in relation to films viewed so far

Submit: Viewing Notebook Pages

Week 9 Fall Break 9-13

Week 10 October 16-20

View/Discussion: Reviewing our Assumptions

View/Discussion: *Breathless* – France

Read/Quiz: FH Chapter 20 "New Waves and Young Cinemas"

Kentucky Community and Technical College System (KCTCS)

Week 11 October 23-27

View/Discussion: *Ghajini* -India

Read/Quiz: Chapter 29 "Toward a Global Film Culture"

Week 12 Oct. 30-Nov. 3

View/Discussion: Persepolis -Iran

Read/Quiz: FH Chapter 26 "A Developing World..."

Assign Final Projects

Week 13 November 6-10

View/Discussion: Train to Busan – South Korea

Read/Quiz: Chapter 27 "Cinema Rising..."

Final Project Initial Group Meeting

Week 14 November 13-17

View/Discussion: Frida ?????

Read/Quiz: FH Chapter 23 "Politically Critical Cinema of the 1960s..."

Final Project Proposal due in person or via BB

Week 15 November 20-22– Final Project work week

Week 16 November 27-30

Complete: Final Exam – FH Chapters 20, 23, 26, 27, 29,

Complete: Final Essay – in relation to films viewed after fall break

Submit: Viewing Notebook Pages

Final Project Work Week

Final Exam week- Final Project and Final Presentations Due

Grading Criteria

Comparison/Contrast 130 points

Cultural Component (4) 100 points

Discussion Boards 600 points (can be more or less)

Viewing Notebook 100 points (can be more)

Quizzes 120 points (can be less)

Midterm 100 points

Final Exam 100 Points

Final Project 200 points

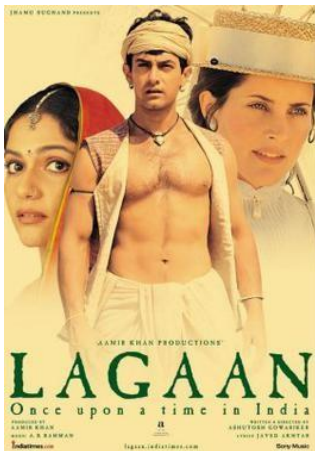
Kentucky Community and Technical College System (KCTCS)

Total 1000 points (more or less)

Class Policies

Viewings: The major assignment here will be to view movies in a critical manner for cultural insight. Be aware that we are looking at cultures different from our own. Work to be open to this experience.

Writings: There will be a formal paper: Comparison Contrast. Remember while our primary texts are films, we are treating them like cultural artifacts. The papers will give students the opportunity to view international films and examine them both critically and culturally. Papers should be typed and in MLA format. *QEP Level 4: Expression at this level would be tailored to the needs of the audience. When including outside source material, MLA format will be followed. Complete sentences are required, and grammar, mechanics, and spelling are evaluated.*



Viewing Notebook: Each student will keep a viewing notebook. I will collect the notebooks at midterm and the week before finals for a grade each time. The viewing notebook functions as a place to record your thoughts and observations as you view the assigned movies for the semester. The entries will be done on your own time, and you will need to be self-motivated enough to keep up the journal. I find keeping the journal helps to increase the quality of our discussions surrounding the films. *QEP Level 1: Expression at this level may be in the form of complete sentences, sentence fragments, lists, or tables. Written work at this level is for the expression of ideas or the communication of data.*

Cultural Component: Each student will select an aspect of culture such as religion, education, fashion, music, film, or politics. The student will research this aspect for **four** of the countries on the syllabus. The week we discuss the film from that country, the student will hand in a one-page write-up with documented sources. *QEP Level 2 - Expression at this level is one or two paragraphs in length and expresses a complete thought or support a position, often in response to a question. They include an introduction, elaboration, and conclusion. Complete sentences are required, and correct grammar and spelling should be exhibited.*

Kentucky Community and Technical College System (KCTCS)

Exams: Each chapter will have a quiz and a Learn Smart activity. You will have a cumulative midterm (Chaps 1, 2, 3, 4, 8, 11, 12) and a cumulative final (Chaps 20, 23, 26, 27, 28).

Microsoft Teams/ BB Collaborate: We will use these tools to meet as a class if we need to change modes.

LearnSmart: Your text is available as an e-book in the course. We will take advantage of the LearnSmart application of the e-book.

Final Project: In lieu of a second paper, the class will create a final project. Our main objective this semester is to discover how social, cultural, and historical contexts influence creative expression in the arts and humanities specifically film. *QEP Level 4 – Performance/Product: Expression at this level would include real world performance or production where specific expectations are determined by the functionality of the product. The performance goal is workability, feasibility, practicality, aesthetics, audience/customer satisfaction, and ethics.*

Make-Up: (Class) In-class work, generally, cannot be made-up.

Make-Up: (Weather) If classes are cancelled due to weather, check Blackboard and KCTCS email.

Late Papers: Late papers are docked 10 points per day late. A paper due on Monday and turned in on Wednesday would be worth only 70 points. Regardless, I will not accept a paper more than one week after the due date.

Sloppy Work: I will not accept “sloppy” work. An essay is sloppy if it (1) contains five or more major grammar errors per page, or (2) contains *unnecessary* slang or otherwise offensive language, unless you are using a direct quote.

Attendance: Please come to class unless you are ill. Be prepared to discuss the chapter/film. If you are unprepared, stay home. A significant portion of your grade will come from class participation and will need to be earned. There will be specific activities as well as general discussions. I work to foster a safe and inclusive space. You should feel able to speak up and to participate fully in our class. You will need to do the prep work though.

Kentucky Community and Technical College System (KCTCS)



Plagiarism: A student who uses someone else's work, ideas, papers, or other such materials without clearly acknowledging the sources commits plagiarism. Any student who commits plagiarism will receive no credit for the assignment. This generally means you will not receive a C or better in the course. If you are concerned about plagiarism, please, see me.

Chat GPT and other AI bots are something else. Just wow. I am not saying they will not become a helpful tools to students like the calculator and computer programs. However, if you are letting these

bots write an entire paper for you then wow, your level of apathy is beyond anything I can hope to cure in a syllabus policy. Good luck keeping a job, a spouse, or even friends in the future. Maybe AI can "fix" this as well.

Please refer to the Student Code of Conduct below for more information on academic integrity and consequences for lack thereof.

Withdrawal Policy

A student may officially withdraw from any class up to and including the date of midterm with a W grade. After the date of midterm and through the last class of the semester or session, any student may officially request to withdraw from a course and receive a W, which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining if a student will be allowed to withdraw during the discretionary period. An instructor shall not assign a student a W for a class unless the student has officially withdrawn from that class in a manner prescribed by the college. The grade of W may be assigned by the College Appeals Board in classes involving a violation of student academic rights or for academic offenses. NOTE: Withdrawing from classes at OCTC is an online process. Students wishing to withdraw should initiate the process using a form in Student Self-Service— Academic Records.

Emergency Course Delivery Changes

Owensboro Community and Technical College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and employees. The College

Kentucky Community and Technical College System (KCTCS)

will attempt to make these changes as minimally disruptive as possible, but the College reserves the sole right to alter the particular type, place, and/or time for their classes. Students will be notified of any necessary modifications as quickly as possible.

Academic Integrity

See note above.

Please refer to the [Student Code of Conduct](#) for more information.

Important Dates

08/18/2023 - Last day to drop a course without a grade.

10/16/2023 - Last day to withdraw with a "W" (*without* instructor approval).

12/01/2023 - Last day to withdraw with a "W" (*with* instructor approval) NOTE:

Contact your Success Coach to withdraw officially.

Student Support Services

OCTC offers support to all its students, on-campus or online. See [Student Support Services | OCTC \(kctcs.edu\)](#) for assistance in these and other areas: Accessibility Services, Campus Safety, Career Services, Cultural Diversity, TRIO Support Services, and Veterans Services. [OCTC's Counseling Center](#) provides assistance with academic and personal counseling, disability services, and crisis intervention.

Starfish:

This course is a part of OCTC's student success initiative using the Starfish Student Success Network. You will find the Starfish application on your MyPath page. Throughout the semester, you may receive emails at your KCTCS email account regarding your grades, attendance, or academic performance. If you receive one of these alerts, please keep in mind they are sent to connect you with campus resources and help you be successful. It is important you check your email regularly and follow up on recommended actions in order to help you succeed at OCTC!

Academic Support / Tutoring

Resources and services for your research and information needs are provided at the [Library](#) (Main Campus, 1st floor, Learning Resource Center; 270-686-4590).

Kentucky Community and Technical College System (KCTCS)

Free tutoring and computer services are provided at the [Teaching and Learning Center](#) (Main Campus, 1st floor, Learning Resource Center; 270-686-4535).

Experiential Learning Center - Handshake

Handshake is the #1 way college students find jobs and it is available to you as an OCTC student! This (free) career services platform allows you to see internships, job opportunities, career fairs, and so much more both near and far. Simply login with your OCTC email account [here](#). Need help? Contact OCTC.ELC@KCTCS.EDU.

Disability Accommodations

Owensboro Community and Technical College strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodations for all persons with disabilities. If you are seeking accommodations for this course under the Americans with Disabilities Act (ADA), you are required to contact OCTC's [Accessibility Services Office](#).

To request accommodations, complete the [online Accommodation Request Form](#). Please do not request accommodations directly from your Instructor without a letter of accommodation from the Accessibility Services Office.

If you are a student from a KCTCS college other than Owensboro Community and Technical College, contact your Home College for establishing disability accommodations. You can find your Home College's Accessibility/Disability Services Office contact information on the [KCTCS Disability Services website](#). Your Home College will communicate with your Instructors and Accessibility/Disability Services Office to provide you with reasonable and appropriate accommodations. Your accommodations will begin after the Instructor has received confirmation of your accommodations from the Accessibility/Disability Services Office. Accommodations cannot be applied to your course retroactively.

Procedures Relating to Discrimination, Harassment, and Sexual Misconduct

1. If a student thinks that he/she has been discriminated against, the student shall inform the chief student affairs officer Dr. Ashleigh Crowe (ashleigh.crowe@kctcs.edu), or his/her designee within thirty (30) calendar days of the occurrence of the alleged incident. The chief student affairs officer or her designee shall conduct a preliminary investigation of the discrimination grievance.
2. The student, chief student affairs officer Dr. Ashleigh Crowe (ashleigh.crowe@kctcs.edu), or her designee, and other involved parties shall work informally to negotiate a solution within

Kentucky Community and Technical College System (KCTCS)

fourteen (14) calendar days. The informal student discrimination grievance procedure shall be completed within forty-four (44) calendar days of the occurrence of the alleged incident.

3. If the grievance is not resolved to the satisfaction of the student through the informal grievance procedure, the student may file a formal appeal according to the [KCTCS Student Code of Conduct](#).
4. If a student feels he/she has been subject to sexual misconduct, those complaints should be made to the College Title IX Coordinator Barbara Tipmore (barb.tipmore@kctcs.edu), or other college administrator. Such complaints shall be handled in accordance with the [Sexual Misconduct Procedure](#).

SNAP

SNAP is the official Safety Notification Alert Process for the Kentucky Community and Technical College System (KCTCS). SNAP alerts users to on-campus emergencies (including closures for inclement weather) for all 16 KCTCS colleges and the System office. With SNAP you can:

- Find out if classes are cancelled or delayed due to weather, power outages or other unexpected events impacting campus.
- Get severe weather notifications so you can take shelter when a storm hits.
- Receive emergency messages when something or someone could be a threat to your personal safety.

Visit the [KCTCS SNAP](#) webpage for more information or to update your contact information.

Kentucky Community and Technical College System (KCTCS)

GEO 152 Syllabus

Instructor: Erin Greunke

Office location: I am a part-time instructor and do not have an office on campus.

Email: egreunke0001@kctcs.edu

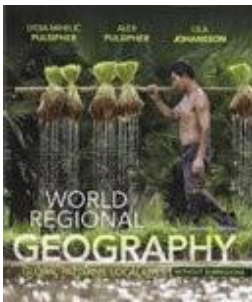
Office hours: The best way to contact me is through email E-mail: EGREUNKE0001@kctcs.edu

I try to answer emails within 24-48 hours during the week, excluding weekends

Catalog Course Description

Introduces regional geography with a focus on the world's physical and human landscapes. Emphasizes connections between regions and how each region affects and is affected by global issues such as economic restructuring, food production, and environmental change. Lecture: 3 credits (45 contact hours).

Required Textbook/ISBN



World Regional Geography Without Subregions

ISBN: 9781319059767

Author(s): Lydia Mihelic Pulsipher, Alex Pulsipher

Publisher: W. H. Freeman

Edition: 7th Edition – Or – 8th Edition

Required Supplies

Kentucky Community and Technical College System (KCTCS)

You will need access to Netflix for this class

Optional Materials

VR Goggles or Cardboard Goggles

We will also be watching videos on **YouTube in 360* mode**; therefore, **VR Goggles or Cardboard Goggles** for your smart phone are also highly suggested for this course for the best experience, but not required. These videos will be PC compatible. Click [HERE](#) to see an example inexpensive headset that works well for the videos you'll see. Feel free to ask me before buying if I'd recommend the headset. Some cheap sets are terrible.

General Education Competencies

Students should prepare for twenty-first century challenges by gaining:

- A. Knowledge of human cultures and physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts. B. Intellectual and practical skills, including:
 - a. inquiry and analysis
 - b. critical and creative thinking
 - c. written and oral communication
 - d. quantitative literacy
 - e. information literacy
 - f. teamwork and problem solving
- C. Personal and civic responsibility, including
 - a. civic knowledge and engagement (local and global)
 - b. intercultural knowledge and competence
 - c. ethical reasoning and action
 - d. foundations and skills for lifelong learning
- D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

Course Competencies

During the course of the semester, we will cover a variety of geographic concepts, notions, and theories in our review of the regions of the world. The course is deeply rooted in today's changing world. At the end of this course, the student should be able to:

1. Acquire a better understanding of the contemporary world
2. Discuss the commonalities and differences between world regions

Kentucky Community and Technical College System (KCTCS)

3. Express an opinion about the position a specific country or region occupies in the globalized context
4. Comprehend and evaluate how globalization affects different parts of world
5. Understand how geography applies to various academic disciplines

Course Outline

Tentative Schedule:

The following schedule is subject to revision as conditions warrant. We will cover logical themes, then the globe as divided into 12 regions, which will then be discussed according to the class breakdown below:

GEO 152 Class Outline – Online			
August	14 – 19	Ch. 1: Geography: An Exploration of Connections	Complete Read Review #1
	21 – 26	Ch. 2: North America	Complete Read Review #2
	28 – Sept 02	Ch. 3: Middle America	Complete Read Review #3
September	04 – 09	Exam 1 (Exam 1 must be taken by 11:59 PM Eastern)	
	11 -16	Ch. 4: Europe	Complete Read Review #4
	18 – 23	Ch. 5: Russia and the Post-Soviet States	Complete Read Review #5
	25 – 30	Exam 2 (Exam 2 must be taken by 11:59 PM Eastern)	
October	02 – 07	Ch. 6: North Africa/Southwest Asia	Complete Read
	09 – 14	OCTCS Fall Break - No As	
	16 – 21	Ch. 7: Sub-Saharan Africa	Complete Read Review #7

Kentucky Community and Technical College System (KCTCS)

	23 – 28	Exam 3 (Exam 3 must be taken by 11:59 PM Easter)	
November	Oct 30 – 04	Ch. 8: South Asia	Complete Read Review #8
	06 – 11	Ch. 9: East Asia	Complete Read Review #9
	13 – 18	Ch. 10: Southeast Asia	Complete Read Review #10
	20 – 25	Ch. 11: Oceania: Australia, New Zealand and the Pacific	Complete Read Review #11
	27 – Dec 02	Tech Assessment	
December	04 – 09	Final Exam (Exam (Final Exam must be taken by 11:59 PM Easter)	

All items on the syllabus are subject to change at the instructor's discretion.

Reading and Map Quizzes:

Reading and Map Quizzes will be given every chapter (we will cover a chapter about every week). You should identify the location of geographic features in a map provided during the quiz based on spatial questions provided. Components of quiz can be found in your textbook or a good atlas, but will require you to have an understanding of where things are located. Reading questions will be selected based on the corresponding chapter we will cover in class. Both quizzes will be timed allowing **20 minutes** for completion. You will be allowed up to 3 attempts per quiz in the designated time period. Blackboard will notify your instructor if you have exceeded the 20 minute mark. Questions come directly from your study guides for the quizzes and maps in the textbook. There will be no make-up assignments for quizzes. Late work not accepted for quizzes. Your final attempt is the quiz that is your recorded grade.

Regional Review Assignments:

Students will be given select assignments pertaining to the region we are covering in class. You will use the worksheets provided to discuss you're the topic and choose resources articulating geographic themes you read in the corresponding chapter. You may use any credible news source to find your article using a medium that is comfortable for you (i.e. printed newspaper, online, etc).

Wikipedia is not a credible academic source. Article reviews should be dated within the last 3 months.

End of Term Technology Assessment:

Kentucky Community and Technical College System (KCTCS)

Through an assessment instrument (like a survey), you will analyze technology you utilized throughout this course. This is not something you prepare or study for and is a pass/fail assignment. Your instructor will provide more details during the semester.

Exams:

You will have 4 exams will include multiple-choice and map questions. Your exams will be open-book. They will not be timed. You will be able to start and stop your attempt; however, it must be submitted **BEFORE** the 11:59 PM CENTRAL on the stated deadlines. A missed exam cannot be made up unless justifying documentation has been presented to (*and accepted and verified by*) the instructor **BEFORE** the date of the exam. Only in the case of emergencies will exceptions be made.

Grading Criteria

Evaluation:

Item	Count	Points Each	Total Points	Percentage	When
Reading/Map Quizzes	11	10	110	11%	Every chapter
Regional Review	11	10	110	11%	Every chapter
End of Term Technology Assessment	1	180	180	18%	Due by Saturday, December 2nd
Exams	4	150	600	60%	See schedule for Exam 1, 2, & 3. Final due by Saturday, Dec 9th

All online assignments must be completed by the Saturday of the corresponding week. See Schedule. [Grade Scale](#)

Letter	Percentage	Total Point Value
A	90 – 100 %	900 – 1000
B	80 – 89.9%	800 – 899
C	70 – 79.9%	700 – 799
D	60 – 69.9%	600 – 699
E	< 60%	0 – 599

Class Policies

Policy on Missed Quizzes, Exams or Late Assignments:

Kentucky Community and Technical College System (KCTCS)

Missed assignments cannot be accepted or made-up unless justifying documentation has been presented to (and accepted/verified by) the instructor **BEFORE** the due date. Only in the case of emergencies will exceptions be made. The grade of I (incomplete) may, at the discretion of the instructor, be given to a student who requests official medical or other third party excuse.

Communication and Attendance Expectations:

Email is the best way to contact me – and I do not respond to emails that resemble text messages and/or Facebook status updates or Tweets. Please provide full and detailed emails when corresponding with me.

I usually respond within 24 hours during the week and by Monday morning on the weekend. If you have not heard back from me, email me again just in case I missed the first one.

As this is an online course, formal attendance will not be taken. However, you are expected to sign in and participate throughout each week of the semester. You must participate to receive grades in this course. If you have not logged into the course in over a week, I will try to send you a reminder email. If you have not logged into the course in over 2 weeks, you may be locked out of the course even if I have forgotten to send you a reminder email.

Withdrawal Policy

A student may officially withdraw from any class up to and including the date of midterm with a W grade. After the date of midterm and through the last class of the semester or session, any student may officially request to withdraw from a course and receive a W, which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining if a student will be allowed to withdraw during the discretionary period. An instructor shall not assign a student a W for a class unless the student has officially withdrawn from that class in a manner prescribed by the college. The grade of W may be assigned by the College Appeals Board in classes involving a violation of student academic rights or for academic offenses. NOTE: Withdrawing from classes at OCTC is an online process. Students wishing to withdraw should initiate the process using a form in Student Self-Service— Academic Records.

Emergency Course Delivery Changes

Owensboro Community and Technical College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and employees. The College will attempt to make these changes as minimally disruptive as possible, but the College reserves

Kentucky Community and Technical College System (KCTCS)

the sole right to alter the particular type, place, and/or time for their classes. Students will be notified of any necessary modifications as quickly as possible.

Important Dates

2023-08-20 - Last day to drop a course without a grade.

2023-10-08 - Last day to withdraw with a "W" (without instructor approval).

<https://owensboro.kctcs.edu/education-training/academic-calendar/index.aspx> NOTE:

Contact your local Student Services office to withdraw officially.

Student Support Services

OCTC offers support to all its students, on-campus or online. See [Student Support Services | OCTC \(kctcs.edu\)](#) for assistance in these and other areas: Accessibility Services, Campus Safety, Career Services, Cultural Diversity, TRIO Support Services, and Veterans Services. [OCTC's Counseling Center](#) provides assistance with academic and personal counseling, disability services, and crisis intervention.

Starfish:

This course is a part of OCTC's student success initiative using the Starfish Student Success Network. You will find the Starfish application on your MyPath page. Throughout the semester, you may receive emails at your KCTCS email account regarding your grades, attendance, or academic performance. If you receive one of these alerts, please keep in mind they are sent to connect you with campus resources and help you be successful. It is important you check your email regularly and follow up on recommended actions in order to help you succeed at OCTC!

Academic Support / Tutoring

Resources and services for your research and information needs are provided at the [Library](#) (Main Campus, 1st floor, Learning Resource Center; 270-686-4590).

Free tutoring and computer services are provided at the [Teaching and Learning Center](#) (Main Campus, 1st floor, Learning Resource Center; 270-686-4535).

Experiential Learning Center - Handshake

Handshake is the #1 way college students find jobs and it is available to you as an OCTC student! This (free) career services platform allows you to see internships, job opportunities, career fairs,

Kentucky Community and Technical College System (KCTCS)

and so much more both near and far. Simply login with your OCTC email account [here](#). Need help? Contact OCTC.ELC@KCTCS.EDU.

Academic Integrity

Please refer to the [Student Code of Conduct](#) for more information.

Disability Accommodations

Owensboro Community and Technical College strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodations for all persons with disabilities. If you are seeking accommodations for this course under the Americans with Disabilities Act (ADA), you are required to contact OCTC's [Accessibility Services Office](#).

To request accommodations, complete the [online Accommodation Request Form](#). Please do not request accommodations directly from your Instructor without a letter of accommodation from the Accessibility Services Office.

If you are a student from a KCTCS college other than Owensboro Community and Technical College, contact your Home College for establishing disability accommodations. You can find your Home College's Accessibility/Disability Services Office contact information on the [KCTCS Disability Services website](#). Your Home College will communicate with your Instructors and Accessibility/Disability Services Office to provide you with reasonable and appropriate accommodations. Your accommodations will begin after the Instructor has received confirmation of your accommodations from the Accessibility/Disability Services Office. Accommodations cannot be applied to your course retroactively.

Procedures Relating to Discrimination, Harassment, and Sexual Misconduct

1. If a student thinks that he/she has been discriminated against, the student shall inform the chief student affairs officer Dr. Ashleigh Crowe (ashleigh.crowe@kctcs.edu), or his/her designee within thirty (30) calendar days of the occurrence of the alleged incident. The chief student affairs officer or her designee shall conduct a preliminary investigation of the discrimination grievance.
2. The student, chief student affairs officer Dr. Ashleigh Crowe (ashleigh.crowe@kctcs.edu), or her designee, and other involved parties shall work informally to negotiate a solution within fourteen (14) calendar days. The informal student discrimination grievance procedure shall be completed within forty-four (44) calendar days of the occurrence of the alleged incident.

Kentucky Community and Technical College System (KCTCS)

3. If the grievance is not resolved to the satisfaction of the student through the informal grievance procedure, the student may file a formal appeal according to the [KCTCS Student Code of Conduct](#).
4. If a student feels he/she has been subject to sexual misconduct, those complaints should be made to the College Title IX Coordinator Barbara Tipmore (barb.tipmore@kctcs.edu), or other college administrator. Such complaints shall be handled in accordance with the [Sexual Misconduct Procedure](#).

SNAP

SNAP is the official Safety Notification Alert Process for the Kentucky Community and Technical College System (KCTCS). SNAP alerts users to on-campus emergencies (including closures for inclement weather) for all 16 KCTCS colleges and the System office. With SNAP you can:

- Find out if classes are cancelled or delayed due to weather, power outages or other unexpected events impacting campus.
- Get severe weather notifications so you can take shelter when a storm hits.
- Receive emergency messages when something or someone could be a threat to your personal safety.

Visit the [KCTCS SNAP](#) webpage for more information or to update your contact information.

GEO 160 Syllabus

Instructor Information

Name: Rae Ann Caldwell

Office: I am an online instructor and do not have an office on campus.

Office Hours: Online

Phone: Not available. The best way to contact me is through email.

Email: rae.caldwell@kctcs.edu

Communication Statement

Emails will be answered within 24-48 hours. Monday – Friday. Weekends and Holidays are within 72 hours. Assignments will be graded within 3-5 days of submission deadline.

Course Information

Course Name

Lands and Peoples of the Non-Western World

Course Number and Section

GEO160-01Z1

Term

Fall

Year

2023

Meeting Time and Location

Online only

Kentucky Community and Technical College System (KCTCS)

Course Description

GEO 160 Lands and Peoples of the Non-Western World (3 Credit Hours)

The geographic study of the conceptual and historical definition of regions of the world as ‘Non-Western.’ Global patterns of social, cultural, economic, and political difference between the West and Non-Western as well as the processes key to the making of the Non-Western world (such as colonialism and imperialism) are discussed. In addition, selected current issues of significance to peoples in the Non-Western world, such as sustainable development, environment, human rights, and gender relations, are considered. Fulfills USP Cross-Cultural requirement.

Components: Lecture

Attributes: Social Interaction

Course Requisites: None

Course Text(s)

Required:

Geography: Realms, Regions & Concepts (18th edition) by Nijman, Shin, & Muller

NOTE: Older editions of this textbook are fine. The order of topics can vary by edition so if you choose an older edition, go by chapter title not chapter number.

To purchase textbooks, visit the ACTC Bookstore located on College and Technology Drive Campuses or [online](#).

Course Materials

You must have a textbook, reliable access to a computer and the internet. All other materials are provided online.

Minimum Technical Skills

Students are expected to have basic computer skills including opening and sending emails, creating documents using Word, and accessing the internet.

Learning Outcomes and Course Competencies

GEO160 Competencies

Upon successful completion of this course the student will be able to:

1. Interprets maps and is able to utilize maps and other geographic representations to analyze world events and to suggest solutions to local and global problems.
2. Describe the same place at different points in its history and understand how history affects the present reality.
3. Explain the historic reasons for conflicts in particular places.
4. Analyze how changing conditions can result in a non-western region taking on a new structure (e.g., the reshaping of southern Africa resulting from the economic and political realignments that followed the end of European colonialism).
5. Explain why non-western regions once characterized by one set of criteria can be defined by a different set of criteria today (e.g., the Caribbean Basin’s transition from a major sugarcane and hemp producer to a center for tourism).
6. Describe the reasons for major changes in the world’s political boundaries.

Kentucky Community and Technical College System (KCTCS)

7. Identify places participating in past and present regional/global alliances and to evaluate the advantages and disadvantages of these alliances from the perspective of their member states.
8. Evaluate past and present government policies designed to change a country's population characteristics and explain how government population policies are linked to economic and cultural considerations.
9. Describe how cultural factors divide and unite and how culture characteristics may link non-western countries but may also promote political conflicts between them.
10. Explain, based upon cultural differences, why opportunities for women vary so greatly from place to place.
11. Formulate reasoned arguments regarding the causes and geographic consequences of an international debt crisis.
12. Evaluate the advantages and disadvantages of allowing foreign-owned businesses to purchase land, open factories, or conduct other kinds of business in a country.
13. Understands the functions of the United Nations and its specialized agencies in dealing with various global issues.
14. Assess the role and general effects of mercantilism, imperialism, colonization, decolonization, and neo-colonization on economic and political development in the non-western world.
15. Explain the extent and geographic impact of changes in the global economy on the lives of affluent people (in westernized countries) and poor people (in non-western countries) in terms of the inequities of urban life, resource use, and access to political and economic power.
16. Understand the consequences of population growth or decline in western and non-western societies in terms of both human and physical systems.

Grading and Policies

Grade Distribution

This class is entirely online. All work will be presented and submitted through Blackboard.

- (6) Chapter Tests: 50 points each
- (6) Map Quizzes: 15 points each
- (6) Country Profiles: 30 points each
- (6) Discussion Board Posts: 10 points each
- (1) Critical Thinking Activity: 20 points
- (1) Current Event Paper: 40 points

Total Points: 690 points

Grading Scale

Letter Grade	Percentage Grade
A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
E	0 – 59

Kentucky Community and Technical College System (KCTCS)

[The KCTCS Catalog](#) contains an explanation of grades; descriptions of courses and programs; expectations of students, staff and faculty; and more.

Class Policies

Late Work: Late work will be accepted at the discretion of the instructor and will be subject to a reduction of credit

Written Work: All written assignments must be submitted when requested by the instructor.

Make-up Tests: All missed tests will be made up by appointment with the instructor.

Test Proctoring

Instructor will give tests during class time.

College Policies

Withdrawal Policy

“W” – Withdrawal represents a withdrawal from class without completing course requirements. A student may officially withdraw from any class up to and including the date of mid-term with a “W” grade. After the date of mid-term and through the last class of the semester or session, the student may officially request a “W” grade which may be given at the discretion of the instructor.

[Withdrawal Policy and Procedure](#)

The last day to withdraw with a grade of “W” without instructor permission is October 8.

Instructor discretion: Students are permitted to withdraw from this class with a grade of “W” up until December 1, with instructor permission.

Incomplete Grade Policy

An incomplete or **I** means that part of the work of the course remains unfinished. It shall be given only when there is a reasonable possibility that a passing grade will result from completion of the work. The instructor and student will discuss the requirements for completion of course with the time limit for completion not to exceed a maximum of one year; failure to do so will result in an automatic change of grade from I to an E. View the [full policy for an incomplete](#).

Academic Offenses

Please refer to Article III Subsection B (ii) of the [Code of Student Conduct](#), which is published on the ACTC Webpage under Current Students – Academic Resources, regarding a description of possible sanctions for academic offenses. Subsection D of Article III provides a description of sanctions regarding student behavior.

The *KCTCS Rules of Senate* (see Section VII Rules Relating to Student Academic Affairs Subsection 3 Student Academic Offenses and Academic Sanctions) for definitions of the four academic offenses subject to sanction. These four academic offenses are: Plagiarism, Cheating, Student Co-Responsibility, and Misuse or Student Falsification of Academic Records.

Disabilities Statement

Ashland Community and Technical College strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodations for all persons with disabilities. If you are seeking accommodations for this course under the Americans with Disabilities Act (ADA), you are required to contact the [Accessibility/Disabilities Services Office](#). To request accommodations, complete the [Accommodation Request Form](#). Please do not request accommodations directly from your instructor without a letter of accommodation from the Accessibility/Disability Services Office.

Kentucky Community and Technical College System (KCTCS)

If you are a student from a KCTCS college other than Ashland Community and Technical College, contact your Home College for establishing disability accommodations. You can find your Home College's Accessibility/Disability Services Office contact information on the [KCTCS Disability Services website](#). Your Home College will communicate with your instructors and Accessibility/Disability Services Office to provide you with reasonable and appropriate accommodations. Your accommodations will begin after the instructor has received confirmation of your accommodations from the Accessibility/Disability Services Office. Accommodations cannot be applied to your course retroactively.

If you have questions, please contact the Disability Services Director at 606-326-2051.

Satisfactory Academic Progress

Federal regulations mandate that a student must maintain [Satisfactory Academic Progress](#) (SAP) in his/her course of study regardless of whether or not financial aid is awarded each semester.

To receive and to continue receiving financial aid, students must meet the following Financial Aid Satisfactory Academic Progress Standards:

- Students must successfully complete at least 67% of attempted courses.
- Students must maintain at least a cumulative 2.0 GPA; and
- Students must have attempted fewer than 150% of the credits required for their declared program of study. For example, the AA degree requires 60 credit hours and a student cannot attempt more than 90 credit hours to complete this degree.

If at the end of any term, your financial aid is suspended due to not meeting these standards, you have the right to submit an appeal.

TITLE IV Funds

If you are receiving Title IV funds (financial aid, grants or loans) and you do not successfully complete or prematurely withdraw from this course, you could owe a portion of the money back. Please check with the financial aid office before dropping this or any class.

Student Loans

Student loan borrowers please remember borrowing a student loan is a legal obligation that you *must* repay once you drop below half-time (6 credit hours) or stop attending school. You can keep track of the total amount of loans you have borrowed at the [National Student Data Loan System](#). This link will also provide contact information for your loan servicer (the company who will collect your loan payments). You are responsible for repaying your student loans, even if you never receive a bill. When it is time to begin repayment, please contact your loan servicer to discuss your loan repayment options. Please do not miss making your student loan payments. Missing payments can have serious consequences.

Security

Information regarding campus security as well as the college's annual security report and incident log are available on the [campus security page](#) of ACTC's website.

STARFISH

Starfish allows college faculty and advisors to maintain contact with students concerning their academic progress during the semester. If academic progress is not satisfactory, "flags" can be issued with suggested improvements. "Referrals" to academic support services can be made and positive comments, called "kudos", may also be issued. These Starfish notices will be sent to

Kentucky Community and Technical College System (KCTCS)

students' college email addresses only. Students will also have the opportunity to schedule appointments with their academic advisors through the Starfish calendar feature. Students may access Starfish through a link in Blackboard.

Students should contact their instructor, their advisor, or an advisor in the Advising Center if they have questions about this program.

Tobacco-Free Campus

Ashland Community and Technical College became a tobacco-free campus on August 1, 2011. The tobacco-free/smoke-free policy bans the use of all tobacco products, including cigarettes, e-cigarettes, cigars, pipes, chewing tobacco and snuff, on any campus property, inside and outside.

Inclement Weather Policy

College policy is to remain open and conduct classes according to the regular class schedule except under extreme weather conditions. In the event of extreme weather, the college may be delayed, closed, or operate virtually. Every effort will be made to notify students, employees, and the public as quickly as possible regarding the operational status of the college. A decision to delay can be revised to closed or virtual depending on weather conditions. The decision to delay, close, or operate virtually will be the same for all three campus locations (College Drive, Roberts Drive, and Technology Drive).

ACTC off-site locations:

- **Dual credit high school sites:** The decision to close ACTC's three campus locations does not impact classes being offered at any dual credit site. If the respective high school closes due to inclement weather then ACTC classes offered at that site are cancelled.
- **KinderCollege:** ACTC child development center located across from the College Drive Campus follows the inclement weather procedures of the Boyd County School System.
- **Ashland Fire Department Central Station (Carter Avenue):** ACTC does not have the authority to close this site; however, ACTC classes scheduled for the site adhere the college's decision regarding delayed, closed, or virtual operational status.

ACTC uses the following definitions:

Closed: All classes are cancelled and offices closed.

Delayed: The college will open at 10:00 AM. Classes with a start time at 10:00 AM or later will meet as regularly scheduled. For classes with a start time prior to 10:00 AM, individual instructors will notify students of the expectation for class attendance on days the college implements a delayed opening.

Virtual Learning and Work Day: Classes will be held virtually. Individual instructors will notify students of the expectation for class attendance during a virtual learning day. Also, students should monitor their KCTCS email for instructions and contact their instructor for guidance.

ACTC recognizes that road conditions can vary greatly within our service area. Students are to exercise personal judgement as to whether he or she believes it is safe to travel. Students who decide not to travel for class should notify their class instructors by means identified in the class syllabus.

Students will be notified and/or may get information using the following sources:

- [ACTC Website](#)
- Your KCTCS e-mail account

Kentucky Community and Technical College System (KCTCS)

- The colleges main phone line: 606.326.2000
- Test message: [Sign up for SNAP alerts](#) (weather and emergency information).
- ACTC's Facebook and Twitter pages (facebook.com/AshlandCTC and ACTC on twitter)

News media are given the information and you may see closing information in the local media. If you are unsure of the status, is best to double-check one of the college's official sources, as listed above. Media outlets that might be used include: Television (WSAZ-3; WCHS-8; WOWK-13) and radio stations (WCMI, WTCR, WLGC, WGOH, WKEE, and WRVC, among others).

GEO 172 Syllabus

GEO 172 48Z1: Human Geography (84148) Online (Blackboard)

Start Date: February 5, 2024

No-Show Date: February 9, 2024

Last Date to Withdraw with Instructor Permission: April 26, 2024

Instructor Contact Information

Instructor Name/Title: Dr. Ann

W. Harris

Office Hours: Virtual office hours: 8 a.m. – 12 p.m. Monday, Wednesday and Friday.

Office Location: Hazard Campus, Jolly Classroom Center, Room 233

Phone Number: Please email anytime.

Email **Address:**

aharris0205@kctcs.edu

Kentucky Community and Technical College System (KCTCS)

Communication/Response Time: Please email – I will respond within 24-28 hours.

Course Information

Course Description

Presents a study of the spatial distributions of significant elements of human occupancy of the earth's surface including basic concepts of diffusion, population, migration, settlement forms, land utilization, and impact of technology on human occupancy of the earth. Lecture: 3 credits (45 contact hours).

Prerequisites

None

Course Competencies/Student Learning Outcomes

Upon completion of this course, the student will:

1. Identify patterns of spatial distributions of human occupancy on Earth.
2. Explain how human movement patterns are influenced by physical and cultural attributes.
3. Analyze global population data using charts, maps, and/or diagrams.
4. Demonstrate cultural competency by describing the characteristics and distributions of diverse cultural expressions

General Education Course Competencies/Student Learning Outcomes

Social and Behavioral Sciences (SB)

1. Demonstrate knowledge of at least one area of the social and behavioral sciences.
2. Apply knowledge, theories, and research methods, including ethical conduct, to analyze problems pertinent to at least one area of the social and behavioral sciences.
3. Understand and demonstrate how at least one area of the social and behavioral sciences conceptualizes diversity and the ways it shapes human experience.
4. Integrate knowledge of at least one area of the social and behavioral sciences into issues of personal or public importance.

Kentucky Community and Technical College System (KCTCS)

5. Communicate effectively using the language and terminology germane to at least one area of the social and behavioral sciences.

Textbook Information and Supplies

Rubenstein, J. M. (2019). Contemporary human geography, 4th edition. New York, NY: Pearson. ISBN: 9780134746227

Course Structure, Evaluation, and Grading Methods

The following activities will be awarded the following points and the total will be calculated:

4 Exams @ 100 pts. each	400 pts.
14 Short Essays @ 30 pts. each	420 pts.
14 Quizzes @ 20 pts. each	280 pts.
14 Homework @ 10 pts. each	140 pts.
Participation (Discussion Boards) 8 DB @ 20 pts. each	160 pts.
Total	1,400 pts.

Homework/Quizzes

At several points throughout the semester, there will be quizzes and homework assignments posted on Blackboard. The quizzes are worth 20 points each, and will cover the main points from the assigned chapter. There will also be assigned homework from various chapters, each worth 10 points. Homework (140 pts.) and Quizzes (280 pts.) will be worth 420 points toward your final grade. The homework and quizzes are very helpful when studying for the exams.

Exams

This course has four exams worth 100 points each. Exam questions will come from homework, quizzes and the textbook.

Discussion Boards

At the beginning of the semester, I will post the discussion board for introductions and other discussions, which will be worth 160 points of your total grade.

Course Schedule

The course schedule shows the weekly assignments. The course schedule is an important document that you will need to print and keep the entire semester.

Due Dates

Weekly assignments will be due on **Sundays, 11:55 p.m.** (almost midnight).

Participation

Kentucky Community and Technical College System (KCTCS)

Since this is a web-based class, there is no formal attendance; however, students are expected to complete the assignments in the time allotted. Students are expected to submit the weekly assignments on time. Any student who has not completed the syllabus quiz and posted on the discussion board by the end of the first week of class will be reported as “**no-show**” under the KCTCS policy.

Grading Policy/Scale

Grades will be distributed based on the

following scale: A (90-100%)	1,260-
1,400 pts.	
B (80-89.99%)	1,120-1,259 pts.
C (70-79.99%)	980-
1,119 pts. D (60-69.99%)	
840-979 pts.	
F (<59.99%)	0-839 pts.

No-Show Class Policy

All students must complete a class activity/assignment, designated by the instructor, within the designated drop/add period of the class start date. Activities/assignments could include attendance and participation during in-person class meetings, syllabus quiz/agreement, course pre-test, discussion board response, etc. If students do not complete the activity/assignment designated by the instructor, students will be reported as a no-show and may be subsequently removed or withdrawn from the course. Students reported as a no-show and removed from a course **will not** be allowed back in the course. For those students receiving financial aid, this **will** affect the financial aid. Additionally, instructors are required to verify attendance throughout the semester and report attendance at 60% of the term and the last date of attendance. Financial Aid is not an entitlement; it is an investment in the future and students are accountable for the financial aid received and the successful completion of coursework. Consequences for failing to comply with U.S. Department of Education regulations include paying back financial aid received.

During the first week of class students must login to Blackboard and take the mandatory syllabus quiz. The quiz is five short questions pertaining to the syllabus; no textbook is needed for the syllabus quiz. If you don't complete this by **Friday, February 9, by midnight EST**, you will be reported as a ‘**no-show**’ according to the policy.

Attendance Class Policy/Procedure

This class will have no specific time for online communications. You will be responsible for following the class schedule and having the assignments in on time. I will post assignments and send an email every weekend (Saturday or Sunday) with the upcoming weekly

Kentucky Community and Technical College System (KCTCS)

assignments. You will have one week to submit the assignments after they are posted. Weekly assignments will be due on Sundays, 11:55 p.m.

Class Policies/Procedures

Review all Class Policies/Procedures on the [HCTC Syllabus Information Webpage](#).

(From the [HCTC Website](#) Click Current Students > Academic Resources > Syllabus Information)

Academic Honesty Policy (including Cheating and Plagiarism)

From the KCTCS Code of Student Conduct, KCTCS faculty and students are bound by principles of truth and honesty that are recognized as fundamental for a community of teachers and scholars. The College expects Learners and faculty to honor and faculty to enforce these academic principles. The College affirms that it will not tolerate academic dishonesty including, but not limited to, violation of the academic rights of Learners (section 2.0) and student academic offenses and sanctions (section 2.3).

- [KCTCS Code of Student Conduct](#)

Accommodations Procedure

HCTC strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodation for all persons with disabilities. If you are seeking accommodations for this course under the Americans with Disabilities Act (ADA), you are required to contact the [Accessibility/Disabilities Services Office](#).

To request accommodations, complete the [Online Accommodation Request Form](#). Please do not request accommodations directly from your Instructor without a letter of accommodation from the Accessibility/Disability Services Office.

If you are a student from a KCTCS college other than HCTC, contact your Home College for establishing disability accommodations. You can find your Home College's Accessibility/Disability Services Office contact information on the [KCTCS Disability Services website](#). Your Home College will communicate with your Instructors and Accessibility/Disability Services Office to provide you with reasonable and appropriate accommodation. Your accommodation will begin after the Instructor has received confirmation of your accommodation from the Accessibility/Disability Services Office. Accommodation cannot be applied to your course retroactively.

Julie Caudill, HCTC Disabilities Services Director
Phone: 606-487-3486, Email: jcaudill0129@kctcs.edu

Appeals Process

Always begin the informal process by talking to your instructor. If issues cannot be resolved, then speak with the Dean/Supervisor of the faculty member (contact information available

Kentucky Community and Technical College System (KCTCS)

near the end of the syllabus). For information about academic rights, academic offenses, and the student's formal right to appeal, review the [KCTCS Code of Student Conduct](#).

Classroom Recordings

Instructors at Hazard Community and Technical College are authorized to use microphones and audio-enabled video cameras in the College's classrooms. Instructors may use these cameras to record their teaching and presentation of course material but usually direct the cameras toward themselves and/or their presentation material. Students must be informed if their class is being recorded. The College has a general rule prohibiting release of these recordings to any individuals who are not officially enrolled

in the class and against making them available to students beyond the end of the course. If an Instructor determines a need to release the recording for use in other sections of the course, for outside individuals, or for public consumption, the instructor must seek permission using college procedure and must obtain written authorization from the students who are visually or orally identifiable in the recording.

Class periods associated with this course will be recorded by the instructor. Students are hereby notified that the content of the recordings may, at times, include their faces and voices. If the instructor intends to release post these recordings for other sections of this course or for any other purposes, the instructor will notify students heard or seen in the recordings and will ask for written permission. Students are advised that the written permission, if granted, will be retained in their student records. If students in this class have any questions regarding these recordings or the form they may be asked to sign, students should talk with the instructor.

College Rights

The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and employees. The College will attempt to make these changes as minimally disruptive as possible, but the College reserves the sole right to alter the type, place, or time for their classes.

Dual Credit

Policy/Procedure

High school students who are enrolled in college classes and who need to make changes to their class schedule or withdraw from this course must contact and work with the HCTC Dual Credit Coordinator, Jama Griffie, at jama.griffie@kctcs.edu or by phone at 1-606-487-3203.

Kentucky Community and Technical College System (KCTCS)

End of Program Assessment

Students who are graduating with an AAS technical degree or diploma (that uses an End of Program Assessment such as NOCTI/ASE) may be required to complete the assessment before a grade can be assigned for the last semester or in the capstone course. Failure to do so will result in a delay in the awarding of credentials. Additionally, most testing centers will verify your identity with a Photo ID and follow proper test center procedures. This on-site testing can include placing personal items in a locker since phones, notes, or textbooks may not be allowed for use during the test; so, leave these items at home or in your car.

General Education Competencies

Students should prepare for twenty-first century challenges by gaining:

- A. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.
- B. Intellectual and practical skills, including:
 - inquiry and analysis
 - critical and creative thinking
 - written and oral communication
 - quantitative literacy
 - information literacy
 - teamwork and problem solving
2. Personal and social responsibility, including
 - civic knowledge and engagement (local and global)
 - intercultural knowledge and competence
 - ethical reasoning and action
 - foundations and skills for lifelong learning
3. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

Handshake

Handshake is HCTC's official job/internship portal. Handshake is the #1 way college students find jobs. [Join](#) today to explore career options, find jobs and internships for students, and connect with employers. Upon activation, you can complete your career interest survey to receive personalized recommendations for jobs/events and direct outreach from employers that align to your career interests. Right now, 80% of students with a complete Handshake profile get messaged by employers!

- [Activate your Handshake Account](#) today with your KCTCS email and password.
- Download the [Handshake App from Apple or Google Play](#) so you get notifications on the latest jobs, events, and employers.
- Learn more about the [Handshake Career Tool](#).

Kentucky Community and Technical College System (KCTCS)

Inclement Weather Class Policy/Procedure

During periods of inclement weather, HCTC will either open at 11:00, be closed, or operate remotely. On days that HCTC opens at 11:00 a.m., all courses scheduled **BEFORE 11:00 a.m.** will be **canceled or may begin at 11:00 a.m. if the class starts before and ends after 11:00 a.m.** Decisions regarding evening classes will be made by 4:00 p.m. Check local radio, TV stations, or the HCTC website for information.

KCTCS Student Account/MyPath

All students have access to various KCTCS tools, including Students Self Service, Email, Starfish, and Blackboard.

- *Student Self Service*-where you can view your grades, FERPA release, and other information.
- *KCTCS Email*-where you can communicate with HCTC staff about academic questions you may have, receive course information, instructor emails, course evaluation links/surveys, and other college-related information.
- *Starfish*-where you can review or raise flags for assistance and review account information.
- *Blackboard*-where course materials are if added by your instructor.

First, you must activate your KCTCS account at the [User Account Center \(UAC\)](#). At the UAC, you can:

- Setup your User Profile: Add your personal (or home) email address or mobile phone number ready.
- Update your User Profile: Update your password and information needed to verify your identity when you reset your password.
- Other user services: Things that you may need as part of the KCTCS community.

The [KCTCS User Account Center](#) stores your information securely and provides access to your information online, 24/7. To access KCTCS tools, go to [MyPath](#). Here you can access the Student Self Service, Email, Starfish, Blackboard, and more.

Accessing Blackboard

Blackboard is the course learning management system that houses the content for your online, hybrid, flex, or web-enhanced classes. How to access Blackboard directly:

1. Go to <http://elearning.kctcs.edu>
2. Login using your username and password. Your username is the first part of your email.

Checking Your KCTCS Email

You are issued a login ID and password. Email is an integral part of the distance learning process as well as your everyday process as a student of HCTC (Hazard Community and Technical College). You will receive course information, campus information, registration

Kentucky Community and Technical College System (KCTCS)

information, and other related information on your email account. In addition, all your KCTCS information will come through email. KCTCS email is the official communication tool.

Go to [MyPath](#) or go to the direct link to check your email: <https://webmail.kctcs.edu/>

Library Information

[HCTC Libraries](#) offer students, faculty, staff, and community access to library and information services and materials. HCTC has two libraries, the Stephens Library and the Lees College Campus Library. Extended Campus Library Services meets the needs of students at the Leslie County Center, Knott County Branch, Technical Campus, and other external off-campus locations, as well as students taking online classes.

No-Show Classroom Policy

According to federal financial aid regulations, attendance and/or participation in each class must be verified before a student's financial aid can be disbursed and the student receives any refund. If a student is not attending or participating in a class, s/he is not eligible to receive financial aid for that class or classes. At HCTC, we use the No-Show process to verify attendance and participation.

The No-Show Process: After the last day to drop/add a class without a penalty, instructors are required to report the names of students who have not attended or participated in their classes. When students are reported, a hold is placed on financial aid until the No-Show status can be verified. This hold is automatic and will delay the student's aid disbursement. Students reported as a No-Show by their instructors will receive an email from the Financial Aid Office, notifying them of their No-Show status and instructions to contact the instructor if they have questions about why they were reported. At the end of ten business days (two academic weeks) from the initial report, if there has not been a request from the student or adjustment from the faculty member, the student will be administratively removed from the reported class(es) for which the student was reported as a No- Show. The student's financial aid will be adjusted. The student will receive aid based upon the actual number of classes the student is attending (this will be less than the amount the student originally was awarded). Students who are removed from a class cannot enroll in another class during that term.

Finally, students who decide they do not want to take one or more of the classes for which they have registered must take the required steps to drop them during the drop/add period. To avoid problems with the No-Show process, attend/participate in classes! It is as simple as that!

During the first week of class students must login to Blackboard and take the mandatory syllabus quiz. The quiz is five short questions pertaining to the syllabus; no textbook is needed for the syllabus quiz. If you don't complete this by **Friday, February 9, by midnight EST**, you will be reported as a '**no-show**' according to the policy.

Kentucky Community and Technical College System (KCTCS)

Procedures relating to Discrimination, Harassment, and Sexual Misconduct

If a student thinks that s/he has been discriminated against, the student shall inform the chief student affairs officer or his/her designee within thirty (30) calendar days of the occurrence of the alleged incident. The chief student affairs officer or his/her designee shall conduct a preliminary investigation of the discrimination grievance.

The student, chief student affairs officer or his/her designee, and other involved parties shall work informally to negotiate a solution within fourteen (14) calendar days. The informal student discrimination grievance procedure shall be completed within forty-four (44) calendar days of the occurrence of the alleged incident. If the grievance is not resolved to the satisfaction of the student through the informal grievance procedure, the student may file a formal appeal according to the KCTCS Student Code of Conduct.

If a student feels s/he has been subject to sexual misconduct, those official [complaints](#) should be made to the College Title IX Coordinator or another college administrator. Such [complaints](#) shall be handled in accordance with the Sexual Misconduct Procedure.

Student Evaluation of Instruction

The student evaluation of instruction is an essential process for HCTC to continuously improve course offerings each year. Students will be given the opportunity to complete evaluations of instruction on classes in which they are enrolled every semester (only exceptions are classes with low enrollment as students could be identified). The evaluations of instruction are completed online, and only aggregate summaries are shared with the instructor after grades have been submitted. HCTC thanks you in advance for your participation and valuable feedback.

Student Ombudsman

The [Student Ombudsman](#) is a student advocate who provides counsel and support for students who may have a conflict.

Test Proctoring

Proctored exams require students to take an examination in a controlled location under the supervision of a proctor, who monitors students during the exam period. A class that requires proctoring will give you one of two options: online test proctoring and on-campus test proctoring. All test proctoring information will be provided by your instructor with additional information provided on the [Proctored Testing Website](#).

If you are an HCTC student you will need to [schedule and request test proctoring](#) days and times. If you are a student from another KCTCS College but are taking the class through HCTC, you will need to check the [contact for your closest location](#) to take an on-campus proctored exam.

What is required to use the Testing Center?

- A login is required to use the Testing Center.

Kentucky Community and Technical College System (KCTCS)

You must also:

- Have an official picture ID
- Know the name of your class and teacher
- Make an appointment 72 business hours in advance using the [Proctor Exam Online Request](#).

Testing Staff do not respond to emails on weekends or holidays.

Withdrawal Class Policy/Procedure

A student may officially withdraw from any class up to and including the midterm date without instructor approval receiving a W grade assigned to the student's record. [Requesting a withdraw](#) is now all online from Student Self Service (From Student Self Service > Click Academic Records > Click Withdraw/Drop Request).

Kentucky Community and Technical College System (KCTCS)

HIS 101 Syllabus

Henderson Community College (KCTCS)
HIST 101: World Civilization to 1500

Basic course information:

HIS 101-3502

Admin Building, Room 209

Course description:

This course presents a multicultural survey of world cultures and global issues from ancient to medieval times. Lecture: 3 credits (45 contact hours). Components: Lecture

This course helps students appreciate major themes within early world civilizations from the ancient civilizations of Egypt, Babylon, Israel, Mesopotamia, and China, to 1500. It would be best to approach each topic discussed in lecture and in-class discussions with an open mind and understand that some cultures and beliefs are different from yours. You should be aware that issues brought up during lectures or class discussions may bring discomfort to some. All ideas must be presented and received with the utmost concern and respect for views differing from your own, specifically related to sensitive topics (race, gender issues, ethnicity, religion, cultural identity, and sexual identity). Within the scope of this course, we will utilize readings, discussion groups, assignments, and activities to aid in the development of historical vision, critical thinking skills, study strategies, writing skills, test preparation, and development of a five to seven-page research paper and two journal article reviews of three to five pages each.

Instructor information:

Mr. Alan Simmons, M.A.

Contact information:

Cell phone: (270) 925-5506

See Blackboard for availability.

Division phone: (270) 831-9684

Division Assistant, Ms. McKendree, please leave a message with her.

Facebook IM: m.me/alan.simmons

Facebook history group available, see BlackBoard.

Email address: alan.simmons@kctcs.edu

adsii@hotmail.com

Office hours: **Physical office hours on T/Th at 10:00 to 11:45 a.m., Admin 218 HCC Campus only**
Schedule an appointment through Starfish. Not available when the campus is closed.
FOR VIDEO CONFERENCE OR PHONE CALL ONLY
You must schedule it one day in advance. See Blackboard for more information.

Instructions on how to contact me:

By email:

- Emailing is often the easiest way to contact me when I am not on campus. On average, I will respond to your email within three to four hours. Here are some guidelines about email:
 - If you email with any email client program other than through the KCTCS system (meaning your email address is a Hotmail, Gmail, etc.), please put the course name in the subject line so that it does not end up being treated as junk mail (example HIS 101 – Tue/Thur).
 - Do not email non-course-related items (spam emails, joke emails) to my KCTCS email account.
- You must email all written assignments; please send in *.DOC, *.RTF, or *.DOCX format only, as I will use Microsoft Word's "comments" feature to send back my comments and your score on all assignments.

Kentucky Community and Technical College System (KCTCS)

Henderson Community College (KCTCS)
HIST 101: World Civilization to 1500

- Please email any assignments as an attachment with your "last name" "first name" as the file name (example: Simmons Alan.DOCX)

Other forms of communication:

As mentioned on the first page of the syllabus, there are other ways to contact me. I always keep my cell phone on me, and each of the below methods can be used to contact me. Please remember that I am not a full-time faculty member and have off-campus obligations that may prevent me from responding instantly. However, here are some general times you can expect to hear back from me if you use:

- **Email:** You can expect a reply from me within four hours if you email within standard business hours (8:30 a.m. C.T. to 5:00 C.T.) Monday through Friday. I do not check my email on Sunday. Saturday, I only check my email twice (once around 5:30 a.m. and again in the evening).
- **Facebook messenger:** Unless I am in class or have something of a personal nature, I will generally respond to instant messages no later than about twenty minutes after receiving them.
- **Phone calls:** Because of off-campus obligations, phone calls are tricky. I want to focus on your needs and can only do this through careful scheduling of both your and my time. If you need to talk with me on the telephone, please use one of the other communications methods to schedule a phone conference so I can devote the time to your phone call.
- **Text message:** Unless I am in class or have something of a personal nature, I will typically respond to text messages no later than about twenty minutes after receiving them.
- **Video conference (through Microsoft Teams):** This is tricky because of off-campus obligations. I want to focus on your needs and can only do this through careful scheduling of both your and my time. If you desire a video conference, please use one of the other communications methods to schedule it to devote the time for the meeting.

Required textbook:

Searns, Peter N, Stephen D Gosch, Erwin P Grieshaber, and Allison Scardino-Belzer, eds. 2012. *Documents in World History*. 6th ed. Vol. 1. Boston, MA: Pearson. ISBN: 0-205-05023-9

Course objectives, student learning outcomes, and grade expectations:

Objectives:

When you have completed this course, you should be able to write paragraphs and essays that:

1. Understand the importance and differences in primary, secondary, and tertiary sources of history.
2. Critically evaluate and compare religious traditions, texts, and societal customs and laws to preserve culture and the impact that such traditions have on modern culture.
3. Critically evaluate evidence from different sources and points of view, distinguish fact from opinion, and distinguish between primary and secondary sources and utilize that information to support a personal historical interpretation.
4. Clearly and effectively, write about history using Standard English and basic historical terminology.

Student learning outcomes:

As a part of the evaluation of student progress for this course, you will be tracked based on the below student learning outcomes (SLO) determined to be most compatible with history courses taught at the Henderson Campus of KCTCS. While the SLOs are based on your performance through assignments and exams, they have no impact on the overall grade you will receive and are simply observations of the instructor on the skills you possess. The SLOs that will be tracked in this course are:

Kentucky Community and Technical College System (KCTCS)

Henderson Community College (KCTCS)
HIST 101: World Civilization to 1500

Integration of Cultural and Historical Context:

- Distinguish between various kinds of evidence by identifying reliable sources and valid arguments.
- Evaluate the significance of human expression in shaping larger social, cultural, and historical contexts.
- Evaluate enduring and contemporary issues of human experience.

Social, Behavioral, and Diversity Concepts:

- Communicate effectively using the language and terminology germane to at least one area of the social and behavioral sciences.

Written and Oral Communications Skills:

- Plan, organize, revise, practice, edit, and proofread to improve the development and clarity of ideas.

Grade expectations:

There are a total of 1,030 points available for you to earn in this course. The points earned are cumulative; your total number of points earned at the end of the semester determines your final score. You can monitor your course progress through the grade book application in Blackboard.

Grading scale:

Total number of available points: 1,030

A:	927 + points
B:	824 – 926 points
C:	721 – 823 points
D:	618 – 720 points
E:	000 – 617 points

Late assignments:

Each module has its own due date to help you progress through the course at a reasonable pace. Other than that, the course is designed to be a "learn at your own pace" course. Because this is an online course that relies on Blackboard and the testing and discussion board features within the program, late assignments cannot be accepted. Please manage your time wisely to assure you can complete the module on time.

Starfish:

Starfish is a software package that allows college faculty and advisors to contact you concerning your academic progress during the semester. If academic progress is unsatisfactory, "flags" can be issued with suggested improvements. "Referrals" to academic support services can be made, and positive comments, called "kudos," may also be given. These Starfish notices will be sent to your college email addresses only. Students can schedule appointments with their academic advisors through the Starfish calendar feature. Students may access Starfish through a link in Blackboard. You should contact your instructor, home campus advisor, or home campus advising center if you have questions about Starfish.

Attendance:

Each regular class is worth 10 points. Partial points will be awarded for each thirty-minute increment of attendance; students that miss a half hour of class will only be awarded points for the time in the class (3 points). Students attending less than half of the scheduled lecture time will forfeit all the attendance points for that lecture.

Signing the attendance roster for a classmate who is not in class or having a classmate initial for you when not in attendance will be treated as an instance of academic dishonesty. Both parties will be reported to the division chair, as per KCTCS or Henderson Community College policy regarding academic dishonesty. Signing the attendance roster for any other date other than the scheduled class session you are attending is also considered as academic

Kentucky Community and Technical College System (KCTCS)

Henderson Community College (KCTCS)
HIST 101: World Civilization to 1500

dishonesty. Presenting forged or otherwise altered notes to have an absence treated as an excused absence is a serious and criminal offense and will result in being reported to the division chair with a recommendation of receiving an "E" in the course.

Excused absences:

Excused absences are given 5 points per class meeting date (with documentation) but must be discussed with me the week of your absence.

- An excused absence may require documentation, to include doctor's notes, notes from your doctor, the county health clinic/campus COVID compliance officer, court summons, funeral announcement, or may be given at my discretion. It is your responsibility to contact me about your absence within two days (72 hours) of missing a lecture.
- Note to students who are members of campus organizations: Activities for college groups are considered as excused absences; however, it is your responsibility to provide documentation from your faculty advisor. These will be treated as excused absences. In the event your absence coincides with an assignment due date, it is your responsibility to complete your assignments before the due date. For course due dates, please see the BlackBoard course calendar.
- Note to students who are members of off-campus organizations: Activities for off groups are considered as excused absences; however, it is your responsibility to provide documentation the group's leader or clergy member. These will be treated as excused absences. In the event your absence coincides with an assignment due date, it is your responsibility to complete your assignments before the due date. For course due dates, please see the BlackBoard course calendar.

Inclement weather policy:

Please take note of the following policy regarding inclement weather policy:

- If the college is closed or issues a delay in opening that affects this course: As soon as I am notified of a delay in opening or a closing of the college because of adverse weather conditions, I will send an email through the college's blackboard system notifying you of the latest information. You will be responsible for the content of the lecture that will be given on that day since the materials will be made available through the college's blackboard system.
- If I am unable to attend the course because of adverse weather conditions: I will notify you at least forty-five (45) minutes ahead of the scheduled course time through the college's blackboard system. Although class will be cancelled at that time, you will still be responsible for the contents of the lecture that would have taken place since the materials will be made available through the course's Blackboard system.
- If you are unable to attend the course because of adverse weather conditions: Use your best judgment. Some of you may live in areas where the state or county does not provide snow and ice removal/preventive services. If you feel that you cannot safely make it to the college before class, you must email me at least 45 minutes before class. You will receive credit for attending the course providing that temperatures within the area were within freezing or a winter storm (or other adverse weather condition) advisory had been issued for the area where you reside. Chronic use or abuse of this policy when there is lack of adverse weather conditions in the area will result in your absences being considered as unexcused.

Kentucky Community and Technical College System (KCTCS)

Henderson Community College (KCTCS)
HIST 101: World Civilization to 1500

KCTCS policy information – required:

Academic dishonesty:

Henderson Community College considers academic dishonesty (defined as cheating, fabrication, plagiarism, interference with another student's work, or facilitating academic dishonesty) to be serious misconduct and subject to disciplinary measures up to and including expulsion from the College. These infractions and the penalties are explained further in the Student Code of Conduct, Article 2.3, "Student Academic Offenses and Academic Sanctions, available at: https://kctcs.edu/Current_Students/Code_of_Student_Conduct.aspx. It is your responsibility to read this site and comply with its requirements.

- Students who commit an act of academic dishonesty in this course will not be permitted to complete extra credit assignments.
- Academic dishonesty is a serious issue and, unfortunately, can take many forms. Since this is a freshman/introductory level course, the first instance of academic dishonesty will result in you not being awarded any points for the exam, paper project, or other assignments where the act of academic dishonesty was committed. Any subsequent act of academic dishonesty will result in the instructor pursuing removing you from the course with a failing (E) grade.

Community-based services (Henderson Campus):

Community Services: HCC compiles a listing of several local community agencies that offer various services that may assist students with potential barriers to their success. This resource can be found at <https://henderson.kctcs.edu/current-students/counseling/index.aspx>.

A comprehensive resource for Henderson and surrounding counties is Dial 211, powered by United Way of the Ohio Valley & United Way of Henderson County. This is truly a comprehensive resource for students and community members to get the help they need in a free, confidential, and convenient way. Dial 211 Services offered:

- Rent Assistance
- Food Pantries
- Utility Assistance
- Affordable Housing
- Health & Mental Health Assistance
- Crisis Intervention
- Tax Preparation
- Early Learning Opportunities
- Job Training Programs
- Legal Services

Kentucky Community and Technical College System (KCTCS)

Henderson Community College (KCTCS)
HIST 101: World Civilization to 1500

enrolled in this course. All instances, including copying and pasting data from other websites, will be treated as academic dishonesty by the instructor.

- o Students are expected to adhere to Henderson Community College's "Student Computing Services General Policies." This policy is available on the HCC website at <https://henderson.kctcs.edu/current-students/academic-resources/computer-usage-agreement.aspx>
- **Code of Conduct:** https://kctcs.edu/Current_Students/Code_of_Student_Conduct.aspx

Course participation and log-in policy:

It is your responsibility to complete the introductory module within one week of the beginning of the course. This module consists of a self-test and two discussion questions (see the assignment description on page 9 for more details). The introductory module is what I use as the measure to report your participation in class for the participation reporting requirement, as required by KCTCS and federal law. Failure to complete the module will result in you being reported as non-participating in this course.

- KCTCS's non-attending or non-participating policy states: **Students receiving financial aid will be dropped from the course(s) and have their financial aid reduced to match their enrollment status.**
- This course is web-based. You must log in to BlackBoard at least once a week to retain the active and participating status. Failure to log in once over a ten-day period will generate a Starfish warning that will be sent to you, your advisor, and other academic contacts designated within the software.
- Please check the "Announcements" at least weekly, as this will be where class updates, changes in assignment due dates, and other information will be published. Announcements will also be sent to your KCTCS email address through BlackBoard.
- If you encounter problems accessing Blackboard, don't hesitate to get in touch with me or by following the various support links available at <http://elearning.kctcs.edu/webapps/portal/frameset.jsp>. Further issues may require contacting Instructional Technology Services.

COVID statement:

The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and faculty. The College will attempt to make these changes minimally disruptive as possible, but it reserves the sole right to alter its classes' type, place, or time.

Discrimination/harassment/sexual misconduct:

Title IX of the *Education Amendments of 1972* is a federal civil rights law that prohibits discrimination because of sex, including pregnancy, in college programs and activities. Sexual harassment, including sexual violence, and retaliation are discrimination prohibited by Title IX. Title IX complaints are resolved according to the KCTCS Code of Student Conduct.

Henderson Community College (HCC) is committed to providing a safe learning environment for all students free from all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. Please be aware all HCC faculty members are "responsible employees," which means that if you tell me about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, I

Kentucky Community and Technical College System (KCTCS)

Henderson Community College (KCTCS)
HIST 101: World Civilization to 1500

must share that information with the Title IX Coordinator. Although I must make that notification, you will control how your case will be handled, including whether you wish to pursue a formal complaint.

Henderson Community College (HCC) is committed to providing a safe learning environment for all students free from all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. Please be aware all HCC faculty members are "responsible employees," which means that if you tell me about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, I must share that information with the Title IX Coordinator. Although I must make that notification, you will control how your case will be handled, including whether you wish to pursue a formal complaint.

According to the Code of Student Conduct, students may direct complaints of discrimination or harassment for resolution. Any employee who receives information related to sexual misconduct must report it to the Title IX Coordinator. Sexual misconduct matters should be referred to the Title IX Coordinator and Dean of Enrollment Management/Registrar, Dr. Chad Phillips, and is to be handled following the Sexual Misconduct Procedure.

HCC/KCTCS policy: <https://henderson.kctcs.edu/about/student-life/title-ix.aspx>

You may direct complaints of discrimination, harassment, and/or sexual misconduct to the Title IX Coordinator and Dean of Enrollment Management/Registrar, Dr. Chad Phillips (chad.phillips@kctcs.edu 270-831-9614).

Financial aid repayment policy:

Students receiving some form of federal financial aid through a KCTCS school (loans, grants, etc.) who drop courses may be required to pay back all or a portion of their financial aid. Dropping classes may also affect your Satisfactory Academic Progress (SAP) and your future eligibility for financial aid. Please contact Financial Aid at (877) 528-2748 for more information on how dropping courses will affect your financial aid. You may also refer to the links below for more details. KCTCS Satisfactory Academic Progress (SAP) Policy: <https://henderson.kctcs.edu/affording-college/satisfactory-academic-progress/index.aspx>

- HCC Return of Title IV Funds (R2T4) Policy: <https://henderson.kctcs.edu/affording-college/paying-for-college/return-of-title-iv-funds-policy.aspx>
- HCC Satisfactory Academic Progress (SAP) Policy: <https://henderson.kctcs.edu/affording-college/satisfactory-academic-progress/index.aspx>
- HCC Student Handbook can be accessed at: https://henderson.kctcs.edu/current-students/media/henderson_student_handbook.pdf

Incomplete policy:

There are times where situations beyond the control of the student will warrant an Incomplete (I) assessment on the official grade report for this course. It is the responsibility of the student to contact the instructor two (2) weeks before the end of the academic semester to request an incomplete grade. The KCTCS system's policy allows students ONE (1) YEAR to complete the coursework required to change the grade from an "I" to the appropriate grade earned at the end of the year.

A grade of "I" will be given only when a student cannot complete the course for the reason that is satisfactory to the instructor. It shall be granted only when there is a reasonable possibility that a passing grade will result from completing the work. For a student to receive an incomplete, they must be passing and have completed a significant portion of the course.

Kentucky Community and Technical College System (KCTCS)

Henderson Community College (KCTCS)
HIST 101: World Civilization to 1500
Web-based Course

All individuals need to dial "211" (open 24/7) to talk with a trained specialist who will assess their needs and identify the best solution. All information provided is confidential.

Alternative contact numbers for 211 in case your phone will not support calling 3-digit lines:

844-965-1596 OR Text your 5-digit zip code to 898211 (texting services available 8 a.m. - 8 p.m. daily) OR go online at <https://greenriver211.org/> to request assistance and/or set up an account. There is also a smartphone app for this service. For more information, contact Angie Watson in the Start Center or phone 270-831-9671.

Therapy Assistance Online (TAO) is a suite of online self-help tools free for all KCTCS students that focus on well-being, resilience, and behavioral health.

TAO includes interactive sessions, mindfulness exercises, and practice tools, all aimed at helping you achieve your goals. Learn more and register at <https://henderson.kctcs.edu/current-students/counseling/therapy-assisting-online.aspx>. Be sure to use your kctcs.edu email address.

For more information, contact Angie Watson in the Start Center or phone 270-831-9671.

Additional Support Services

Career Services	Angie Watson	(270) 831-9671	angie.watson@kctcs.edu
Veterans Services	Whitney Laird	(270) 831-9627	whitney.laird@kctcs.edu
Financial Aid	Whitney Laird	(270) 831-9627	whitney.laird@kctcs.edu
Disability Services	Chad Phillips	(270) 831-9614	chad.phillips@kctcs.edu
Tutoring Services	Allison Horning	(270) 831-9760	allison.horning@kctcs.edu
Writing Center	Katherine Woods	(270) 831-9646	katherine.woods@kctcs.edu

Computer ethics statement:

Henderson Community College (KCTCS) provides information technology resources to a large number and variety of users – students and college employees. As members of the campus community, all users are responsible for using those services effectively, efficiently, ethically, and legally. Ethical and legal standards that apply to information technology resources derive directly from common sense and common decency standards that apply to the use of any shared resource. The campus computing community depends first upon the spirit of mutual respect and cooperation that has been fostered at Henderson Community College.

- While freedom of expression is recognized, course participants are reminded that the Constitution may not protect specific categories of speech-defamation, obscenity, and incitement to lawlessness.
- Course participants are encouraged to respect the privacy of others and to avoid grossly offensive expressions in matters of ethnicity, race, religion, gender, sexual orientation, age, or disability, which may create a hostile environment under the Kentucky Community and Technical College's harassment policy (see Article III of the Code of Student Conduct).
- **Computer ethics within the scope of this course:** This course is an internet-based course and relies on the Internet and email for all assignments.
 - All links to outside sources embedded or linked within a student's assignment must directly relate to the course materials or topics presented. Do not use Black Board's discussion board feature or the email feature to send links to other students that contain a solicitation for donations, sales, pornographic materials, etc. Violations will be reported to the Henderson Community College's Dean of Student Affairs for appropriate action.
 - The instructor recognizes the obligation to provide continuing guidance as to what constitutes academic honesty and promotes procedures and circumstances, reinforcing this principle.
 - Respect for the intellectual work and property of others has traditionally been essential to the mission of colleges and universities. There is no toleration of plagiarism, including copying and submitting work belonging to another student who is either currently enrolled in or has been

Kentucky Community and Technical College System (KCTCS)

Henderson Community College (KCTCS)
HIST 101: World Civilization to 1500

Additionally, students will have to sign an agreement with the instructor that specifies the reason for the request for an incomplete and supply appropriate documentation to support the request. Students will be required to fulfill the requirements to complete the coursework according to the terms of the agreement.

Library services (Henderson campus):

The HCC Library is open Monday – Thursday, from 7:45 a.m. to 7:00 p.m. The building closes at 4:30 p.m. on Friday and is closed on Saturday and Sunday. Online databases are available through the library website at <https://henderson.kctcs.edu/current-students/student-resources/libraries/index.aspx>. For research assistance, call 270-831-9767 or send an email to hencclibrary@kctcs.edu

Writing center assistance (Henderson campus):

The HCC Writing Center on campus is a great resource for anyone in the HCC Community. The Writing Center is in the Administrative Building, second floor, room AD205 and is open M-Th from 9:00-3:00 (excluding breaks and holidays). It is on a first-come-first-served basis. A writing consultant will work individually with clients on any type of writing at any point in the writing process from brainstorming to editing. Virtual tutoring is also available. Anyone needing virtual assistance can send a copy of what they are working on to: hccwritingcenter@kctcs.edu.

- If you use the writing center for your journals, have an email from the writing center sent to my KCTCS email address stating what services and assistance you used.
- I will award you five (5) extra credit points per journal article for using their services (this applies to all students – use your local campus writing center for assistance).

Online subject tutoring services offered (TutorMe):

Henderson Community College is again partnering with TutorMe.com to provide online tutoring assistance for students. Instructions for accessing this service are available at <https://henderson.kctcs.edu/current-students/academic-resources/tutoring.aspx>. If help is needed, please contact the library at 270-831-9760 or hencclibrary@kctcs.edu.

Option to repeat:

Please refer to the KCTCS catalog for policies regarding repeating courses.
<http://www.kctcs.edu/students/Programs%20and%20Catalog>

Safety Notification Alert Process (SNAP):

SNAP is the official Safety Notification Alert Process for KCTCS. SNAP alerts users to on-campus emergencies, closings, or delays. Your kctcs.edu email, preferred phone number, and mobile phone number listed in PeopleSoft are automatically registered to receive SNAP messages. You can opt-out by completing the opt-out form at: <https://kctcs.edu/about/safety-security/snap/snap-contact.aspx>.

Students with disabilities (Americans with Disabilities Act Compliance):

If you need accommodation because of a documented disability, you must register with Accessibility (Disability) Services each semester. If you need accommodation because of a documented disability, you are required to register with Accessibility (Disability) Services each semester. Please email Dr. Chad Phillips chad_phillips@kctcs.edu, Interim ADA Coordinator, for assistance. If you require assistance during an emergency evacuation, notify Dr. Phillips immediately.

Withdraws and withdrawing from this course:

At Henderson Community College, students are permitted to withdraw from the course beginning the first day of the term until **August 20th** without receiving any grade, as stated in the college calendar and the Student Handbook.

Kentucky Community and Technical College System (KCTCS)

Henderson Community College (KCTCS)
HIST 101: World Civilization to 1500

After that date and until **October 8th**, students are permitted to withdraw at their discretion and receive a "W" for the course. After that date, students may withdraw from the course with the consent of the instructor until **December 1st**.

If you need to drop a course or withdraw entirely from the College, you must complete the process through your PeopleSoft Student Self-Service Account. Please reference the Withdraw Guide for specific directions on withdrawing from your coursework. If you are withdrawing from your coursework after midterm, instructor permission is required. Attendance and effort will factor into allowing students to withdraw after the student's discretion period. Please reference the Academic Calendar for specific dates.

Students will be held responsible for financial delinquencies which result from failure to complete the withdrawal process. Please refer to the College's Return of Title IV Policy above to review the potential financial impact.

Course information – assignments and due dates:

The course spans from the earliest periods of recorded human history (defined as "written history") to 1500 C.E./A.D. The course is divided into five modules to help you not feel overwhelmed with the material covered. Please note this schedule may require adjustments – I will notify you of any adjustments through a Blackboard announcement.

Introductory module (due August 26th @ 11:59 EDT/10:59 CST)

This module consists of three assignments that are used for reporting purposes. Each semester, instructors must submit reports of students who are considered non-participating in online courses. Completion of this module meets the requirements for participating in this course. All assignments in the module are due on the due date.

1. Self-test Intro-1: Syllabus quiz (10 points)
2. Discussion question I-1 Self-introduction (10 points)
3. Discussion question I-2 Discussion question walkthrough (10 points)

KCTCS's non-attending/non-participating policy states: Students receiving financial aid will be dropped from the course(s) and have their financial aid reduced to match their enrollment status.

Module 1 (due September 10th @ 11:59 EDT/10:59 CST)

This module introduces historical concepts you will encounter during this course. Many of the terms in this lecture are specific to the social sciences and the study of the ancient, classical, and post-classical world. Modern Internet search engines will give search results based on current word usage and may not be correct. Do not rely on Google, Ask.com, or Wikipedia for your answers. All assignments in the module are due on the due date. The module exam will be available one week before the module is due.

1. Self-tests 1-1 through 1-4 (each self-test relates directly to the same numbered note set) (10 points each)
2. Discussion questions 1-1 through 1-2 (10 points each)
3. Module exam (50 points)

Module 2: (due October 1st @ 11:59 EDT/10:59 CST)

This module covers ancient civilizations and uses the concepts learned in the first module to discuss the development of the world's earliest recorded empires.

1. Self-tests 2-1 through 2-10 (10 points each)
2. Discussion questions 2-1 through 2-4 (10 points each)
3. Module exam (100 points)

Kentucky Community and Technical College System (KCTCS)

Henderson Community College (KCTCS)
HIST 101: World Civilization to 1500

Module 3: (due October 29th @ 11:59 EDT/10:59 CST)

This module covers ancient civilizations and uses the concepts learned in the first module to discuss the development of the world's classical-age empires. The transition from the ancient age to the classical age is also discussed.

1. Self-tests 3-1 through 3-10 (10 points each)
2. Discussion questions 3-1 through 3-5 (10 points each)
3. Module exam (100 points)

Module 4: (due December 1st @ 11:59 EDT/10:59 CST)

This module covers the post-classical period and the changes between the classical and post-classical periods.

1. Self-tests 4-1 through 4-10 (10 points each)
2. Discussion questions 4-1 through 4-4 (10 points each)
3. Module exam (100 points)

Note:

There is not a final exam for this course.

Course Project (various due dates)

For this course, you must complete three (3) journal entries over the semester. Each entry is a separate assignment for this project and will be graded as such. You are free to use Internet/web-based research to complete the journal entries. The topics relate to the materials presented within the course and require a more in-depth and independent study. While you may use direct quotes to the extent you feel is needed to strengthen your presentation, try to put as much of the material into your own words as much as possible.

- The first journal is due on September 17th by 11:59 ET, and the topic is "Making Meaningful Connections with the Past."
- The second journal is due on October 22nd by 11:59 ET, and the topic is "The Seven Components of Civilization."
- The third journal is due on November 19th by 11:59 ET, and the topic is "Regulating Human Behavior through Religion and Law."
- The revision of your lowest scoring journal entry is December 3rd by 11:59 ET.

The journal area contains the grading rubric, a document that explains how to cite your sources, source requirements, and approximate length of the journal.

Course assignments – general information

Module self-tests (10 points each)

Each module contains self-tests that are part of your module grade. Each self-test includes ten questions randomly selected from a question bank by BlackBoard's assessment system. The modules include lectures and an equal and corresponding number of self-tests. The self-test and lecture notes corresponding to each other have matching numbers and titles.

- Self-tests may consist of true/false, multiple-choice, or select-all-that-apply type questions. Since questions are randomly selected, there is no guarantee of how many types of questions you may receive.
- Your self-test will not be identical to other students taking the same self-test. The answers may appear in different orders for multiple choice/select-all-that-apply questions.

Kentucky Community and Technical College System (KCTCS)

Henderson Community College (KCTCS)
HIST 101: World Civilization to 1500

- Do not use the iPhone or Smartphone app for BlackBoard to take the self-tests. The app has a design flaw/feature that will cause you much grief. If your phone refreshes its signal or location services while taking a test, the app will submit the test. Yes, even if you have not completed it. Please take the self-tests on a laptop or P.C.
- The self-tests are not timed.
- Self-tests are automatically graded after submission. You will know your results within moments of submitting them.
- Self-tests share the same due date as the rest of the assignments in the module. You do not have to wait until the due date to complete them and may submit them any time before the due date. Self-tests cannot be submitted after the due date.

Discussion questions (10 points each):

Each module contains discussion questions based on primary source readings or supplemental materials relating to the subjects covered in the module.

- Your response is graded on three main components: use of standard English (3 points), use of historical data within the source (3 points), presentation of your interpretation (4 points).
- Your response will usually be graded within a day (24 hours) of submission.
- Discussion questions share the same due date as the rest of the assignments in the module. You do not have to wait until the due date to complete them and may submit them any time before the due date. Discussion questions cannot be submitted after the due date.

Module exams (Module 1, 50 points; Modules 2 through 4, 100 points):

Except for the introductory module, each module has an exam that has three main parts.

- The parts of the module exams are:
 1. Identification – select ten terms and define them using the course materials provided in the lectures, supplemental sources, or textbooks. Select the terms from a list of ten words and phrases. (All exams have this section).
 2. Short answer – write a paragraph-length (five to seven sentences) response to two of the three questions in this section. (All exams have this section).
 3. Synthesis and application essay – write a one to two-page essay response to one of two essay questions in this section (Exams for modules 2 through 4 have this section).
- Exams are not proctored. You are free to use any course materials you have at your disposal. Do not use Wikipedia, Ask.com, or any other Internet/web-based source as these may not contain the correct information.
- Your exam will be graded within a day (24 hours) of submission except if submitted on the due date. It will then be graded in the order it was received. If graded before the due date, you will be able to check your grade and my comments on your exam through the course's Blackboard.
- Module exams are available in the module area one week before the module due date. You do not have to wait until the due date to submit your exam. Extra credit:

Extra credit opportunities are available and are posted under the "Extra Credit Assignments" folder. Partial credit is not given for incomplete assignments or assignments completed or submitted incorrectly.

- The extra credit assignments are due on **November 30th**. As with the other assignments, they must be submitted by 11:59 p.m. E.T./10:59: C.T. I will not accept any late extra credit assignments.
- From time to time, there are times where I will need to contact the participants in the course with important information. There are times when I need a response from you back. These emails will read "E.C."

Kentucky Community and Technical College System (KCTCS)

Henderson Community College (KCTCS)
HIST 101: World Civilization to 1500

Opportunity" in the subject line. Simply replying to that email by the date specified in the email will earn you five (5) points of extra credit.

General comments on writing assignments:

- **Expectation of work quality:** This is a college course. Although this is not an English or grammar class, all writing assignments you submit will be expected to reflect college-level, quality writing skills. Therefore, all work that you submit for grades needs to reflect this. It is expected that all assignments be typed, follow standard English grammar rules, and not contain misspelled words, profanity, slang, or internet-speak.
- **Grading Rubrics:** All grading rubrics for this course are available in BlackBoard.
- **Course Calendar:** All course due dates are listed within the BlackBoard calendar.

Kentucky Community and Technical College System (KCTCS)

HIS 102 Syllabus

Basic course information:

HIS 102-3221 Internet-based course

Course Description:

This course presents a multicultural survey of world cultures and contemporary global issues from 1500 to the present.

Lecture: 3 credits (45 contact hours).

This course helps students appreciate major themes from the Sixteenth Century to the present. Within the scope of this course, we will utilize readings, discussion groups, assignments, and activities to aid in the development of historical vision, critical thinking skills, study strategies, writing skills, test preparation, and development of three major journal assignments. You should be aware that, at times, there will be topics brought up during lectures or online discussions that may bring discomfort to some. All ideas must be presented with the utmost concern and respect for views differing from yours, specifically regarding sensitive topics (race, gender issues, ethnicity, religion, cultural identity, and sexual identity). It would be best to approach each topic discussed in lectures and online discussions with an open mind and understanding that some cultures and beliefs differ from yours.

Instructor information:

Mr. Alan Simmons, M.A.

Contact information:

Cell phone: (270) 925-5506

See Blackboard for availability.

Division phone: (270) 831-9684

Division Assistant, Ms. McKendree, please leave a message with her.

Facebook IM: m.me/alan.simmons

Facebook history group available, see BlackBoard.

Email address: alan.simmons@kctcs.edu

adsii@hotmail.com

Office hours: **Physical office hours on T/Th at 10:00 to 11:45 a.m., Admin 218 HCC Campus only**

Schedule an appointment through Starfish. Not available when the campus is closed.

FOR VIDEO CONFERENCE OR PHONE CALL ONLY

You must schedule it one day in advance. See Blackboard for more information.

Books required for this course:

There are two books required for this course. They are:

- Stearns, Peter N. 2012. *Documents in World History*. 6th ed. Vol. 2. Upper Saddle River, N.J.: Pearson Education. ISBN: 978-0-205-05024-6
- Stearns, Peter N. 2013. *World History in Brief: Major Patterns of Change and Continuity since 1450*. 8th ed. Vol. 2. Boston: Pearson. ISBN: 978-0-13-405682-1

Kentucky Community and Technical College System (KCTCS)

Instructions on how to contact me:

By email:

- Emailing is often the easiest way to contact me when I am not on campus. On average, I will respond to your email within three to four hours. Here are some guidelines about email:
 - If you email with any email client program other than through the KCTCS system (meaning your email address is a HotMail, Gmail, etc.), please put the course name in the subject line so that it does not end up being treated as junk mail (example HIS 101 – Tue/Thur).
 - Do not email non-course-related items (spam emails, joke emails) to my KCTCS email account.
- You must email all written assignments; please send in *.DOC, *.RTF, or *.DOCX format only, as I will use Microsoft Word's "comments" feature to send back my comments and your score on all assignments.
- Please email any assignments as an attachment with your "last name" "first name" as the file name (example: Simmons Alan.DOCX)

Other forms of communication:

As mentioned on the first page of the syllabus, there are other ways to contact me. I always keep my cell phone on me, and each of the below methods can be used to contact me. Please remember that I am not a full-time faculty member and have off-campus obligations that may prevent me from responding instantly. However, here are some general times you can expect to hear back from me if you use:

- **Email:** You can expect a reply from me within four hours if you email within standard business hours (8:30 a.m. C.T. to 5:00 C.T.) Monday through Friday. I do not check my email on Sunday. Saturday, I only check my email twice (once around 5:30 a.m. and again in the evening).
- **Facebook messenger:** Unless I am in class or have something of a personal nature, I will generally respond to instant messages no later than about twenty minutes after receiving them.
- **Phone calls:** Because of off-campus obligations, phone calls are tricky. I want to focus on your needs and can only do this through careful scheduling of both your and my time. If you need to talk with me on the telephone, please use one of the other communications methods to schedule a phone conference so I can devote the time to your phone call.
- **Text message:** Unless I am in class or have something of a personal nature, I will typically respond to text messages no later than about twenty minutes after receiving them.
- **Video conference (through Microsoft Teams):** This is tricky because of off-campus obligations. I want to focus on your needs and can only do this through careful scheduling of both your and my time. If you desire a video conference, please use one of the other communications methods to schedule it to devote the time for the meeting.

Course objectives, student learning outcomes, and grade expectations:

Objectives:

When you have completed this course, you should be able to write paragraphs and essays that:

1. Understand the importance and differences in history's primary, secondary, and tertiary sources.
2. Critically evaluate and compare religious traditions, texts, and societal customs and laws to preserve culture and the impact that such traditions have on modern culture.
3. Critically evaluate evidence from different sources and points of view, distinguish fact from opinion, distinguish between primary and secondary sources and utilize that information to support a personal historical interpretation.

Kentucky Community and Technical College System (KCTCS)

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3. Critically evaluate evidence from different sources and points of view, distinguish fact from opinion, distinguish between primary and secondary sources and utilize that information to support a personal historical interpretation.

Kentucky Community and Technical College System (KCTCS)

4. Clearly and effectively, write about history using Standard English and basic historical terminology.

Student learning outcomes:

As a part of the evaluation of student progress for this course, you will be tracked based on the below student learning outcomes (SLO) determined to be most compatible with history courses taught at the Henderson Campus of KCTCS. While the SLOs are based on your performance through assignments and exams, they have no impact on the overall grade you will receive and are simply observations of the instructor on your skills. The SLOs that will be tracked in this course are:

Integration of Cultural and Historical Context:

- Distinguish between various kinds of evidence by identifying reliable sources and valid arguments.
- Evaluate the significance of human expression in shaping larger social, cultural, and historical contexts.
- Evaluate enduring and contemporary issues of human experience.

Written and Oral Communications Skills:

- Plan, organize, revise, practice, edit, and proofread to improve the development and clarity of ideas.

Grade expectations:

A total of 1,030 points are available for you to earn in this course. The points earned are cumulative; your total number of points earned at the end of the semester determines your final score. You can monitor your course progress through the grade book application in Blackboard.

Grading scale:

Total number of available points: 1,030

A:	684 + points
B:	608 – 683 points
C:	532 – 607 points
D:	456 – 531 points
E:	000 – 455 points

Starfish:

Starfish is a software package that allows college faculty and advisors to contact you concerning your academic progress during the semester. If academic progress is unsatisfactory, "flags" can be issued with suggested improvements. "Referrals" to academic support services can be made, and positive comments, called "kudos," may also be given. These Starfish notices will be sent to your college email addresses only. Students can schedule appointments with their academic advisors through the Starfish calendar feature. Students may access Starfish through a link in Blackboard. You should contact your instructor, home campus advisor, or home campus advising center if you have questions about Starfish.

Late assignments:

Each module has its own due date to help you progress through the course at a reasonable pace. Other than that, the course is designed to be a "learn at your own pace" course. Because this is an online course that relies on Blackboard and the testing and discussion board features within the program, late assignments cannot be accepted. Please manage your time wisely to assure you can complete the module on time.

Kentucky Community and Technical College System (KCTCS)

Starfish:

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KCTCS policy information – required:

Academic dishonesty:

Henderson Community College considers academic dishonesty (defined as cheating, fabrication, plagiarism, interference with another student's work, or facilitating academic dishonesty) to be serious misconduct and subject to disciplinary measures up to and including expulsion from the College. These infractions and the penalties are explained further in the Student Code of Conduct, Article 2-3, "Student Academic Offenses and Academic Sanctions, available at: https://kctcs.edu/Current_Students/Code_of_Student_Conduct.aspx It is your responsibility to read this site and comply with its requirements.

- Students who commit an act of academic dishonesty in this course will not be permitted to complete extra credit assignments.
- Academic dishonesty is a serious issue and, unfortunately, can take many forms. Since this is a freshman/introductory level course, the first instance of academic dishonesty will result in you not being awarded any points for the exam, paper project, or other assignments where the act of academic dishonesty was committed. Any subsequent act of academic dishonesty will result in the instructor pursuing removing you from the course with a failing (E) grade.

Community-based services (Henderson Campus):

Community Services: HCC compiles a listing of several local community agencies that offer various services that may assist students with potential barriers to their success. This resource can be found at <https://henderson.kctcs.edu/current-students/counseling/index.aspx>.

A comprehensive resource for Henderson and surrounding counties is Dial 211, powered by United Way of the Ohio Valley & United Way of Henderson County. This is truly a comprehensive resource for students and community members to get the help they need in a free, confidential, and convenient way. Dial 211 Services offered:

- Rent Assistance
- Food Pantries
- Utility Assistance
- Affordable Housing
- Health & Mental Health Assistance
- Crisis Intervention
- Tax Preparation
- Early Learning Opportunities
- Job Training Programs
- Legal Services

All individuals need to dial "211" (open 24/7) to talk with a trained specialist who will assess their needs and identify the best solution. All information provided is confidential.

Kentucky Community and Technical College System (KCTCS)

Alternative contact numbers for 211 in case your phone will not support calling 3-digit lines:

844-965-1596 OR Text your 5-digit zip code to 898211 (texting services available 8 a.m. - 8 p.m. daily) OR go online at <https://greenriver211.org/> to request assistance and/or set up an account. There is also a smartphone app for this service. For more information, contact Angie Watson in the Start Center or phone 270-831-9671.

Therapy Assistance Online (TAO) is a suite of online self-help tools free for all KCTCS students that focus on well-being, resilience, and behavioral health.

TAO includes interactive sessions, mindfulness exercises, and practice tools, all aimed at helping you achieve your goals. Learn more and register at <https://henderson.kctcs.edu/current-students/counseling/therapy-assisting-online.aspx>. Be sure to use your kctcs.edu email address.

For more information, contact Angie Watson in the Start Center or phone 270-831-9671.

Additional Support Services

Career Services	Angie Watson	(270) 831-9671	angie.watson@kctcs.edu
Veterans Services	Whitney Laird	(270) 831-9627	whitney.laird@kctcs.edu
Financial Aid	Whitney Laird	(270) 831-9627	whitney.laird@kctcs.edu
Disability Services	Chad Phillips	(270) 831-9614	chad.phillips@kctcs.edu
Tutoring Services	Allison Horning	(270) 831-9760	allison.horning@kctcs.edu
Writing Center	Katherine Woods	(270) 831-9646	katherine.woods@kctcs.edu

Computer ethics statement:

Henderson Community College (KCTCS) provides information technology resources to a large number and variety of users – students and college employees. As members of the campus community, all users are responsible for using those services effectively, efficiently, ethically, and legally. Ethical and legal standards that apply to information technology resources derive directly from common sense and common decency standards that apply to the use of any shared resource. The campus computing community depends first upon the spirit of mutual respect and cooperation that has been fostered at Henderson Community College.

- While freedom of expression is recognized, course participants are reminded that the Constitution may not protect specific categories of speech-defamation, obscenity, and incitement to lawlessness.
- Course participants are encouraged to respect the privacy of others and to avoid grossly offensive expressions in matters of ethnicity, race, religion, gender, sexual orientation, age, or disability, which may create a hostile environment under the Kentucky Community and Technical College's harassment policy (see Article III of the Code of Student Conduct).
- Computer ethics within the scope of this course: This course is an Internet-based course and relies on the Internet and email for all assignments.
 - All links to outside sources embedded or linked within a student's assignment must directly relate to the course materials or topics presented. Do not use Black Board's discussion board feature or the email feature to send links to other students that contain a solicitation for donations, sales, pornographic materials, etc. Violations will be reported to the Henderson Community College's Dean of Student Affairs for appropriate action.
 - The instructor recognizes the obligation to provide continuing guidance as to what constitutes academic honesty and promotes procedures and circumstances, reinforcing this principle.
 - Respect for the intellectual work and property of others has traditionally been essential to the mission of colleges and universities. There is no toleration of plagiarism, including copying and submitting work belonging to another student who is either currently enrolled in or has been

Kentucky Community and Technical College System (KCTCS)

enrolled in this course. All instances, including copying and pasting data from other websites, will be treated as academic dishonesty by the instructor.

- o Students are expected to adhere to Henderson Community College's "Student Computing Services General Policies." This policy is available on the HCC website at <https://henderson.kctcs.edu/current-students/academic-resources/computer-usage-agreement.aspx>
- Code of Conduct: https://kctcs.edu/Current_Students/Code_of_Student_Conduct.aspx

Course participation and log-in policy:

It is your responsibility to complete the introductory module within one week of the beginning of the course. This module consists of a self-test and two discussion questions (see the assignment description on page 9 for more details). The introductory module is what I use as the measure to report your participation in class for the participation reporting requirement, as required by KCTCS and federal law. Failure to complete the module will result in you being reported as non-participating in this course.

- KCTCS's non-attending or non-participating policy states: **Students receiving financial aid will be dropped from the course(s) and have their financial aid reduced to match their enrollment status.**
- This course is web-based. You must log in to BlackBoard at least once a week to retain the active and participating status. Failure to log in once over a ten-day period will generate a Starfish warning that will be sent to you, your advisor, and other academic contacts designated within the software.
- Please check the "Announcements" at least weekly, as this will be where class updates, changes in assignment due dates, and other information will be published. Announcements will also be sent to your KCTCS email address through BlackBoard.
- If you encounter problems accessing Blackboard, don't hesitate to get in touch with me or by following the various support links available at <http://elearning.kctcs.edu/webapps/portal/frameset.jsp>. Further issues may require contacting Instructional Technology Services.

COVID statement:

The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and faculty. The College will attempt to make these changes minimally disruptive as possible, but it reserves the sole right to alter its classes' type, place, or time.

Discrimination/harassment/sexual misconduct:

Title IX of the *Education Amendments of 1972* is a federal civil rights law that prohibits discrimination because of sex, including pregnancy, in college programs and activities. Sexual harassment, including sexual violence, and retaliation are discrimination prohibited by Title IX. Title IX complaints are resolved according to the KCTCS Code of Student Conduct.

Henderson Community College (HCC) is committed to providing a safe learning environment for all students free from all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. Please be aware all HCC faculty members are "responsible employees," which means that if you tell

Kentucky Community and Technical College System (KCTCS)

me about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, I must share that information with the Title IX Coordinator. Although I must make that notification, you will control how your case will be handled, including whether you wish to pursue a formal complaint.

Henderson Community College (HCC) is committed to providing a safe learning environment for all students free from all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. Please be aware all HCC faculty members are "responsible employees," which means that if you tell me about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, I must share that information with the Title IX Coordinator. Although I must make that notification, you will control how your case will be handled, including whether you wish to pursue a formal complaint.

According to the Code of Student Conduct, students may direct complaints of discrimination or harassment for resolution. Any employee who receives information related to sexual misconduct must report it to the Title IX Coordinator. Sexual misconduct matters should be referred to the Title IX Coordinator and Dean of Enrollment Management/Registrar, Dr. Chad Phillips, and is to be handled following the Sexual Misconduct Procedure.

HCC/KCTCS policy: <https://henderson.kctcs.edu/about/student-life/title-ix.aspx>

You may direct complaints of discrimination, harassment, and/or sexual misconduct to the Title IX Coordinator and Dean of Enrollment Management/Registrar, Dr. Chad Phillips (chad.phillips@kctcs.edu 270-831-9614).

Financial aid repayment policy:

Students receiving some form of federal financial aid through a KCTCS school (loans, grants, etc.) who drop courses may be required to pay back all or a portion of their financial aid. Dropping classes may also affect your Satisfactory Academic Progress (SAP) and your future eligibility for financial aid. Please contact Financial Aid at (877) 528-2748 for more information on how dropping courses will affect your financial aid. You may also refer to the links below for more details. KCTCS Satisfactory Academic Progress (SAP) Policy: <https://henderson.kctcs.edu/affording-college/satisfactory-academic-progress/index.aspx>

- HCC Return of Title IV Funds (R2T4) Policy: <https://henderson.kctcs.edu/affording-college/paying-for-college/return-of-title-iv-funds-policy.aspx>
- HCC Satisfactory Academic Progress (SAP) Policy: <https://henderson.kctcs.edu/affording-college/satisfactory-academic-progress/index.aspx>
- HCC Student Handbook can be accessed at: https://henderson.kctcs.edu/current-students/media/henderson_student_handbook.pdf

Incomplete policy:

There are times where situations beyond the control of the student will warrant an Incomplete (I) assessment on the official grade report for this course. It is the responsibility of the student to contact the instructor two (2) weeks before the end of the academic semester to request an incomplete grade. The KCTCS system's policy allows students ONE (1) YEAR to complete the coursework required to change the grade from an "I" to the appropriate grade earned at the end of the year.

A grade of "I" will be given only when a student cannot complete the course for a reason that is satisfactory to the instructor. It shall be granted only when there is a reasonable possibility that a passing grade will result from

Kentucky Community and Technical College System (KCTCS)

completing the work. For a student to receive an incomplete, they must be passing and have completed a significant portion of the course.

Additionally, students will have to sign an agreement with the instructor that specifies the reason for the request for an incomplete and supply appropriate documentation to support the request. Students will be required to fulfill the requirements to complete the coursework according to the terms of the agreement.

Library services (Henderson campus):

The HCC Library is open Monday – Thursday, from 7:45 a.m. to 7:00 p.m. The building closes at 4:30 p.m. on Friday and is closed on Saturday and Sunday. Online databases are available through the library website at <https://henderson.kctcs.edu/current-students/student-resources/libraries/index.aspx>. For research assistance, call 270-831-9767 or send an email to hencclibrary@kctcs.edu

Writing center assistance (Henderson campus):

The HCC Writing Center on campus is a great resource for anyone in the HCC Community. The Writing Center is in the Administrative Building, second floor, room AD205 and is open M-Th from 9:00-3:00 (excluding breaks and holidays). It is on a first-come-first-served basis. A writing consultant will work individually with clients on any type of writing at any point in the writing process from brainstorming to editing. Virtual tutoring is also available.

Anyone needing virtual assistance can send a copy of what they are working on to: hccwritingcenter@kctcs.edu.

- If you use the writing center for your journals, have an email from the writing center sent to my KCTCS email address stating what services and assistance you used.
- I will award you five (5) extra credit points per journal article for using their services (this applies to all students – use your local campus writing center for assistance).

Online subject tutoring services offered (TutorMe):

Henderson Community College is again partnering with TutorMe.com to provide online tutoring assistance for students. Instructions for accessing this service are available at <https://henderson.kctcs.edu/current-students/academic-resources/tutoring.aspx>. If help is needed, please contact the library at 270-831-9760 or hencclibrary@kctcs.edu.

Option to repeat:

Please refer to the KCTCS catalog for policies regarding repeating courses.

<http://www.kctcs.edu/students/Programs%20and%20Catalog>

Safety Notification Alert Process (SNAP):

SNAP is the official Safety Notification Alert Process for KCTCS. SNAP alerts users to on-campus emergencies, closings, or delays. Your kctcs.edu email, preferred phone number, and mobile phone number listed in PeopleSoft are automatically registered to receive SNAP messages. You can opt-out by completing the opt-out form at: <https://kctcs.edu/about/safety-security/snap/snap-contact.aspx>.

Students with disabilities (Americans with Disabilities Act Compliance):

If you need accommodation because of a documented disability, you must register with Accessibility (Disability) Services each semester. If you need accommodation because of a documented disability, you are required to register with Accessibility (Disability) Services each semester. Please email Dr. Chad Phillips chad_phillips@kctcs.edu, Interim ADA Coordinator, for assistance. If you require assistance during an emergency evacuation, notify Dr. Phillips immediately.

Kentucky Community and Technical College System (KCTCS)

Withdraws and withdrawing from this course:

At Henderson Community College, students are permitted to withdraw from the course beginning the first day of the term until **September 15th** without receiving any grade, as stated in the college calendar and the Student Handbook. After that date and until **October 8th**, students are permitted to withdraw at their discretion and receive a "W" for the course. After that date, students may withdraw from the course with the consent of the instructor until **December 1st**.

If you need to drop a course or withdraw entirely from the College, you must complete the process through your PeopleSoft Student Self-Service Account. Please reference the Withdraw Guide for specific directions on withdrawing from your coursework. If you are withdrawing from your coursework after midterm, instructor permission is required. Attendance and effort will factor into allowing students to withdraw after the student's discretion period. Please reference the Academic Calendar for specific dates.

Students will be held responsible for financial delinquencies which result from failure to complete the withdrawal process. Please refer to the College's Return of Title IV Policy above to review the potential financial impact.

Course information – assignments and due dates:

This course is fast-paced and covers a lot of material. The course spans from the 1500s (the Sixteenth Century) to modern times. The course is divided into five modules to help you not feel overwhelmed with the material covered. Please note this schedule may require adjustments – I will notify you of any adjustments through a Blackboard announcement.

Course-specific information:

Assignments and due dates:

This course is fast-paced and covers a lot of material. The course spans from the 1500s (the Sixteenth Century) into modern times. There are a variety of assignment types you will encounter during this course. Your grade will be determined by self-tests based on lectures, discussion questions based on primary source readings, a fifty point exam for each assignment package (beginning with the second package), and four journal entries.

Weekly assignments

Each week you will have a set of assignments available in the course content area.

Assignment package one (Due September 17th, 11:59 p.m. Eastern) (30 points)

- This assignment package will contain two discussion questions and a syllabus quiz, all valued at ten points. (30 points total)
- The assigned textbooks will **not** be needed for this week.
- Complete at least two assignments by September 16th at 12:00 p.m. noon EDT/11:00 a.m. CDT for the required financial aid reporting guidelines.

Assignment package two (Due October 1st, 11:59 p.m. Eastern) (80 points)

- The second week's assignment folder will contain two discussion questions based on assigned readings. These assignments are valued at ten points each. (20 points total)
- There will be six lectures and six self-tests (60 points total)
- The assigned textbooks will not be needed for this week.

Kentucky Community and Technical College System (KCTCS)

Assignment packages three through nine (each will be due the subsequent Sunday at 11:59 p.m. Eastern) (100 points)

- Each assignment folder will contain four discussion questions relating to either assigned readings, or multimedia, or lecture notes provided. Each assignment is valued at ten points. (40 points per assignment package).
- Each assignment folder will contain six to ten lectures with self-tests (10 points per assignment).
- You will need the assigned textbooks for these weeks.

Journal assignments (100 points each, 350 points total)

There will be four journal assignments. The topics relate to the materials presented within the course and will require a more in-depth and independent study. You are free to use and are encouraged to use internet/web-based research to complete the journal entries. Try to put as much of the material into your own words as possible. You may use direct quotes to the extent you feel is needed to strengthen your presentation (this is preferred). You are required to cite all sources used in each journal entry.

Each journal is treated as a separate assignment. Each journal entry will relate to the course content and will require you to find contemporary (current) examples and historical research relating to a subject related to the era we are studying. The people living in earlier periods may have experienced similar issues and conditions as we do today. Do not directly compare the outcomes, and do not judge how older societies handled events against contemporary societal norms.

Journals 1 through 3 will be separate topics. The fourth journal will be a revision of your lowest scoring journal. This entry will be worth 50 points.

For additional information, a complete writing and citation guide is available in the course documents folder on BlackBoard.

General comments on writing assignments:

- **Expectation of work quality:** This is a college course. Although this is not an English or grammar class, all writing assignments you submit will be expected to reflect college-level, quality writing skills. Therefore, all work that you submit for grades needs to reflect this. All assignments must follow good grammar rules and not contain misspelled words, profanity, slang, or internet speak.
- **Grading Rubrics:** All grading rubrics for this course are available through the COURSE DOCUMENTS folder. Each rubric covers a specific part of the course.
- **Course Calendar:** All course due dates are listed within the BlackBoard calendar. Each week, you will have a set of assignments available on Sunday. They will be due the following Saturday. If you need additional time to complete them, it is your responsibility to contact me. Do not wait until the due date to contact me.

Kentucky Community and Technical College System (KCTCS)

HIS 104 Syllabus

Instructor: Dr. Angela L. Ash

Office location: Technical Education, T 114

Telephone: 270 686 4505

Email: angela.ash@kctcs.edu

Office hours: MW 8:30 – 9:30 am; 11:00 am – 12:00 pm; TR 8:30 – 9:30 am; 11:00 am – 1:00 pm; F 8:30 am – 11:45 am

Catalog Course Description

Surveys the development of European politics, society, and culture from the beginnings of civilization through the Age of Religious Conflict. Lecture: 3 credits (45 contact hours).

Required Textbook/ISBN

Understanding Western Society: A Brief History

ISBN: ISBN 13: 9781457694905

Author(s): John McKay

Publisher: Bedford St. Martin's

Edition: 2nd

General Education Competencies

Students should prepare for twenty-first century challenges by gaining:

A. Knowledge of human cultures and physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts. B.

Intellectual and practical skills, including:

- a. inquiry and analysis
 - b. critical and creative thinking
 - c. written and oral communication
 - d. quantitative literacy
 - e. information literacy
 - f. teamwork and problem solving
- C. Personal and civic responsibility, including
- a. civic knowledge and engagement (local and global)

Kentucky Community and Technical College System (KCTCS)

- b. intercultural knowledge and competence
 - c. ethical reasoning and action
 - d. foundations and skills for lifelong learning
- D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

Course Competencies

Course Objectives

One of the main objectives of the course is to learn how to read historical documents (primary sources) in a critical manner. When reading these original sources you should always ask yourself a number of questions: What does the document tell me? How accurate is the document? Is the author telling the truth? Throughout the semester, you will be exposed to some great works of European History. While you may like some, and dislike others, it is an important aspect of a college education to **read** such works and to appreciate their significance.

Another objective is to gain a general understanding of European History from prehistory to the Mid-Seventeenth Century. We will focus on the earliest civilizations, empires, and religion that led to the development of modern Europe. I sincerely hope that you will find these topics interesting, as well as relevant, and necessary for your understanding of the world in which you live.

Course Requirements

The major requirements for this course include **reading assignments, viewing presentations, primary source analysis, and exams**. Students are required to complete all of the course assignments and exams at the assigned time. Assignments will be graded **within one week** of the assignment's closing.

Reading Assignments. Reading assignments will be given every week. Students are expected to keep up with the reading assignments in both the main text book and the posted online documents. The schedule of reading assignments is provided later on in the syllabus.

I. Viewing Presentations. Students are required to view presentations over the weekly topics. Notes should be taken from these presentations the way you would take notes from a lecture in an in-person class. **Presentations can be found under the "Presentations" button on Blackboard.**

II. Primary Source Analysis. Primary source documents are the basis for our understanding of the historical past. Students are required to read several of these documents (posted on Blackboard every week) and complete short answer questions for each document (worth 40 points). Due by 11:00 pm CST on Sundays. **Primary source documents and corresponding questions are found under the "Documents" button on Blackboard.**

Kentucky Community and Technical College System (KCTCS)

III. **Exams.** There will be four exams. Exams consist of five short answer questions at 10 points each, and two essays, at 25 points each. Students will have two hours to complete the exam, and once you begin the exam, you have to finish it. During the weeks when we do have exams, the exams will open on a Monday and close on a Sunday at 11:00 pm. **Exams are located under the “Exams” button on Blackboard.**

Course Outline

Schedule of Assignments

2nd Biterm – Class begins on October 16

Week 1, October 16 – October 22

- Read the syllabus
- Read the Primary Source Tutorial

Chapter 1: *Origins, ca 400,000 BC*

- Watch “Primary Source Tutorial Presentation”
- **Watch Presentation I - Mesopotamia**
- Read **Document 1 - Code of Hammurabi** on Blackboard and complete the corresponding analysis questions (which will also include questions over the syllabus and primary source tutorial)
- Week 1 assignments are due by 11:00 pm on Sunday

Week 2, October 23– October 29

- Read **Chapter 2: *Small Kingdoms and Mighty Empires in the Near East, ca 1100-513 BC***
- **Chapter 3: *Classical Greece, ca 1650 – 338 BC***
- **Watch Presentation II – Small Kingdoms and Mighty Empires**
- **Watch Presentation III - Greeks**
- Read **Documents 2 - Hebrew Scriptures** and **Document 3 - Herodotus** on Blackboard and complete the corresponding analysis questions
- **Exam I – (Exam I covers *chapters 1, 2, and 3*)**
- Week 2 assignments are due by 11:00 pm on Sunday

Kentucky Community and Technical College System (KCTCS)

Week 3, October 30 – November 5 *Happy Halloween!*

- Read **Chapter 4: *The Hellenistic World, 336 – 146 BC***
- Read **Chapter 5: *The Rise of Rome, ca 750 – 44 BC***
- **Watch Presentation IV – Alexander the Great**
- **Watch Presentation V – Rome (First Half)**
Documents 4 - Alexander the Great and 5 - Tacitus and Strabo on Blackboard and complete the corresponding analysis questions
- Week 3 assignments are due by 11:00 pm on Sunday

Week 4, November 6 – November 12

- Read **Chapter 6: *The Pax Romana, 31 BC – 450 AD***
- Read **Chapter 7: *Late Antiquity, 350 – 600***
- **Watch Presentation VI – Rome (Second Half)**
- **Watch Presentation VII – Late Antiquity**
- Read **Document 6 - Acts of the Apostles** and **Document 7 - Justinian** on Blackboard and complete the corresponding analysis questions
- **Exam II – Exam II covers *chapters 4, 5, 6, and 7***
- Week 4 assignments are due by 11:00 pm on Sunday

Week 5, November 13 – November 19

- Read **Chapter 8: *Europe in the Early Middle Ages, 600 - 1000***
- Read **Chapter 9: *State and Church in the High Middle Ages, 1000-1300***
- **Watch Presentation VIII – Carolingian Europe**
- **Watch Presentation XI – High Middle Ages**
- Read **Document 8 - The Life of Charlemagne** and **Document 9 - Launching the Crusades** on Blackboard and complete the corresponding analysis questions
- Week 5 assignments are due by 11:00 pm on Sunday

Week 6, November 20 – November 26

Happy Thanksgiving!

Kentucky Community and Technical College System (KCTCS)

Chapter 11: *The Crisis of the Later Middle Ages, 1300 – 1450*

- Watch Presentation X - The Later Middle Ages
- Read Document 10 – Boccaccio and Document 11 – The Book of the Courtier on Blackboard and complete the corresponding analysis questions
- Exam III – Exam III covers *chapters 8, 9, 11*
- Week 6 assignments are due by 11:00 pm on Sunday

Week 7, November 27 – December 3

- Read Chapter 12: *European Society in the Age of the Renaissance, 1350 – 1550*
- Read Chapter 13: *Reformations and Religious Wars, 1500 – 1600*
- Watch Presentation XI – The Renaissance
- Watch Presentation XII – The Reformation at a Glance
- Read Document 12 – Luther and Calvin and Document 13 – Gaspar Correa on Blackboard and complete the corresponding analysis questions
- Week 7 assignments are due by 11:00 pm on Sunday

Week 8, December 4 – December 10

- Read Chapter 14: *European Exploration and Conquest, 1450 – 1650*
- Read Chapter 15: *Absolutism and Constitutionalism in Western Europe, ca 1589 – 1715*
- Watch Presentation XIII – The Age of Exploration
- Watch Presentation XIV – European Nation-States
- Read Document 14 – Louis XIV on Blackboard and complete the corresponding analysis questions by 11:00 pm on Tuesday
- Exam IV – Exam IV covers *chapters 12, 13, 14, and 15.*

Good advice: Avoid waiting until the last minute to complete this exam! Completing the exam as soon as possible ensures that your final grade will be submitted promptly.

- Week 8 assignments are due by 11:00 pm on Sunday, December 10

**** Final grades will be submitted by Monday, December 11****

Grading Criteria

Grade Determination and Grading Scale

Kentucky Community and Technical College System (KCTCS)

4 Exams - 400 points

Primary Source Analysis - 600 points

Total Points: 1000 points

Grading Scale

A 90-100 **B** 80-89 **C** 70-79 **D** 60-69 **F** 0-59

Class Policies

This is a bi-term class, so it is necessary for you to stay on track with all assignments. No late work will be accepted. Please pay attention to due dates and stay up to date on your assignments.

In addition, all work submitted must be typed (no pictures of assignments or images of handwritten work). Submissions should be in complete sentences, complete with proper grammar and punctuation. Primary source analysis assignments must be numbered in accordance with the questions. Forum posts should also be written in complete sentences.

Withdrawal Policy

A student may officially withdraw from any class up to and including the date of midterm with a W grade. After the date of midterm and through the last class of the semester or session, any student may officially request to withdraw from a course and receive a W, which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining if a student will be allowed to withdraw during the discretionary period. An instructor shall not assign a student a W for a class unless the student has officially withdrawn from that class in a manner prescribed by the college. The grade of W may be assigned by the College Appeals Board in classes involving a violation of student academic rights or for academic offenses. NOTE: Withdrawing from classes at OCTC is an online process. Students wishing to withdraw should initiate the process using a form in Student Self-Service— Academic Records.

Emergency Course Delivery Changes

Owensboro Community and Technical College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and employees. The College will attempt to make these changes as minimally disruptive as possible, but the College reserves

Kentucky Community and Technical College System (KCTCS)

the sole right to alter the particular type, place, and/or time for their classes. Students will be notified of any necessary modifications as quickly as possible.

Important Dates

08/19/2022 - Last day to drop a course without a grade.

10/17/2022 - Last day to withdraw with a "W" (*without* instructor approval).

12/02/2022 - Last day to withdraw with a "W" (*with* instructor approval) NOTE:

Contact your local Student Services office to withdraw officially.

Student Support Services

OCTC offers support to all its students, on-campus or online. See [Student Support Services | OCTC \(kctcs.edu\)](#) for assistance in these and other areas: Accessibility Services, Campus Safety, Career Services, Cultural Diversity, TRIO Support Services, and Veterans Services. [OCTC's Counseling Center](#) provides assistance with academic and personal counseling, disability services, and crisis intervention.

Starfish:

This course is a part of OCTC's student success initiative using the Starfish Student Success Network. You will find the Starfish application on your MyPath page. Throughout the semester, you may receive emails at your KCTCS email account regarding your grades, attendance, or academic performance. If you receive one of these alerts, please keep in mind they are sent to connect you with campus resources and help you be successful. It is important you check your email regularly and follow up on recommended actions in order to help you succeed at OCTC!

Academic Support / Tutoring

Resources and services for your research and information needs are provided at the [Library](#) (Main Campus, 1st floor, Learning Resource Center; 270-686-4590).

Free tutoring and computer services are provided at the [Teaching and Learning Center](#) (Main Campus, 1st floor, Learning Resource Center; 270-686-4535).

Experiential Learning Center - Handshake

Handshake is the #1 way college students find jobs and it is available to you as an OCTC student! This (free) career services platform allows you to see internships, job opportunities, career fairs, and so much more both near and far. Simply login with your OCTC email account [here](#). Need help? Contact OCTC.ELC@KCTCS.EDU.

Kentucky Community and Technical College System (KCTCS)

Academic Integrity

Cheating or Plagiarism on examinations, quizzes, primary source analysis, or papers will not be tolerated and will result in a grade of zero and a recommendation to the dean's office that offenders receive a final grade of "E." Often, students are tempted to cut and paste from various websites for exam responses and analysis questions. This is the sort of plagiarism that is most common for online courses. Let me put it simply - **do not do this**. This is very easy to catch, and if you are caught, you will receive a grade of zero for the **entire assignment**, with no chance of redoing the assignment. For example, if you are caught plagiarizing on one exam question, you will receive a zero for the entire exam. **This is the warning – no other will be given.**

Please refer to the [Student Code of Conduct](#) for more information.

Disability Accommodations

Owensboro Community and Technical College strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodations for all persons with disabilities. If you are seeking accommodations for this course under the Americans with Disabilities Act (ADA), you are required to contact OCTC's [Accessibility Services Office](#).

To request accommodations, complete the [online Accommodation Request Form](#). Please do not request accommodations directly from your Instructor without a letter of accommodation from the Accessibility Services Office.

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Kentucky Community and Technical College System (KCTCS)

2. The student, chief student affairs officer Dr. Ashleigh Crowe (ashleigh.crowe@kctcs.edu), or her designee, and other involved parties shall work informally to negotiate a solution within fourteen (14) calendar days. The informal student discrimination grievance procedure shall be completed within forty-four (44) calendar days of the occurrence of the alleged incident.
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Kentucky Community and Technical College System (KCTCS)

HIS 105 Syllabus

Instructor: Kevin Dorth

Office location: OCTC

Email: kevin.dorth@kctcs.edu

Office hours: By appointment

Catalog Course Description

Surveys the development of European politics, society, and culture from the Age of Absolutism to the present. Lecture: 3 credits (45 contact hours).

Required Textbook/ISBN

Understanding Western Society: A Brief History, From the Age of Exploration to the Present, Volume II, Second Edition

ISBN: 9781457694912

Author(s): McKay, John P., et al

Sofia Petrovna

ISBN: 9780810111509

Author(s): Lydia Chukovskaya

Publisher: Northwestern University Press

General Education Competencies

Students should prepare for twenty-first century challenges by gaining:

A. Knowledge of human cultures and physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts. B.

Intellectual and practical skills, including:

- a. inquiry and analysis
- b. critical and creative thinking
- c. written and oral communication
- d. quantitative literacy
- e. information literacy

Kentucky Community and Technical College System (KCTCS)

- f. teamwork and problem solving
- C. Personal and civic responsibility, including
 - a. civic knowledge and engagement (local and global)
 - b. intercultural knowledge and competence
 - c. ethical reasoning and action
 - d. foundations and skills for lifelong learning
- D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

Course Competencies

1. Identify the major events, persons, and ideas in European history from the Mid-17th Century.
2. Identify and analyze significant problems and situations as they relate to European history from the Mid-17th Century.
3. Describe the social, economic, cultural, political, and religious developments of European history from the Mid-17th Century. Discuss geographic influences on the history of Europe from the Mid-17th Century.
4. Discuss historical controversies and events using critical and analytical skills.
5. Demonstrate knowledge of different historical perspectives and types of historical sources.
6. Explain the influence of the past on contemporary events and problems.

In some manner or form, each of these competencies are assessed WEEKLY through assignments listed below, which include forum postings, document analysis, quizzes, and exams.

Course Outline

[Schedule of Assignments](#)

Kentucky Community and Technical College System (KCTCS)

Week 1, March 11

- Read the **syllabus**
- Read **Chapter 15: Absolutism and Constitutionalism**
Read **Chapter 16: Toward a New Worldview**
- Week 1 Discussion Board due **11:00 pm on Sunday**

Week 2, March 18

- Read **Chapter 17: The Expansion of Europe, Chapter 19: Revolutions in Politics**
Week 2 Discussion Board

Week 3, March 25

- Read **Chapter 20: The Revolution in Energy and Industry; Chapter 21: Ideologies and Upheavals**
Week 3 Discussion Board

Week 4, April 1

- Read **Chapter 22: Life in the Emerging Urban Society, Chapter 23: The Age of Nationalism**
- Week 4 Discussion Board
- Midterm Exam

Week 5, April 8

- Read **Chapter 24: The West and the World, Chapter 25: War and Revolution**
- Week 4 Discussion Board

Week 6, April 15

- Read **Chapter 26: The Age of Anxiety; Chapter 27: Dictatorships and the Second World War** · Book Review of Sofia Petrovna · Week 6 Discussion Board

Kentucky Community and Technical College System (KCTCS)

Week 7, April 22

- Read Chapter 28: Cold War Conflict and Consensus;
Chapter 29: Challenging the Postwar Order
- Week 7 Discussion Board

Week 8, April 29

Finals Week

Complete Final Exam

Read Chapter 30: Life in an Age of Globalization

Grading Criteria

Grade Determination and Grading Scale

2 Exams 200 points

Weekly Discussion Board Participation 225 points

Book Review, Sofia Petrovna, 75 points

Total Points 500

Class Policies

Add attendance statement here.

This course is organized weekly – assignments will open early on Monday morning and close at 11:00 pm on Sunday evening. No late assignments will be accepted. Once an assignment closes, it is closed – period. **START EARLY ON YOUR ASSIGNMENTS AND STAY UP TO DATE ON THE COURSE!**

Late/make-up policies here.

Include anything else you want to have in your class policies.

Withdrawal Policy

A student may officially withdraw from any class up to and including the date of midterm with a W grade. After the date of midterm and through the last class of the semester or session, any student may officially request to withdraw from a course and receive a W, which may be given at the

Kentucky Community and Technical College System (KCTCS)

discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining if a student will be allowed to withdraw during the discretionary period. An instructor shall not assign a student a W for a class unless the student has officially withdrawn from that class in a manner prescribed by the college. The grade of W may be assigned by the College Appeals Board in classes involving a violation of student academic rights or for academic offenses. NOTE: Withdrawing from classes at OCTC is an online process. Students wishing to withdraw should initiate the process using a form in Student Self-Service— Academic Records.

Emergency Course Delivery Changes

Owensboro Community and Technical College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and employees. The College will attempt to make these changes as minimally disruptive as possible, but the College reserves the sole right to alter the particular type, place, and/or time for their classes. Students will be notified of any necessary modifications as quickly as possible.

Academic Integrity

Please refer to the [Student Code of Conduct](#) for more information.

Also see the [KCTCS Student Bill of Rights](#).

Important Dates

08/18/2023 - Last day to drop a course without a grade.

10/16/2023 - Last day to withdraw with a “W” (*without* instructor approval).

12/01/2023 - Last day to withdraw with a "W" (*with* instructor approval) NOTE:

Contact your Success Coach to withdraw officially.

Student Support Services

OCTC offers support to all its students, on-campus or online. See [Student Support Services | OCTC \(kctcs.edu\)](#) for assistance in these and other areas: Accessibility Services, Campus Safety, Career Services, Cultural Diversity, TRIO Support Services, and Veterans Services.

Kentucky Community and Technical College System (KCTCS)

[OCTC's Counseling Center](#) provides assistance with academic and personal counseling, disability services, and crisis intervention.

Starfish:

This course is a part of OCTC's student success initiative using the Starfish Student Success Network. You will find the Starfish application on your MyPath page. Throughout the semester, you may receive emails at your KCTCS email account regarding your grades, attendance, or academic performance. If you receive one of these alerts, please keep in mind they are sent to connect you with campus resources and help you be successful. It is important you check your email regularly and follow up on recommended actions in order to help you succeed at OCTC!

Academic Support / Tutoring

Resources and services for your research and information needs are provided at the [Library](#) (Main Campus, 1st floor, Learning Resource Center; 270-686-4590).

Free tutoring and computer services are provided at the [Teaching and Learning Center](#) (Main Campus, 1st floor, Learning Resource Center; 270-686-4535).

Experiential Learning Center - Handshake

Handshake is the #1 way college students find jobs and it is available to you as an OCTC student! This (free) career services platform allows you to see internships, job opportunities, career fairs, and so much more both near and far. Simply login with your OCTC email account [here](#). Need help? Contact OCTC.ELC@KCTCS.EDU.

Disability Related Accommodations

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Kentucky Community and Technical College System (KCTCS)

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Kentucky Community and Technical College System (KCTCS)

HIS 107 Syllabus

Spring 2024 HIS-109 (Hybrid)

General Information:

Class: HIS 107, Western Culture: Science and Technology II

Instructor: John P. Davis, PhD, Associate Professor of History

Class Number: 82276

Office: Hopkinsville Campus (HPC), Auditorium Building (AUD), Liberal Arts and Social Studies, 56 E

Contact Info: Office Phone Number: 270-707-3886 Email is the preferred method of correspondence, but please do not hesitate to call. I encourage you to meet with me online and discuss your progress at regular intervals throughout the semester.

Email: jdavis0677@kctcs.edu When emailing please type in your class and the day it meets, (e.g. HIS 107 Online)

In an emergency call the Liberal Arts and Social Sciences Division

at: 270-707-3715

Office Hours:

Kentucky Community and Technical College System (KCTCS)

M = 10:00 to 12:00, 2:30-3:30 Virtual and in AUD 56E

T = 10:00-12:00: 1:30-2:30 Virtual and in AUD 56E

W = 2:30-3:30 Virtual and in AUD 56E

R = By Appointment, I will be available for online meetings during office hours and, when possible, from 1:30 to 2:00 pm and from 5:00 to 6:00 pm. I am also available on appointment.

F = By Appointment: Best hours 0900 AM to 12:00 PM.

Teaching Schedule:

M HIS 107, 10:50-12:05 Our Class

T HIS 102, 9:25-10:405

R HIS 109 8:00 -09:15

WWW HIS 101, HIS 102, HIS 108

Course Description:

Surveys the interactions of science and technology with the social and cultural development of Western civilization since the Industrial Revolution. Emphasizes the values in scientific inquiry as compared with other kinds of inquiry and the importance of science and technology in modifying social organization and human expectations.

Course Competencies:

Upon completion of this course, the student can:

1. Identify the major events, persons, and ideas in Western civilization as it relates to science and technology during the period since the Industrial Revolution.
2. Describe the interactions of science and technology with the social and cultural development of Western civilization during the period since the Industrial Revolution.
3. Demonstrate the ability to think creatively by developing new ideas, processes, or products as it relates to the history of science and technology in Western civilization during the period since the Industrial Revolution.
4. Demonstrate an awareness of how the biological and physical environment shaped the course of Western civilization during the period since the Industrial Revolution.

Kentucky Community and Technical College System (KCTCS)

5. Demonstrate knowledge of different historical perspectives and types of historical sources as they relate to Western civilization during the period since the Industrial Revolution.

Course Goals

The study of history makes the most sense when you have a theme to hold it together, a lens of sorts through which to view the narrative. Otherwise, the course is a series of events that possesses no meaning other than "having happened."

Our class question, or hypothesis if you will, addresses course competency number 2 (above). You will study carefully how science and technology, which I will often refer to as "Sci-Tech," has shaped the socio-cultural landscape since the beginning of the Industrialization Revolution, which began in approximately 1750, and worked together with government, society, and private industry. It will help to keep the following questions in mind:

- how has Sci-Tech managed to create niches and flourished in a chaotic world in which peoples and governments have divided themselves and warred?
- what role did Sci-tech play in the vital interplay between governments, peoples of various governments, ethnicity, and religion?
- how has Sci-Tech enhanced the lives of human beings without threatening peaceful populations?
- to what extent has Sci-tech promoted either democracy or hegemony?

Our Discussions on our Discussion Boards, your analysis of readings in class assignments, should reflect various aspects of these themes. I encourage you to contact me through email or office hours (online or in person) to discuss these issues. Your weekly discussion questions and answers should be composed with this theme in mind.

General Education Requirements and Student Learning Outcomes:

I will assess your proficiency based upon our class thesis through a grading process featuring a dynamic known as the Student Learning Outcomes (SLOs).

State and federal governments want to know how a course measures your comprehension of information. The assessment has become an integral component of course development. Educators in the Kentucky Community and Technical College System (KCTCS) use assessments in the form of SLOs. The competencies covered above are broad goals that are subtly different from SLOs, which are designed to measure student knowledge and performance.

The three major SLOs for all History classes at HCC are:

Kentucky Community and Technical College System (KCTCS)

1. Distinguish between various kinds of evidence by identifying reliable sources and valid arguments.
2. Evaluate the significance of human expression and experience in shaping larger social, cultural, and historical contexts.
3. Evaluate enduring and contemporary issues of human experience.

When you leave this class, you should be able to do the three things listed above. Your assignments will demonstrate these abilities as guided by our course theme.

Course Work

This class is presented as a series of 5 blocks of instruction, or "Modules." The first module (Module 00) consists of reading the syllabus and other introductory materials online and taking a short quiz that gauges your ability to perform online work. Modules 01 through 04 include a series of weekly assignments that correspond to the major sections of the textbook over the time-period covered by the course. The quizzes, lectures, videos, and other discussions will assist you in thinking about the Analytical Essay, which is the Module Assignment due at the end of each Module.

Working Through Modules

I will open each Course Module at least one week before any assignments are due. Follow instructions for assignments, quizzes, and projects in the order that they are presented to you. This process of navigating through a module will remain the same throughout the course.

As your instructor, I will make frequent (weekly to bi-weekly) announcements to everyone in the class regarding our activities to clarify obstacles or changes in the agenda. I will make revisions to the agenda only in cases in which I judge that student performance, learning, and grade status might be enhanced. Most often, this occurs when I feel you might use more time. All changes will be made only when the grade status, learning experience, and overall welfare of the student might be improved. Please feel free to contact me with questions or concerns regarding these changes, or with any other aspect of the course.

- Module Assignments and the Analytical Essay:
- I will give you a set of questions to consider as you complete the weekly assignments. You should read them carefully and *choose one immediately*. Keep them in mind and take notes as you read the chapters and watch essays. Your reading and lecture notes will help you formulate your essay.
- *Note: You will be afforded practice opportunities on all assignments, as described in the following course work descriptions.

Kentucky Community and Technical College System (KCTCS)

- Weekly Assignments: Each week by Close of Business on Wednesday I will begin opening new sets of assignments. You will take a Quiz over the following weeks chapter, which will be due on Tuesday at 9:00 PM.
- These assignments will appear in the course's Blackboard shell, and include:
- reading the week's chapter(s) (occasionally another short reading) and taking a 10-question True or False quiz.
- Watching a recorded lecture (or series of lectures) on our Blackboard Collaborate website
- Attending and participating in class (Once a week on Thursday at 1050-1205.

Assessments

Practice and Graded Assessments Will include:

- Fifteen (15) Weekly Quizzes: (30% of the final grade): You will complete fifteen (15) chapter quizzes. The quizzes will consist of True and False questions. At the end of the semester, I will use your ten best scores to formulate 30% of your final grade. Your four lowest quizzes will be discarded from grade calculation and considered practice attempts.
- Three (3) 3-4 Page Analytical Essays (40% of the final grade): You will respond to a question about each module by composing an essay. The instructions explaining the assignment in detail will be listed in in the Module Overview of each module. You must complete all three essays. *Your first essay will be a draft that you may consider a practice attempt.* You will use the feedback provided on your first draft (Analytical Essay 01) to write your final essay at the end of the course in Module 04. You should pay attention to the intellectual components of the course that pertain to your Module 04 Analytical Essay throughout the course. *Due to the number of essays, students, and extended feedback I provide, I will strive to grade all assignments within ten days. I will communicate with you if I am going to be late. If you request, I will be happy to meet you in person or in our Blackboard Collaborate room, grade your essay with you present, and explain how you might improve it.* Many students have benefited from this type of meeting and I suggest you give it a try.
- Critical Book Review (20% of the final grade). You will read and assess a history book chosen from a list that I will provide for the class. The review should be a critical analysis of the book rather than a simple "report" based on its contents. You will choose a book to review by Week 4 and post it on a discussion board. Your peers will critique whether your book is a viable secondary source suited to the class for review.
- Class Attendance and Participation (10%)

Kentucky Community and Technical College System (KCTCS)

- Final Grade (modified): Your online grade at any given moment throughout the course will consider all submitted work completed at that time, including practice attempts. *It serves as a guide to how well you are performing in the course, but it is not official.* After all work is complete, I will adjust the grade if needed, and post it on your Student Self-service.
- There is no final exam in this course.

Make-up Policy:

- Papers submitted more than forty-eight hours late will be assessed a 10 point deduction. . You will be unable to submit the paper after one week passes from the due date.
- Except in cases judged necessary by the instructor, there are no make-ups in this class.

Netiquette and Module 00

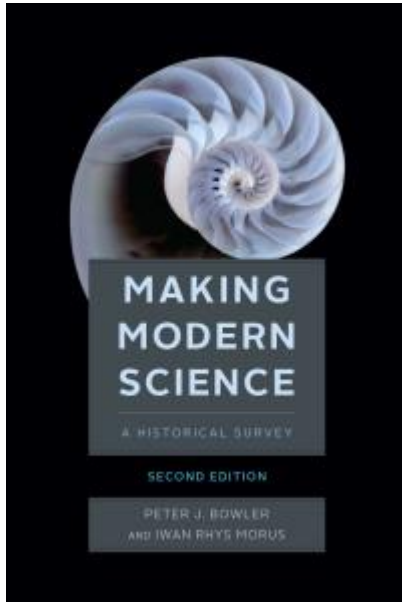
- There is a set of instructions on the course shell related to Netiquette, which lays out the protocol when interacting with your colleagues online. You should read this section and complete all information in Module 00 by the deadline at the end of the first week of class.

HIS-101 Course Text:

Required Course Textbook:

Bowler, Peter J, and Iwan Rhys Morus, *Making Modern Science: a historical survey* 2nd Ed. Chicago, Il.: The University of Chicago Press, 2020.

Kentucky Community and Technical College System (KCTCS)



ISBN-13: 978-0-226-36562-6 (cloth)

ISBN-13: 978-0-226-36576-3 (paper)

ISBN-13: 978-0-226-36593-0 (e-book) **Computer Hardware Requirements for Remote Learning**

Our IT Director at Hopkinsville Community College recommends:

- Operating system: Windows 10
- Processor: Minimum - Intel Core i3 / Recommended - Intel Core i5 or higher
- Memory: Minimum - 4 GB / Recommended - 8 GB or more
- Hard Drive 128 GB Solid State Hard Drive / Recommended 256 GB Solid State Hard Drive or larger
- Webcam, Microphone, and Speakers
- Broadband Internet of 3 Mbps download and 1.5 Mbps upload

No Show

All students must participate in the activities in the first week of class that are open in the Introductory Module 00. *Students that have not introduced themselves to colleagues in the first week's Introductory Discussion Board (Module 00 Discussion) by 9:00 PM Friday evening of the first week of classes will be dismissed from the course as a No Show.* Failing to comply with the No Show

Kentucky Community and Technical College System (KCTCS)

rule can cause severe delays in student funding to your colleagues. Therefore, *this policy will be strictly enforced and there will be no exceptions.*

Accessibility Services

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Hopkinsville Community College may contact Chasity Darnall, Senior Administrative Assistant for Student Affairs, at HPStudentAffairs@kctcs.edu.

Sexual Discrimination/Title IX

The Kentucky Community and Technical College System has zero tolerance for illegal discrimination of any kind. Any student who thinks he/she may have been discriminated against or subjected to harassment by students or employees because of his or her race, color, national origin, sex, sexual orientation, marital status, religion, beliefs, political affiliation, veteran status, age, or disability (including denial of a request for an accommodation), has the right to pursue an informal and/or formal discrimination grievance. Complaints relating to sexual misconduct should be made to Angel Prescott, Chief Student Affairs Officer, who serves as the College Title IX Coordinator. She can be reached by email at angel.prescott@kctcs.edu or in Student Affairs at 270-707-3801. Such complaints shall be handled in accordance with the Sexual Misconduct Procedure.

Mode of Delivery Statement

The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus,

Kentucky Community and Technical College System (KCTCS)

students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and faculty. The College will attempt to make these changes as minimally disruptive as possible, but students have no right or privilege in a particular type, place, or time for their classes.

Inclement Weather Policy

Information regarding inclement weather is found at [Inclement Weather Policy Website](#).

Student Code of Conduct:

Please visit the [KCTCS Student Code of Conduct](#) for the Student Code of Conduct which includes expectations for student behavior, penalties for violation, and processes for appeal.

HCC CARES: Stay the Course

HCC is dedicated to your academic success. One tool your instructors will be using to ensure this success is Starfish. How does it work? Through Starfish, your instructors will communicate with you to celebrate a job well done or to offer support and resources when there are opportunities to improve your grade. Starfish communications come via email and phone calls from concerned HCC College Navigators.

Special Considerations:

(1) As the semester unfolds, events may arise requiring an alteration to the syllabus. I reserve the right to implement changes to this document when necessary. Alterations will be placed as announcements on the course's Blackboard shell.

(2) This course offers the opportunity for 40% credit through quizzes and participation in discussion boards. these assignments have multiple practice attempts. There is no additional extra-credit assignment in this course

(3) General College Policies Regarding Inclement Weather

Writing Center:

The Writing Center is a free, walk-in tutoring service that provides individual feedback after you complete each stage of the writing process. For best results, plan on three or more visits per paper.

Location: Inside the Learning Resource Center (a.k.a. the Library)

Kentucky Community and Technical College System (KCTCS)

Hours: Hours vary; check K,CTCS email for updates.

Phone: 270-707-3765

HIS 108 Syllabus

Spring 2022 **Online**

Instructor: John P. Davis, PhD, Associate Professor of History

Office: (HPC) Hopkinsville Campus, Auditorium Building, Liberal Arts and Social Sciences 56 E

Course Number 82170

Office Hours:

M = 1:30-3:30 ([virtual and in office](#))

T = 1:30-2:30

W = 1:30-3:30 (virtual and in office)

R = by appt. (virtual and in office)

F By appointment 0900-12:00, afternoon is generally full of travel or meetings

Kentucky Community and Technical College System (KCTCS)

Teaching Schedule:

M HIS-107, 10:50-12:05

T HIS 102, 10:50 to 12:05

R HIS 109, 08:00 – 09:25

WWW: His 101, HIS 102, HIS 108,

Contact Info: Office Phone Number: 270-707-3886 Email is the preferred method of correspondence, but please do not hesitate to call.

Email: jdavis0677@kctcs.edu Please list your course and the day it meets when emailing. E.G. (HIS 108 W), **In an emergency call the Liberal Arts and Social Sciences Division at: 270-707-3715**

Course Description: “Examines key political, economic and social topics that have influenced significantly the American experience from the pre-colonial period through the Civil War era.”

Class Goals:

The study of history tends to make the most sense when you have a theme or perspective to interpret the narrative. Otherwise, you have a series of events that possesses little meaning other than “having happened.” For instance, we know that in the summer of 1787 a gathering of statesmen in Philadelphia, Pennsylvania produced the United States Constitution, but bigger questions about this event, such as why and how, loom. The study of these questions requires a class theme, a lens of sorts through which we can view and analyze the ideas that motivated the creators of this nation’s governing document. The course theme provides an avenue for thinking about why the framers created the Constitution, and how important events transpired.

The course themes that professors use generally reflect their interpretation of the evidence. One professor might concentrate on economic events and develop a premise – say, the world is forever dominated by those who have money. Meanwhile, your friend’s professor in another class might take a cultural approach and advance a theme such as the nation’s power brokers use religion, “race,” male gender domination, political philosophy, the media, or other information outlets as sources of influence or control.

While all of these themes are important, in this class, this year, we will view American history as a pursuit of freedom: economic freedom that was loosely based on *laissez faire* or “hands off” economics, the right to property, class conflict, "racial" identity and slavery, and religious freedom. This lens provides an avenue of looking at history. Much of what you read and discuss this semester will relate to it. The theme will help you make sense of the events we study.

General Education Requirements and Student Learning Outcomes:

Competencies:

Upon completion of this course, the student can:

Kentucky Community and Technical College System (KCTCS)

1. Identify the major events, persons, and ideas of American history from the discovery period through settlement and colonization.
2. Discuss historical controversies from the discovery period through settlement and colonization using critical and analytical skills.
3. Analyze significant issues in American history from the discovery period through settlement and colonization.
4. Describe the social, economic, cultural, and political developments from the discovery period through settlement and colonization.
5. Discuss historical literature significant to the discovery period through settlement and colonization and develop an awareness of historical sources

Student Learning Outcomes (SLOs)

I will assess your proficiency based upon our class thesis through a dynamic known as the Student Learning Outcomes (SLOs).

State and federal governments want to know how a course measures your comprehension of information. The assessment has become an integral component of course development. Educators in the Kentucky Community and Technical College System (KCTCS) use assessments in the form of SLOs. The SLOs are designed to produce quantifiable demonstrations of knowledge. The three major SLOs for History at HCC are:

- Distinguish between various kinds of evidence by identifying reliable sources and valid arguments.
- Evaluate the significance of human expression and experience in shaping larger social, cultural, and historical contexts.
- Evaluate enduring and contemporary issues of human experience.

When you leave this class, you should be able to do the three things listed above. Your assignments will demonstrate these abilities as guided by your course theme.

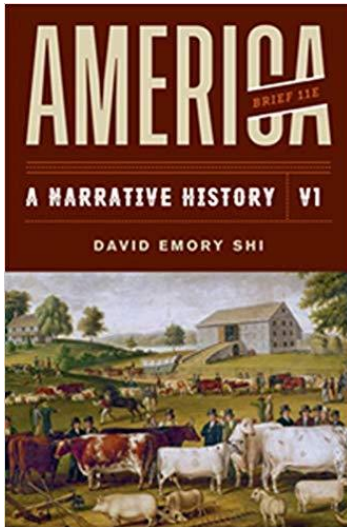
Course Work:

This class demands that you keep up with the readings, take quizzes, and participate in class discussions, and use critical analysis when you write. Knowledge of “the facts” will develop a foundation of historical awareness, but you must articulate why and how a “fact” occurred. Being able to recognize and evaluate the course theme will aid in that construction.

HIS-108 Course Text:

- The course text is David Emory Shi’s *America: A Narrative History, Brief 11E Vol. 1*. New York: W.W. Norton and Company, 2018.

Kentucky Community and Technical College System (KCTCS)



ISBN-13: 978-0393668964

ISBN-10: 0393668967

Pursuing Course Work

This class is presented as a series of 4 blocks of instruction, or “Modules.” I will teach the course using a variety of methods that will hopefully appeal to your learning style. For example, you will READ the assigned chapter and take an ONLINE QUIZ before we MEET in the classroom for a combination LECTURE and DISCUSSION. You will have a VIDEO LECTURE available over the chapter and will have access to my CLASS LECTURE NOTES. You will also generally have a VIDEO or two over the material and often a CHAPTER INTRODUCTION and TYPED TRANSCRIPT. Contact me if none of these appeals to your learning style and we can discuss the material in OFFICE HOURS. The first module (Module 00) consists of reading the syllabus and other introductory materials, taking a short quiz that gauges your ability to perform online work, and introducing yourself to your colleagues. Modules 1 through 3 include a series of weekly assignments that correspond to the major sections of the textbook over the chronological period that the course covers. The quizzes, videos, and discussions will assist you in thinking about the Analytical Essay, which is the Module Assignment due at the end of each Module.

- Each week, I will open a new set of assignments and you will receive an announcement that it has been posted. These weekly assignments will appear in the course Blackboard shell, and generally include reading the chapter, occasionally another short reading, watching a series of short videos, and taking a quiz. Occasionally, we will have short blocks of instruction on subjects such as the differences and uses of primary and secondary sources, historical documentation, library databases, and other subjects.
- Module Assignments: At the beginning of each module, I will give you a question or set of questions to consider as you complete the weekly assignments. As we near the end of the Module, your notes will help you formulate your Module Analytical Essay. You will be afforded practice opportunities on all assignments, as described below.

Kentucky Community and Technical College System (KCTCS)

Assessments

- Fifteen Chapter Quizzes: (30% of the final grade): You will complete a series of fifteen (15) chapter quizzes. You must complete at least ten (10) of these quizzes. The quizzes will consist of True or False questions. At the end of the semester, I will use your ten best scores to formulate 30% of your final grade. Your five lowest quizzes will be discarded as practice attempts.
- Three (3) 3-4 Page Analytical Essays (40% of the final grade): You will write an essay in each module. I will post instructions explaining the assignment in the Module Overview. You will be offered three essays throughout the course. You must complete all three. I will use your highest two grades to calculate 40% of your final grade and discard your lowest essay as a practice attempt. I try to grade all assignments within a week. In some cases, I may take a bit longer and will notify you. If you are in a hurry, I encourage you to visit my office. I will grade your paper and go over it with you in depth.
- Critical Book Review (20% of the final grade). You will read and assess a history book chosen from a list that I will provide for the class. The review should be a critical analysis of the book rather than a simple "report" based on its contents. As always, I will look at drafts and permit rewrites up to the final day of class.
- Class Meeting and Participation (10% of your grade). You should come to class having read the chapter, taken the online quiz, and ready to participate.
- Final Grade (modified): Your online grade at any given moment throughout the course will consider all submitted work completed at that time, including practice attempts. It serves as a guide to how well you are performing in the course, but *it is not official*. After all work is complete, I will adjust the grade and post it officially on your Student Self-service.
- Final Exam: There is no final exam in this course

Make-up Policy:

- Papers submitted more than forty-eight hours late may be penalized 10 points.
- Except in cases judged necessary by the instructor, there are no make-ups in this class.

Netiquette and Module 00

There is a set of instructions in this course shell below in Module 00 related to Netiquette, which lays out the protocol when interacting with your colleagues online. You should read this section and complete all information in Module 00 by 09:00 pm on the Friday at the end of the first week of classes. All students will be responsible for adhering to the mandates related to Netiquette. Repeated poor Netiquette can result in a reduction of the grade assigned and, in flagrant situations, may amount to sanctions up to and including dismissal from the course with a grade of E.

Computer Hardware Requirements for Remote Learning

Our IT Director at Hopkinsville Community College recommends:

Kentucky Community and Technical College System (KCTCS)

- Operating system: Windows 10
- Processor: Minimum - Intel Core i3 / Recommended - Intel Core i5 or higher
- Memory: Minimum - 4 GB / Recommended - 8 GB or more
- Hard Drive 128 GB Solid State Hard Drive / Recommended 256 GB Solid State Hard Drive or larger
- Webcam, Microphone, and Speakers
- Broadband Internet of 3 Mbps download and 1.5 Mbps upload

No Show

All students must participate in the activities in the first week of class that are open in the Introductory Module 00. *Students that have not introduced themselves to colleagues in the first week's Introductory Discussion Board (Module 00 Discussion) by 9:00 PM Friday evening of the first week of classes will be dismissed from the course as a No Show.* Failing to comply with the No Show rule can cause severe delays in student funding to your colleagues. Therefore, *this policy will be strictly enforced and there will be no exceptions.*

Accessibility Services

Hopkinsville Community College strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodation for all persons with disabilities. If you are seeking accommodations for this course under the Americans with Disabilities Act (ADA), you are required to contact the Accessibility Services Office **[Accessibility Services Website](#)**.

To request accommodations, complete the **[Accessibility Accommodation Request](#)**.

Please do not request accommodations directly from your instructor without a letter of accommodation from the Accessibility Services Office.

If you are a student from a KCTCS college other than Hopkinsville Community College, contact your Home College for establishing disability accommodations. You can find your Home College's Accessibility/Disability Services Office contact information on the **[KCTCS Disability Resource Coordinators](#)**. Your Home College will communicate with your Instructors and Accessibility/Disability Services Office to provide you with reasonable and appropriate accommodations. Your accommodations will begin after the instructor has received confirmation of your accommodations from the Accessibility/Disability Services Office. Accommodations cannot be applied to your course retroactively.

Hopkinsville Community College may contact Chasity Darnall, Senior Administrative Assistant for Student Affairs, at HPStudentAffairs@kctcs.edu.

Sexual Discrimination/Title IX

The Kentucky Community and Technical College System has zero tolerance for illegal discrimination of any kind. Any student who thinks he/she may have been discriminated against

Kentucky Community and Technical College System (KCTCS)

or subjected to harassment by students or employees because of his or her race, color, national origin, sex, sexual orientation, marital status, religion, beliefs, political affiliation, veteran status, age, or disability (including denial of a request for an accommodation), has the right to pursue an informal and/or formal discrimination grievance. Complaints relating to sexual misconduct should be made to Angel Prescott, Chief Student Affairs Officer, who serves as the College Title IX Coordinator. She can be reached by email at angel.prescott@kctcs.edu or in Student Affairs at 270-707-3801. Such complaints shall be handled in accordance with the Sexual Misconduct Procedure.

Mode of Delivery Statement

The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and faculty. The College will attempt to make these changes as minimally disruptive as possible, but students have no right or privilege in a particular type, place, or time for their classes.

Inclement Weather Policy

Information regarding inclement weather is found at [Inclement Weather Policy Website](#).

Student Code of Conduct:

Please visit the [KCTCS Student Code of Conduct](#) for the Student Code of Conduct which includes expectations for student behavior, penalties for violation, and processes for appeal.

HCC CARES: Stay the Course

HCC is dedicated to your academic success. One tool your instructors will be using to ensure this success is Starfish. How does it work? Through Starfish, your instructors will communicate with you to celebrate a job well done or to offer support and resources when there are opportunities to improve your grade. Starfish communications come via email and phone calls from concerned HCC College Navigators.

Special Considerations:

(1) As the semester unfolds, events may arise requiring an alteration to the syllabus. I reserve the right to implement changes to this document when necessary. Alterations will be placed as announcements on the course's Blackboard shell.

Kentucky Community and Technical College System (KCTCS)

(2) This course offers the opportunity for 40% credit through quizzes and participation in discussion boards. these assignments have multiple practice attempts. There is no additional extra-credit assignment in this course

(3) General College Policies Regarding Inclement Weather

Writing Center:

The Writing Center is a free, walk-in tutoring service that provides individual feedback after you complete each stage of the writing process. For best results, plan on three or more visits per paper.

Location: Inside the Learning Resource Center (a.k.a. the Library)

Hours: Hours vary; check K,CTCS email for updates.

Phone: 270-707-3765

HIS 109 Syllabus

Spring 2024 HIS-109 (Hybrid)

History of the United States since 1865

Course# 82171

This class is hybrid in that it contains both online and in-person meetings once per week.. However, students may also meet electronically or in-person with the professor to discuss assignments, grades, and other aspects of their performance. Also, I highly encourage you to meet with me at least two or more times to review your progress. I assure you that regularly meeting with your professor can vastly improve your performance (and grade) in the course.

Instructor: John P. Davis, PhD, Associate Professor of History

Class Number: 82171

Kentucky Community and Technical College System (KCTCS)

Office: HPC Hopkinsville Campus, Auditorium Building, Liberal Arts and Social Studies, 56 E

Office Hours:

M 1:30-3:30 (Collaborate room by appointment, telephone, or in-person)

T 1:30-2:30 (Collaborate room by appointment, telephone, or in-person)

W 10:00 – 12:00, 1:30-3:30 (Collaborate room by appointment, telephone, or in-person)

R By Appointment (best hours 09:00- 2:30, In-person, electronically in Blackboard Collaborate, and by telephone)

F By appointment (best hours 09:00-12:00 In-person, electronically in Blackboard Collaborate, and by telephone. I am often on the road in the afternoon on Fridays)

Teaching Schedule:

M HIS 107 1050-12:05

T HIS 102 1050-1205

R HIS 109 08:00 – 9:15 (Our Class)

WWW HIS 102, HIS 101, HIS 109

Contact Info: Office Phone Number: 270-707-3886 Email is the preferred method of correspondence, but please do not hesitate to call.

Email: jdavis0677@kctcs.edu Email is the preferred method of communication in this course.. When emailing it helps me if you list your class number and the day it meets (e.g. HIS 109 WWW). If you use the texting feature within the Blackboard shell, make sure you click under the textbox so that I will receive an email.

In an emergency call the Liberal Arts and Social Sciences Division at: 270-707-3715

Course Description

“Examines key political, economic and social topics that have influenced significantly the American experience from Reconstruction through the contemporary era.”

Class Goals

The study of history makes the most sense when you have a theme to hold it together, a lens of sorts through which you view the narrative. Otherwise, the course is nothing more than a series

Kentucky Community and Technical College System (KCTCS)

of events that possess no greater meaning than “having happened.” For example, you might know that in the 1890s a western-based populist movement opposed to eastern industrialists and bankers amassed unprecedented political power, nearly catapulting the Democratic upstart, William Jennings Bryan, into the Presidency. This point is interesting, but bigger questions loom. What issues brought newly arrived eastern-European immigrants who were Italian and Polish Catholics, Jews, and other ethnicity and religions in largely municipal settings into political alliance with western, rural-based Anglo-Saxon Protestants (WASPs)? In examining this question, the class theme can be useful. These heterogenous groups shared significant economic-related grievances. The course theme provides an avenue for thinking about such issues.

Not every history instructor would pursue this complex historical movement in the same manner. Your professor might concentrate on economic events and develop a premise – say, the world is dominated by those who have money. Your friend’s professor in another class might take a cultural approach and advance an interpretation involving religion, “race,” male gender domination, political philosophy, the media, or several other spheres.

You may consider the concept of freedom in any manner that you choose, but I suggest that you think about American history as a pursuit of economic freedom that was based on the acquisition of property and other capital and *laissez faire*, “hands off” economics. Consider how the right to “property,” class conflict, pseudo-scientific, race-based views, and the aims of late-nineteenth century religious movements relate to the American concept of "Freedom." Much of what you read and discuss will relate to these avenues of historical inquiry.

Course Competencies and Student Learning Outcomes:

As a history course taught within the mantle of the Kentucky Community and Technical College System, we will pursue acquisition of the following Course Competencies:

Competencies

Upon completion of this course, the student can:

1. Identify the major events, persons, and ideas of American history since 1865.
2. Discuss historical controversies using critical and analytical skills.
3. Analyze significant issues in American history since 1865.
4. Describe the social, economic, cultural, and political developments of American history since 1865.
5. Discuss historical literature significant to particular eras and develop an awareness of historical sources.

Kentucky Community and Technical College System (KCTCS)

To pursue these competencies, I will assess your proficiency through a grading process featuring a dynamic known as the Student Learning Outcomes (SLOs).

Standard Learning Outcomes (SLOs)

1. Distinguish between various kinds of evidence by identifying reliable sources and valid arguments.
2. Evaluate the significance of human expression and experience in shaping larger social, cultural, and historical contexts.
3. Evaluate enduring and contemporary issues of human experience.

When you leave this class, you should be able to do the three things listed above. Your assignments will demonstrate these abilities as guided by your course theme.

Pursuing Course Work

This class is presented as a series of 4 blocks of instruction, or “Modules.” I will teach the course using a variety of methods that will hopefully appeal to your learning style. For example, you will READ the assigned chapter and take an ONLINE QUIZ before we MEET in the classroom for a combination LECTURE and DISCUSSION. You will have a VIDEO LECTURE available over the chapter and will have access to my CLASS LECTURE NOTES. You will also generally have a VIDEO or two over the material and often a CHAPTER INTRODUCTION and TYPED TRANSCRIPT. Contact me if none of these appeals to your learning style and we can discuss the material in OFFICE HOURS. The first module (Module 00) consists of reading the syllabus and other introductory materials, taking a short quiz that gauges your ability to perform online work, and introducing yourself to your colleagues. Modules 1 through 3 include a series of weekly assignments that correspond to the major sections of the textbook over the chronological period that the course covers. The quizzes, videos, and discussions will assist you in thinking about the Analytical Essay, which is the Module Assignment due at the end of each Module.

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Kentucky Community and Technical College System (KCTCS)

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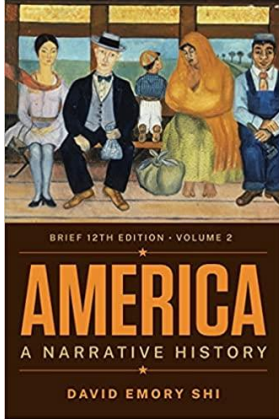
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HIS-109 Course Textbook:

The course text is David Emory Shi's *America: A Narrative History*, Brief 12E Vol. 2. New York: W.W. Norton and Company, 2022.

Kentucky Community and Technical College System (KCTCS)



The above textbook is required. You **MUST** purchase or rent the textbook in either electronic or paperback formats. There are additional course materials that you may access free of charge on the publisher website. You can do this without a code but **MUST** form an account. While you must have a book, you are **NOT REQUIRED** to purchase a **CODE**. If prompted to purchase a code, **DECLINE**.

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- Operating system: Windows 10
- Processor: Minimum - Intel Core i3 / Recommended - Intel Core i5 or higher
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Kentucky Community and Technical College System (KCTCS)

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Kentucky Community and Technical College System (KCTCS)

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Writing Center:

The Writing Center is a free, walk-in tutoring service that provides individual feedback after you complete each stage of the writing process. For best results, plan on three or more visits per paper.

Location: Inside the Learning Resource Center (a.k.a. the Library)

Hours: Hours vary; check K,CTCS email for updates.

Phone: 270-707-3765

Kentucky Community and Technical College System (KCTCS)

HIS 120 Syllabus

Instructor: Matthew Alschbach, Associate Professor of History

Office location: Technical Education Building, #122

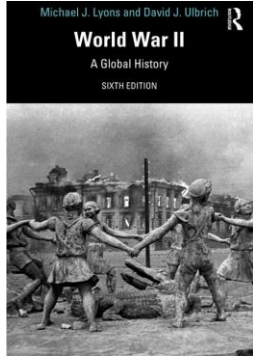
Telephone: 270-852-8637

Email: matt.alschbach@kctcs.edu

Office hours: Mon & Wed. 11am-12:30pm; Tues 12:30-2pm; Thur. 9:30am-2pm; Fridays via MS Teams by Appt.

Required Textbook/ISBN

Kentucky Community and Technical College System (KCTCS)



World War II: A Global History

ISBN: 9780367150976

Author(s): Michael J. Lyons, David J. Ulbrich

Publisher: Routledge, 2021

Edition: 6th

Required Supplies

Technology Needs and Resources

Because this is a web-based course, it is expected that all students who enroll in the course have internet access and a basic understanding of computer use (e.g., using e-mail, sending attachments via e-mail, using web browsers, using word processing software such as Microsoft Word, and Microsoft Powerpoint). It is also expected that **students will consistently check Blackboard and their email accounts assigned by OCTC.** I will correspond with students using the announcements feature in Blackboard and via email.

Materials and Equipment Required

1. A reliable desktop or laptop computer with internet access.
2. Do not use tablets or smart phones to attempt assignments on Blackboard. You will encounter many compatibility problems.
3. A computer equipped with a current version of Microsoft Word and Powerpoint.
4. Multiple Browsers: Google Chrome, MS Edge and Firefox are the best ones for this course. If for any reason you cannot view the recorded lectures or other content for this class, the problem may be the browser that you are using. **Try using a different browser** – often this will remedy any technical issues you may be having. If switching browsers does not resolve the issue, you should try using a different computer. If you continue to have problems after switching computers, contact me and I will see what I can do to help.

General Education Competencies

Students should prepare for twenty-first century challenges by gaining:

A. Knowledge of human cultures and physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts. B.

Intellectual and practical skills, including:

- a. inquiry and analysis
- b. critical and creative thinking

Kentucky Community and Technical College System (KCTCS)

- c. written and oral communication
 - d. quantitative literacy
 - e. information literacy
 - f. teamwork and problem solving
- C. Personal and civic responsibility, including
- a. civic knowledge and engagement (local and global)
 - b. intercultural knowledge and competence
 - c. ethical reasoning and action
 - d. foundations and skills for lifelong learning
- D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

Catalog Course Description

Covers a global overview of the events of the Second World War, including consideration of the conflicts military, diplomatic, political, social, and economic dimensions. Lecture: 3 credits (45 contact hours).

Course Outline

This course covers a global overview of the events of the Second World War, including consideration of the conflict's military, diplomatic, political, social, and economic dimensions. The class will trace the origins and multiples causes of World War II, as well as the broader and more nuanced implications of this global conflict. We will consider the geographic areas involved, the key events and figures of the war, and the human cost. We will also analyze how "The Good War" irreversibly altered the course of human history.

Course Competencies

Upon completion of this course, students will be able to:

1. Describe the major political and military leaders and their decisions made during World War II.
2. Describe the causes of World War II in Europe and the Pacific.
3. Identify the major social and economic issues and impacts of World War II.
4. Explain the major historical controversies about World War II.

Kentucky Community and Technical College System (KCTCS)

5. Describe the role of women and minorities in World War II.
6. Discuss the role and impact of technology in World War II.
7. Explain and demonstrate in writing historical multiple causation – the knowledge that historical occurrences are the result of many factors, and that it is necessary to understand as many of these factors as possible in order to construct an informed and comprehensive historical narrative.
8. Identify, use and cite reliable primary and secondary sources.
9. An understanding of historical methodologies and the philosophical debates that frame the scholarly pursuit of historical knowledge.
10. The capacity to demonstrate college-level writing in assessing and interpreting WWII history.
11. An understanding that knowledge of history, which displays both the possibilities and limitations of humanity, is a useful tool for those who wish to make the world a better place.

Grading Criteria

ONE (1) SYLLABUS QUIZ (2.5%) 5 pts

ONE (1) CRITICAL THINKING ASSESSMENT (2.5%) 5 pts

FOURTEEN (14) MULTIPLE CHOICE QUIZZES (35%) 70 pts

THREE (3) EXAMINATIONS (2 MIDTERMS AND A FINAL) (45%) 90 pts

THREE (3) DOCUMENT ANALYSIS ASSIGNMENTS (15%) 30 pts

TOTAL (100%) 200 pts

GRADING RUBRIC FOR THIS CLASS

A 200-180

B 179-160

C 159-140

D 139-120

E 119 and below

GRADING POLICY: Owensboro Community and Technical College uses a letter grade evaluation system based on a 4.0 grade point formula as follows:

A Excellent, 90-100, 4 grade points

Kentucky Community and Technical College System (KCTCS)

B Good, 80-89, 3 grade points C Average, 70-79, 2 grade points

D Below average, 60-69, 1 grade point

E No credit received 0-59, 0 grade points

Withdrawal Policy

A student may officially withdraw from any class up to and including the date of midterm with a W grade. After the date of midterm and through the last class of the semester or session, any student may officially request to withdraw from a course and receive a W, which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining if a student will be allowed to withdraw during the discretionary period. An instructor shall not assign a student a W for a class unless the student has officially withdrawn from that class in a manner prescribed by the college. The grade of W may be assigned by the College Appeals Board in classes involving a violation of student academic rights or for academic offenses. NOTE: Withdrawing from classes at OCTC is an online process. Students wishing to withdraw should initiate the process using a form in Student Self-Service— Academic Records.

Class Policies

Due Dates & Deadlines -- The syllabus and Blackboard are your most important tools to understanding the course requirements, due dates, instructor and student expectations, assignments, and other specifics for the class. Please read the syllabus carefully and refer to it often. Most questions you might have can be answered by reading the syllabus carefully, and by paying attention to due dates in Blackboard.

Students are required to submit work on time in order to receive credit. Deadlines for each week/assignment are listed in Blackboard. Students should check Blackboard frequently for assignment deadlines and be aware of what to expect next. Deadlines are subject to change. Should a computer malfunction, students must still turn in work in a timely manner. Don't wait until the last minute. Plan ahead by seeking alternative means for submitting work. Local libraries and Owensboro Community and Technical College can serve as alternative resources. Not having a computer or the required software is not a legitimate excuse for submitting late work.

Late assignments will not be accepted unless there is an extenuating circumstance or medical emergency.

There will be no make-ups for the chapter quizzes or exams unless students provide official documentation of legitimate emergencies.

Please pay close attention to the deadlines, which I will clearly post in the weekly announcements. Typically, I will set the deadline for assignments at 11pm on Sunday nights. Occasionally, there may be some exception to this, but I try to keep the deadline times consistent so that it is easy for students to remember when things are due.

All assignments for this class must be submitted via Blackboard.

Kentucky Community and Technical College System (KCTCS)

If you have a serious problem that can be verified and that prevents you from submitting an assignment on time, please contact me immediately. I will determine if the seriousness of the problem warrants an exception to the late assignment rule.

If you have a looming special event (vacation, wedding, birth of a child, surgery, etc.), you can work ahead on assignments. If you encounter such a circumstance, please communicate with me and I will do my best to work with you.

Official Statement from KCTCS Regarding the Revised Delivery Models:

KCTCS must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the OCTC campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, OCTC maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, OCTC reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and faculty. OCTC will attempt to make these changes as minimally disruptive as possible, but OCTC reserves the sole right to alter the particular type, place, or time for their classes.

Academic Integrity

ACADEMIC INTEGRITY: All written work is reviewed through Safe Assign, a plagiarism detection tool. Any student using Chat GPT or other A.I. plagiarism software will receive an immediate failing grade in the class. There will be no second chances. DO NOT USE CHAT GPT UNDER ANY CIRCUMSTANCES.

Students are required to do their own work for this course. Copying and pasting information from websites, passing off other people's work as your own, or word-for-word reiterations from the recorded lectures, textbooks, primary sources, or websites are all examples of plagiarism. Any form of cheating or plagiarism will be punished to the fullest extent allowed by the college, which will include a zero on the assignment in question, and a recommendation to the Dean's office that offenders receive a final grade of "E" for the course. **DO YOUR OWN WORK.**

Please refer to the [Student Code of Conduct](#) for more information.

Important Dates

08/18/2023 - Last day to drop a course without a grade.

10/16/2023 - Last day to withdraw with a "W" (*without* instructor approval).

12/01/2023 - Last day to withdraw with a "W" (*with* instructor approval) NOTE:

Contact your Success Coach to withdraw officially.

Kentucky Community and Technical College System (KCTCS)

Emergency Course Delivery Changes

Owensboro Community and Technical College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and employees. The College will attempt to make these changes as minimally disruptive as possible, but the College reserves the sole right to alter the particular type, place, and/or time for their classes. Students will be notified of any necessary modifications as quickly as possible.

Student Support Services

OCTC offers support to all its students, on-campus or online. See [Student Support Services | OCTC \(kctcs.edu\)](#) for assistance in these and other areas: Accessibility Services, Campus Safety, Career Services, Cultural Diversity, TRIO Support Services, and Veterans Services. [OCTC's Counseling Center](#) provides assistance with academic and personal counseling, disability services, and crisis intervention.

Starfish:

This course is a part of OCTC's student success initiative using the Starfish Student Success Network. You will find the Starfish application on your MyPath page. Throughout the semester, you may receive emails at your KCTCS email account regarding your grades, attendance, or academic performance. If you receive one of these alerts, please keep in mind they are sent to connect you with campus resources and help you be successful. It is important you check your email regularly and follow up on recommended actions in order to help you succeed at OCTC!

Academic Support / Tutoring

Resources and services for your research and information needs are provided at the [Library](#) (Main Campus, 1st floor, Learning Resource Center; 270-686-4590).

Free tutoring and computer services are provided at the [Teaching and Learning Center](#) (Main Campus, 1st floor, Learning Resource Center; 270-686-4535).

Disability Accommodations

Owensboro Community and Technical College strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodations for all persons with disabilities. If you are seeking accommodations for this course under the Americans with Disabilities Act (ADA), you are required to contact OCTC's [Accessibility Services Office](#).

To request accommodations, complete the [online Accommodation Request Form](#). Please do not request accommodations directly from your Instructor without a letter of accommodation from the Accessibility Services Office.

Kentucky Community and Technical College System (KCTCS)

If you are a student from a KCTCS college other than Owensboro Community and Technical College, contact your Home College for establishing disability accommodations. You can find your Home College's Accessibility/Disability Services Office contact information on the [KCTCS Disability Services website](#). Your Home College will communicate with your Instructors and Accessibility/Disability Services Office to provide you with reasonable and appropriate accommodations. Your accommodations will begin after the Instructor has received confirmation of your accommodations from the Accessibility/Disability Services Office. Accommodations cannot be applied to your course retroactively.

Procedures Relating to Discrimination, Harassment, and Sexual Misconduct

1. If a student thinks that he/she has been discriminated against, the student shall inform the chief student affairs officer Dr. Ashleigh Crowe (ashleigh.crowe@kctcs.edu), or his/her designee within thirty (30) calendar days of the occurrence of the alleged incident. The chief student affairs officer or her designee shall conduct a preliminary investigation of the discrimination grievance.
2. The student, chief student affairs officer Dr. Ashleigh Crowe (ashleigh.crowe@kctcs.edu), or her designee, and other involved parties shall work informally to negotiate a solution within fourteen (14) calendar days. The informal student discrimination grievance procedure shall be completed within forty-four (44) calendar days of the occurrence of the alleged incident.
3. If the grievance is not resolved to the satisfaction of the student through the informal grievance procedure, the student may file a formal appeal according to the [KCTCS Student Code of Conduct](#).
4. If a student feels he/she has been subject to sexual misconduct, those complaints should be made to the College Title IX Coordinator Barbara Tipmore (barb.tipmore@kctcs.edu), or other college administrator. Such complaints shall be handled in accordance with the [Sexual Misconduct Procedure](#).

SNAP

SNAP is the official Safety Notification Alert Process for the Kentucky Community and Technical College System (KCTCS). SNAP alerts users to on-campus emergencies (including closures for inclement weather) for all 16 KCTCS colleges and the System office. With SNAP you can:

- Find out if classes are cancelled or delayed due to weather, power outages or other unexpected events impacting campus.
- Get severe weather notifications so you can take shelter when a storm hits.
- Receive emergency messages when something or someone could be a threat to your personal safety.

Visit the [KCTCS SNAP](#) webpage for more information or to update your contact information.

Course Communication

Kentucky Community and Technical College System (KCTCS)

What you can Expect from Me

- Owensboro Community and Technical College instructors are committed to responding to students within twenty-four hours. If a student sends a communication, but does not receive a response within 24 hours, they should double-check that the correct communication method was used and that the correct location is being checked for a reply. I try to respond to students' inquiries in a timely manner, and I check my email several times a day on weekdays, and at least once on weekends.
- I will grade assignments as quickly as I can, usually within one week.
- Students who fail to conduct themselves in a respectful, civil, and professional manner at all times can expect me to take all measures necessary to ensure an online classroom environment that is conducive to learning and an open discussion of ideas.

Assignments and Student Responsibilities

Chapter Quizzes – Potentially worth 5 pts. each

Thirteen times during the semester, students will be required to take **timed multiple-choice quizzes** based on the chapters in Lyons' *World War II: A Global History, 6th edition* textbook. **Each quiz is comprised of 10 multiple choice and true/false questions drawn from the assigned chapter each week. Each quiz has a time limit of 40 minutes. What this means is that students MUST read the assigned chapter prior to attempting the quizzes, as there will not be time to scour the textbook for the correct responses.** Each correct answer is worth 1/2 point. Students should select the BEST answer for each question. There is only one correct answer for each question.

Once the quizzes are deployed they will remain available for one week, and will be removed on the following Sunday evening at 11:00 p.m. **Please note that once you attempt a quiz, you cannot stop it, restart it, or pause it. The quiz must be taken in one 40-minute session. When the 40 minutes has expired, the quiz will automatically save and close, and the student will not have another chance to take it. Thus, it is very important to be prepared to take the quiz when you deploy it.**

After you have taken each quiz, you may access the Gradebook in Blackboard to find out how you scored. Please note that each quiz draws randomly from a pool of questions pertinent to each chapter, therefore, no two students will take the same quiz. It is strongly recommended that you use a reliable computer to take these quizzes so as to minimize the chance of connection problems, computer issues, or other obstacles that could prevent you from completing the quizzes within the allotted time frame. **Should you experience some technical issue with the quizzes, you must email the instructor immediately so that the issue can be rectified.**

Document Analysis Assignments – Potentially worth 10 pts. each

The Document Analysis Assignments are based on a set of articles and primary sources in the weekly course content folders. **A primary source is a first-person, eyewitness historical account. It could be a diary entry, newspaper article, government document, interview, speech, or autobiography written by a historical figure.** In the weekly course content folders you will be assigned several

Kentucky Community and Technical College System (KCTCS)

articles and primary source readings, some of which will be used in the Document Analysis Assignments. Historians draw extensively from primary sources in order to understand the past. However, historians also recognize that primary sources can often be subjective, and that it is necessary to scrutinize all sources of information as potentially biased or fallacious. Throughout the semester, YOU ARE THE HISTORIAN, and you should approach all of the primary source information that you are exposed to with this same measured skepticism and an eye for questionable information.

Three times during the semester I will post a set of questions based on selected articles and primary source readings. In order to earn full credit for each **Document Analysis Assignment**, students must fulfill the following requirements:

1. Read the assigned article or primary source ahead of time. There should be clear evidence in your responses that you read the appropriate article or primary source, and that you can place the source within its proper historical context.
2. Respond thoughtfully to all of the prompt questions, and answer them in full by drawing from the articles or primary source readings.
3. The Document Analysis Assignments are intended for information related to the course subject matter. Responses that are not related to the course subject matter will be deleted by the instructor.
4. Please **do not post links to external sites** within the Document Analysis Assignments.
5. Inappropriate or offensive language and disrespectful remarks will not be tolerated. Please keep it civil and academic.

DO NOT UPLOAD EXTERNAL FILES TO BLACKBOARD FOR YOUR DOCUMENT ANALYSIS RESPONSES. STUDENTS WHO DO SO WILL RECEIVE A ZERO. YOUR WRITTEN RESPONSES MUST BE POSTED DIRECTLY INTO BLACKBOARD.

Midterms and Final Exam – Each exam is potentially worth 30 pts.

Three (3) exams will be administered during the semester, 2 midterms and a final. Each exam is administered online within Blackboard and will be available for one week. That week is determined by the dates listed in Blackboard.

Each exam will consist of two sections:

Section 1: Fifteen (15) multiple choice, true/false, and matching questions -- These questions will be drawn from the lectures and relevant primary sources. Each correct response is worth 1 point.

Section 2: An essay question – These questions will be drawn from the lectures and relevant primary sources. Your response to the essay question is potentially worth 15 points.

Approximately 2 weeks prior to each exam, I will post an exam prompt (study guide) on

Kentucky Community and Technical College System (KCTCS)

Blackboard listing the subject matter on which you will be tested. Typically, there will be between 6-10 potential essay questions for each exam. You should prepare for all of the essay questions on the exam prompt by using the recorded lectures and relevant primary sources that are provided in the weekly folders on Blackboard. When the exam is deployed on Blackboard, you will be randomly assigned one essay question from the prompt that you were provided. What this means is that if you study for all of the essay questions on the prompt you should be well-prepared for the essay portion of the exams.

The essay questions will be multi-faceted, and students are required to respond to each component of an essay question in an insightful and comprehensive manner. In order to achieve a perfect score on the essay portion of the exam, students will have to illustrate clearly in writing that they understand the material and the broader and more nuanced historical themes that made these events, people, and circumstances historically significant. Remember, you are being evaluated on the substance and content of your responses, your understanding of the topics, and your ability to place each topic in its proper historical context. Students will have 2 weeks of preparation time prior to each examination period, and it is expected that students will use this time constructively to study. **Prepare to write 4 to 5 substantial paragraphs in response to an essay question. Anything less than 4 to 5 substantial paragraphs will result in point deductions.**

DO NOT UPLOAD EXTERNAL FILES TO BLACKBOARD FOR YOUR EXAM ESSAY RESPONSES. STUDENTS WHO DO SO WILL RECEIVE A ZERO. YOUR WRITTEN RESPONSES MUST BE POSTED DIRECTLY INTO BLACKBOARD.

Once the exam is deployed and available, you may take it at any time within the one-week timeframe. The exams are timed at two hours, and you must complete each exam in one session. You cannot pause an exam, nor can you take an exam in increments.

You are being tested on your ability to synthesize, contextualize, and communicate in writing information from the **recorded lectures and relevant primary sources.**

Obviously, a two-hour time-frame does not allow students enough time to scour the recorded lectures and primary sources for the information needed to do well on the exams. **Study thoroughly beforehand and use all of the class resources provided.**

HIS 220 Syllabus

Instructor Information

Name: Dana Johns

Office: Zoom

Office Hours: e-mail to schedule appointments

Email: dana.johns@kctcs.edu

Kentucky Community and Technical College System (KCTCS)

Communication Statement

Emails will be answered 24-48 hours after receipt. If you do not get a response after two business days, feel free to send an email again, as I know your concern is pressing.

Assignments will be graded within two calendar weeks

Course Information

Course Name

Native American History to 1865

Course Number and Section

HIS 220 55466

Term

Fall 4234

Year

2023

Meeting Time and Location

Online. This course is asynchronous, which means there are no scheduled course meetings.

However, there are mandatory deadlines for you to meet each week throughout the semester.

Course Description

HIS 220 Native American History to 1865 (3 credits)

Surveys the struggle of Native Americans from pre-colonial times to 1865. Emphasizes the indigenous Native American culture and society, the Columbian and biological exchange, Indian-Anglo cultural interactions, the construction and reconstruction of Indian identities, U.S. Indian policy development, and forced Indian removal.

3 credits (45 contact hours)

Course Text(s)

Calloway, Colin G. (2012). *First peoples: A documentary survey of American Indian history* Boston:

Bedford/St.Martin's. ISBN-10: 0-312-65362-X ISBN-13: 978-0-312-65362-0

To purchase textbooks, visit the ACTC Bookstore located on College and Technology Drive Campuses or [online](#).

Course Materials

Required or Recommended Course Materials

Textbook is required for this course. A desktop or laptop computer will be required, as this course is not designed for the Blackboard app.

Minimum Technical Skills

Students are expected to have basic computer skills including opening and sending emails, creating documents using Word, and accessing the internet.

Learning Outcomes and Course Competencies

HIS 220 Competencies

Upon successful completion of this course, the student will be able to:

1. Describe the dynamics of cultural and economic interactions between Native Americans and Euro-Americans from pre-contract to 1865.
2. Explain the historical basis for and the economic uses of stereotypes of Native Americans-both the "noble-savage" and the "ignoble-savage" images-to overcome the victim/villain dichotomy from pre-contract to 1865.
3. Examine the view of Native Americans as active participants in history and not as passive observers from pre-contract to 1865.

Kentucky Community and Technical College System (KCTCS)

4. Identify the effects of westward expansion of Euro-Americans to the Native Americans' religion, economy, culture, and society from pre-contract to 1865.
5. Identify the Native American initiatives and survival strategies in the face of Euro-American political hegemony from pre-contract to 1865.
6. Identify the Native American resourcefulness in reconstructing their nations and renewing their language, religion, culture, and society from pre-contract to 1865.

Grading and Policies

Grade Distribution

Assignment	Portion of Total Grade
Discussion Boards	10 at 10 points each (100 points total)
Reading Quizzes	4 at 20 points each (80 points total)
Primary Source Analysis	70 Points
Midterm Exam	75 Points
Final Exam	75 Points

Grading Scale

Letter Grade	Percentage Grade
A	90 – 100
B	80 - 89
C	70 - 79
D	60 - 69
E	0 - 59

[The KCTCS Catalog](#) contains an explanation of grades; descriptions of courses and programs; expectations of students, staff and faculty; and more.

Class Policies

Late Work: I reserve the right to refuse to accept late work. That said, life happens. If you reach out to me prior to a due date, I am willing to discuss extensions. I will accept work up to a week late, but you will lose 5 points per day at any assignment is late. I will not accept work after the last day of class, as final grades will be submitted.

Written Work: All written assignments must be submitted via blackboard. Please use the web browser, as the mobile app is not designed to accept assignments. Please use .doc or PDF formats for all submissions.

Additional Course Policies:

Participation and keeping on top of due dates is critical to your success in this course. Please save due dates in a manner most helpful to you. Calendars, planners, or phone reminders are very useful.

Cheating in any form, including plagiarism, will not be tolerated. Please ask me if you are unsure what constitutes plagiarism. Any type of AI generation is considered plagiarism.

Kentucky Community and Technical College System (KCTCS)

College Policies

Withdrawal Policy

"W" – Withdrawal represents a withdrawal from class without completing course requirements. A student may officially withdraw from any class up to and including the date of mid-term with a "W" grade. After the date of mid-term and through the last class of the semester or session, the student may officially request a "W" grade which may be given at the discretion of the instructor.

[Withdrawal Policy and Procedure](#)

The last day to withdraw with a grade of "W" is October 8, 2023.

Incomplete Grade Policy

An incomplete or **I** means that part of the work of the course remains unfinished. It shall be given only when there is a reasonable possibility that a passing grade will result from completion of the work. The instructor and student will discuss the requirements for completion of course with the time limit for completion not to exceed a maximum of one year; failure to do so will result in an automatic change of grade from I to an E. View the [full policy for an incomplete](#).

Academic Offenses

Please refer to Article III Subsection B (ii) of the [Code of Student Conduct](#), which is published on the ACTC Webpage under Current Students - Academic Resources, regarding a description of possible sanctions for academic offenses. Subsection D of Article III provides a description of sanctions regarding student behavior.

The *KCTCS Rules of Senate* (see Section VII Rules Relating to Student Academic Affairs Subsection 3 Student Academic Offenses and Academic Sanctions) for definitions of the four academic offenses subject to sanction. These four academic offenses are: Plagiarism, Cheating, Student Co-Responsibility, and Misuse or Student Falsification of Academic Records.

Disabilities Statement

Ashland Community and Technical College strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodations for all persons with disabilities. If you are seeking accommodations for this course under the Americans with Disabilities Act (ADA), you are required to contact the [Accessibility/Disabilities Services Office](#).

To request accommodations, complete the [Accommodation Request Form](#). Please do not request accommodations directly from your instructor without a letter of accommodation from the Accessibility/Disability Services Office.

If you are a student from a KCTCS college other than Ashland Community and Technical College, contact your Home College for establishing disability accommodations. You can find your Home College's Accessibility/Disability Services Office contact information on the [KCTCS Disability Services website](#). Your Home College will communicate with your instructors and Accessibility/Disability Services Office to provide you with reasonable and appropriate accommodations. Your accommodations will begin after the instructor has received confirmation of your accommodations from the Accessibility/Disability Services Office. Accommodations cannot be applied to your course retroactively.

If you have questions, please contact the Disability Services Director at 606-326-2051.

Satisfactory Academic Progress

Kentucky Community and Technical College System (KCTCS)

Federal regulations mandate that a student must maintain [Satisfactory Academic Progress](#) (SAP) in his/her course of study regardless of whether or not financial aid is awarded each semester.

To receive and to continue receiving financial aid, students must meet the following Financial Aid Satisfactory Academic Progress Standards:

- Students must successfully complete at least 67% of attempted courses.
- Students must maintain at least a cumulative 2.0 GPA; and
- Students must have attempted fewer than 150% of the credits required for their declared program of study. For example, the AA degree requires 60 credit hours and a student cannot attempt more than 90 credit hours to complete this degree.

If at the end of any term, your financial aid is suspended due to not meeting these standards, you have the right to submit an appeal.

TITLE IV Funds

If you are receiving Title IV funds (financial aid, grants or loans) and you do not successfully complete or prematurely withdraw from this course, you could owe a portion of the money back. Please check with the financial aid office before dropping this or any class.

Student Loans

Student loan borrowers please remember borrowing a student loan is a legal obligation that you *must* repay once you drop below half-time (6 credit hours) or stop attending school. You can keep track of the total amount of loans you have borrowed at the [National Student Data Loan System](#). This link will also provide contact information for your loan servicer (the company who will collect your loan payments). You are responsible for repaying your student loans, even if you never receive a bill. When it is time to begin repayment, please contact your loan servicer to discuss your loan repayment options. Please do not miss making your student loan payments.

Missing payments can have serious consequences.

Security

Information regarding campus security as well as the college's annual security report and incident log are available on the [campus security page](#) of ACTC's website.

STARFISH

Starfish allows college faculty and advisors to maintain contact with students concerning their academic progress during the semester. If academic progress is not satisfactory, "flags" can be issued with suggested improvements. "Referrals" to academic support services can be made and positive comments, called "kudos", may also be issued. These Starfish notices will be sent to students' college email addresses only. Students will also have the opportunity to schedule appointments with their academic advisors through the Starfish calendar feature. Students may access Starfish through a link in Blackboard.

Students should contact their instructor, their advisor, or an advisor in the Advising Center if they have questions about this program.

Tobacco-Free Campus

Ashland Community and Technical College became a tobacco-free campus on August 1, 2011. The tobacco-free/smoke-free policy bans the use of all tobacco products, including cigarettes, e-cigarettes, cigars, pipes, chewing tobacco and snuff, on any campus property, inside and outside.

Inclement Weather Policy

Kentucky Community and Technical College System (KCTCS)

College policy is to remain open and conduct classes according to the regular class schedule except under extreme weather conditions. In the event of extreme weather, the college may be delayed, closed, or operate virtually. Every effort will be made to notify students, employees, and the public as quickly as possible regarding the operational status of the college. A decision to delay can be revised to closed or virtual depending on weather conditions. The decision to delay, close, or operate virtually will be the same for all three campus locations (College Drive, Roberts Drive, and Technology Drive).

ACTC off-site locations:

- **Dual credit high school sites:** The decision to close ACTC's three campus locations does not impact classes being offered at any dual credit site. If the respective high school closes due to inclement weather then ACTC classes offered at that site are cancelled.
- **KinderCollege:** ACTC child development center located across from the College Drive Campus follows the inclement weather procedures of the Boyd County School System.
- **Ashland Fire Department Central Station (Carter Avenue):** ACTC does not have the authority to close this site; however, ACTC classes scheduled for the site adhere the college's decision regarding delayed, closed, or virtual operational status.

ACTC uses the following definitions:

Closed: All classes are cancelled and offices closed.

Delayed: The college will open at 10:00 AM. Classes with a start time at 10:00 AM or later will meet as regularly scheduled. For classes with a start time prior to 10:00 AM, individual instructors will notify students of the expectation for class attendance on days the college implements a delayed opening.

Virtual Learning and Work Day: Classes will be held virtually. Individual instructors will notify students of the expectation for class attendance during a virtual learning day. Also, students should monitor their KCTCS email for instructions and contact their instructor for guidance.

ACTC recognizes that road conditions can vary greatly within our service area. Students are to exercise personal judgement as to whether he or she believes it is safe to travel. Students who decide not to travel for class should notify their class instructors by means identified in the class syllabus.

Students will be notified and/or may get information using the following sources:

- [ACTC Website](#)
- Your KCTCS e-mail account
- The colleges main phone line: 606.326.2000
- Text message: [Sign up for SNAP alerts](#) (weather and emergency information).
- ACTC's Facebook and Twitter pages (facebook.com/AshlandCTC and ACTC on twitter)

News media are given the information and you may see closing information in the local media. If you are unsure of the status, is best to double-check one of the college's official sources, as listed above. Media outlets that might be used include: Television (WSAZ-3; WCHS-8; WOWK-13) and radio stations (WCMI, WTCR, WLGC, WGOH, WKEE, and WRVC, among others).

HIS 221 Syllabus

Instructor Information

Name: Dana Johns

Kentucky Community and Technical College System (KCTCS)

Email: dana.johns@kctcs.edu

Communication Statement

Emails will be answered in 24-48 hours, 72 hours during holidays

Assignments will be graded within 8-10 business days

Course Information

Course Name

Native American History 1865 to Present

Course Number and Section

HIS 221

Term

Spring

Year

2024

Meeting Time and Location

Course is 100% online

Course Description

His 220 Native American History Pre-1865 (3 Credit Hours)

Surveys the struggle of Native Americans from 1865 to the present times. Emphasizes the indigenous Native American culture and society, Indian-Anglo cultural interactions, the construction and reconstruction of Indian identities, and the struggles for the Great Plains and the Great Basin. Assesses the U.S. Indian policy development in relation to forced Indian removal, Americanization plan, educational assault on Indian children, termination policy, and sovereignty.

Lecture:

Components: Readings, videos

Attributes: Written Communication

Course Requisites: Appropriate writing placement score or ENC 091

Course Text(s)

Colin Calloway, *First People*, 5th edition. Bedford/St. Martins (2016). ISBN 978-1-4576-9624-4

To purchase textbooks, visit the ACTC Bookstore located on College and Technology Drive Campuses or [online](#).

Course Materials

Required or Recommended Course Materials

Access to a computer and the internet.

Minimum Technical Skills

Students are expected to have the following technical skills:

Ability to use Blackboard

Create documents in common word processing software including adjusting margins, fonts, and spacing

Create and send emails with attachments

Course Requirements:

- Five chapter quizzes worth 30 points each.

Kentucky Community and Technical College System (KCTCS)

- Seven discussion boards, worth 15 points each.
- One Primary Source Analysis Essay worth 50 points.
- One midterm Exam worth 45 points.
- One Final Exam worth 50 points.

Learning Outcomes and Course Competencies

His 221 Competencies

Upon completion of this course, the student can:

8. Understand the dynamics of the social processes that direct human activities in an historical context.
9. Obtain a better understanding about how history is made by examining and analyzing primary documents.
10. Use critical thinking skills to analyze historical documents.

General Education Outcomes:

Competencies will be met at the level appropriate to the credential. A general education core curriculum will enable KCTCS colleges to graduate men and women who are intellectually flexible, articulate, reflective, creative, and prepared for continuous learning. For all students, this implies some understanding of the value of higher education and the world of work and career fields related to their own abilities, interests, and needs. The general education core competencies will enable students to develop their own values, pursue goals, and contribute to the political, moral, social, and cultural enrichment of society.

Students should prepare for twenty-first century challenges by gaining:

A. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.

B. Intellectual and practical skills, including

- inquiry and analysis
- critical and creative thinking
- written and oral communication
- quantitative literacy
- information literacy
- teamwork and problem solving

C. Personal and social responsibility, including

- civic knowledge and engagement (local and global)
- intercultural knowledge and competence
- ethical reasoning and action
- foundations and skills for lifelong learning

D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

Course Competencies and General Education SLOs are assessed through both formal and informal assignments.

Grading and Policies

Grade Distribution

Kentucky Community and Technical College System (KCTCS)

- Five chapter quizzes - 30 points each.
- Seven discussion boards - 15 points each.
- One Primary Source Analysis Essay - 50 points.
- One midterm Exam - 45 points.
- One Final Exam - 50 points.

Grading scale

Letter Grade	Percentage Grade
A	90 – 100
B	80 - 89
C	70 - 79
D	60 - 69
E	0 - 59

[The KCTCS Catalog](#) contains an explanation of grades; descriptions of courses and programs; expectations of students, staff and faculty; and more.

Class Policies

I reserve the right to refuse to accept late work. That said, life happens. If you reach out to me prior to a due date, I am willing to discuss extensions. I will accept work up to a week late, but you will lose 5 points per day at any assignment is late. Work over one week late will not be accepted unless you have made arrangements with me prior to the due date.

I will not accept work after the last day of class, as final grades will be submitted.

Test Proctoring

Statement regarding proctored tests. [Proctored Exams website](#)

College Policies

Withdrawal Policy

"W" – Withdrawal represents a withdrawal from class without completing course requirements. A student may officially withdraw from any class up to and including the date of mid-term with a "W" grade. After the date of mid-term and through the last class of the semester or session, the student may officially request a "W" grade which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining the assignment of a "W" grade during the discretionary period. An instructor shall not assign a student a "W" grade for a class unless the student has officially withdrawn from that class in a manner prescribed by the college. The grade of "W" may be assigned by the Community College Appeals Board in cases involving a violation of student academic rights. It may not be assigned to a student found guilty of an academic offense without permission of the instructor in whose class the offense occurred. A president of a college (or designee) may, if the student concurs, assign the grade of "W" to a student who has been reported to the president for unsatisfactory scholarship or excessive absences and who, after being reported, has made no improvement.

The last day to withdraw with a grade of "W" is April 29, 2023

Kentucky Community and Technical College System (KCTCS)

Incomplete Grade Policy

Grade I means that part of the work of the course remains unfinished. It shall be given only when there is a reasonable possibility that a passing grade will result from completion of the work.

The instructor and student will discuss the requirements for completion of course with the time limit for completion not to exceed a maximum of one year; failure to do so will result in an automatic change of grade from I to an E.

Each college shall maintain a record of incomplete grades recorded in courses of that college. This record, completed by the instructor at the time the I grade is reported, shall include: (1) the name and number of the student, (2) the course number and hours of credit, (3) semester or session and year of enrollment, (4) signature of the instructor, (5) a brief statement of the reason(s) for recording the incomplete grade, and (6) an adequate guide for removal of the incomplete grade. In the instructor's absence, the division chairperson or the designee, shall forward to the college president (or designee) the appropriate letter grade to replace the incomplete grade.

Academic Offenses

The information given below has been taken from Article III, Section VII, Rules of the Senate. Sanctions for academic offenses may range from lowering a grade on a paper or assignment to permanent expulsion from the College. Please refer to Article 2.3.1 of the [Code of Student Conduct](#), which is published on the ACTC Webpage, under *Current Students and Student Information* for further details.

Plagiarism

Plagiarism is the act of presenting ideas, words, or organization of a source, published or not, as if they were one's own. All quoted material must be in quotation marks, and all paraphrases, quotations, significant ideas, and organization must be acknowledged by some form of documentation acceptable to the instructor for the course.

Plagiarism also includes the practice of employing or allowing another person to alter or revise the work that a student submits as the student's own. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual material is completed, it must be done by the student and the student alone. The use of the term "material" refers to work in any form including written, oral, and electronic.

All academic work, written or otherwise, submitted by a student to an instructor or other academic supervisor, is expected to be the result of the student's own thought, research, or self-expression. In any case in which a student feels unsure about a question of plagiarism involving the student's work, the student must consult the instructor before submitting the work.

Cheating

Cheating includes buying, stealing, or otherwise obtaining unauthorized copies of examinations or assignments for the purpose of improving one's academic standing. During examinations or in-class work, cheating includes having unauthorized information, and/or referring to unauthorized notes or other written or electronic information. In addition, copying from others, either during examinations or in the preparation of homework assignments, is a form of cheating.

Student Co-Responsibility

Anyone who knowingly assists in any form of academic dishonesty shall be considered as guilty as the student who accepts such assistance. Students should not allow their work to be copied or

Kentucky Community and Technical College System (KCTCS)

otherwise used by fellow students, nor should they sell or give unauthorized copies of examinations to other students.

Disabilities Statement

Ashland Community and Technical College is committed to ensuring that all students with disabilities have an equal opportunity in the pursuit of their educational objectives. If you have a disability and need accommodations, contact the Disabled Student Services Coordinator at 606-326-2051. You must also inform your instructor of your special needs at the beginning of the semester.

Satisfactory Academic Progress

Federal regulations mandate that a student must maintain Satisfactory Academic Progress (SAP) in his/her course of study regardless of whether or not financial aid is awarded each semester.

To receive and to continue receiving financial aid, students must meet the following Financial Aid Satisfactory Academic Progress Standards:

- Students must successfully complete at least 67% of attempted courses.
- Students must maintain at least a cumulative 2.0 GPA; and
- Students must have attempted fewer than 150% of the credits required for their declared program of study. For example, the AA degree requires 60 credit hours and a student cannot attempt more than 90 credit hours to complete this degree.

If at the end of any term, your financial aid is suspended due to not meeting these standards, you have the right to submit an appeal.

TITLE IV FUNDS

If you are receiving Title IV funds (financial aid, grants or loans) and you do not successfully complete or prematurely withdraw from this course, you could owe a portion of the money back. Please check with the financial aid office before dropping this or any class.

Student Loans

Student loan borrowers please remember borrowing a student loan is a legal obligation that you must repay once you drop below half-time (6 credit hours) or stop attending school. You can keep track of the total amount of loans you have borrowed at the [National Student Data Loan System](#). This link will also provide contact information for your loan servicer (the company who will collect your loan payments). You are responsible for repaying your student loans, even if you never receive a bill. When it is time to begin repayment, please contact your loan servicer to discuss your loan repayment options. Please do not miss making your student loan payments. Missing payments can have serious consequences.

Security

Information regarding campus security as well as the college's annual security report and incident log are available on the [campus security page](#) of ACTC's website.

STARFISH

Starfish is a software package that allows college faculty and advisors to maintain contact with students concerning their academic progress during the semester. If academic progress is not satisfactory, "flags" can be issued with suggested improvements. "Referrals" to academic support services can be made and positive comments, called "kudos", may also be issued. These Starfish notices will be sent to students' college email addresses only. Students will also have the opportunity to schedule appointments with their academic advisors through the Starfish calendar feature. Students may access Starfish through a link in Blackboard.

Kentucky Community and Technical College System (KCTCS)

Students should contact their instructor, their advisor, or an advisor in the Advising Center if they have questions about this program.

Students may expect to receive Starfish communications from the following email addresses:

Kudos – will be sent from the instructor's email

Flags and referrals – will be sent from studentsuccess@kctcs.edu

Daily notification summaries – will be sent from notices@starfishsolutions.com

Tobacco-Free Campus

Ashland Community and Technical College became a tobacco-free campus on August 1, 2011. The tobacco-free/smoke-free policy bans the use of all tobacco products, including cigarettes, e-cigarettes, cigars, pipes, chewing tobacco and snuff, on any campus property, inside and outside.

EMERGENCY CLOSING FOR INCLEMENT WEATHER

As a general rule, the College will try to avoid canceling classes because of inclement weather. In the event that weather conditions do necessitate changes to the College's schedule of operation, the following procedures shall be followed:

In the event of inclement weather, an announcement will be made as early as possible in the morning. Announcements will be made on all area television (WSAZ-3; WCHS-8; WOWK-13) and radio stations (WCMI, WTCR, WLGC, WGOH, WKEE, and WRVC, among others). Please do not call the ACTC switchboard for this information.

SPECIAL NOTE: ACTC serves a large geographic area and weather conditions may be different in different areas. If weather conditions prevent a student from attending class when the College is open, faculty will work with the student on missed assignments.

The personal safety of all students, faculty, and staff is the first priority.

Evening Students (on-campus and off-campus): Classes will either meet as usual or be canceled altogether. The college will make every effort to make announcements on evening class cancellations by 4:00 p.m. If you do not hear an announcement, you should assume that classes will meet as usual.

Evening Students (off-campus): Any cancellation of on-campus evening classes will apply as well to the off-campus locations. Consequently, when on-campus classes meet, so will classes at the off-campus sites.

HIS 240 Syllabus

Instructor: Matthew Alschbach

Office location: Technical Education Building, office #122

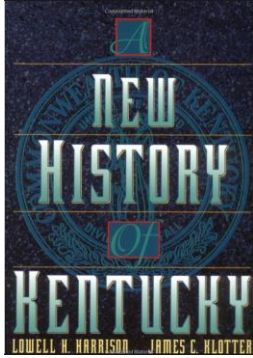
Telephone: (270) 852-8637

Email: matt.alschbach@kctcs.edu

Kentucky Community and Technical College System (KCTCS)

Office hours: Mon & Wed. 11am-12:30pm; Tues 12:30-2pm; Thur. 9:30am-2pm; Fridays via MS Teams by Appt.

Required Textbook/ISBN



A New History of Kentucky

ISBN: 08131-2008-X

Author(s): Harrison and Klotter

Publisher: University Press of Kentucky

Edition: 1st

Required Supplies

Technology Needs and Resources

Because this is an online course, it is expected that all students who enroll in the course have internet access and a basic understanding of computer use (e.g., using e-mail, sending attachments via e-mail, using web browsers, using word processing software such as Microsoft Word, and Microsoft Powerpoint). It is also expected that students will frequently and consistently check Blackboard and their email accounts assigned by OCTC. I will correspond with students using the announcements feature in Blackboard and via email.

Materials and Equipment Required

1. A desktop or laptop computer with internet access (cable modem or DSL preferred.) Do not attempt to use tablets or smart phones to complete assignments in Blackboard. You will encounter compatibility problems.
2. A computer equipped with a current version of Microsoft Word and Powerpoint.
3. Multiple Browsers: Google Chrome, Firefox, and MS Edge are the best ones for this course.
4. If for any reason you cannot view the recorded lectures or other content for this class, the problem may be the browser that you are using. **Try using a different browser** – often this will remedy any technical issues you may be having. If switching browsers does not resolve the issue, you should try using a different computer. If you continue to have problems after switching computers, contact me and I will see what I can do to help.

General Education Competencies

Students should prepare for twenty-first century challenges by gaining:

Kentucky Community and Technical College System (KCTCS)

A. Knowledge of human cultures and physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts. B.

Intellectual and practical skills, including:

- a. inquiry and analysis
- b. critical and creative thinking
- c. written and oral communication
- d. quantitative literacy
- e. information literacy
- f. teamwork and problem solving

C. Personal and civic responsibility, including

- a. civic knowledge and engagement (local and global)
- b. intercultural knowledge and competence
- c. ethical reasoning and action
- d. foundations and skills for lifelong learning

D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

Catalog Course Description

Surveys the chief periods in Kentucky's growth and development from 1750 to the present focusing on the social, economic, cultural, and political trends of each region. Lecture: 3 credits (45 contact hours).

Course Outline

The class examines the critical events, individuals, and ideas in the history of Kentucky. In the process, we will analyze the social, cultural, political, and economic development of Kentucky peoples -- Native American, African, and European – and the relationships they maintained. These relationships were sometimes fraught with conflict; however, in many cases Kentuckians recognized the value of working together in ways that were mutually beneficial and enriching. Emphasis will be placed on Kentucky's Paleo-Indian peoples; first contact; the colonial period; Kentucky as the frontier; the Revolution; Kentucky in the early Republic; the emergence of sectionalism; the Civil War and Reconstruction; lawless Kentucky; political conflict; Populism in Kentucky; WWI; Prohibition and the Progressive era, the Great Depression; the New Deal and Kentucky; WWII; Post-war developments; the Civil Rights movement; modern challenges.

Course Competencies

It is hoped that students will come away from this course having achieved the following:

1. The capacity to accurately recall knowledge of major events and figures in Kentucky history from ancient history to the present.

Kentucky Community and Technical College System (KCTCS)

2. An understanding of historical multiple causation – the knowledge that historical occurrences are the result of many factors, and that it is necessary to understand as many of these factors as possible in order to construct an informed and comprehensive historical narrative.
3. The ability to identify, use, and cite reliable primary and secondary sources in Kentucky history.
4. The aptitude to accurately interpret Kentucky history through primary and secondary sources.
5. An understanding of historical methodologies and the philosophical debates that frame the scholarly pursuit of historical knowledge.
6. The capacity to demonstrate college-level writing in assessing and interpreting Kentucky history.
7. An understanding that knowledge of history, which displays both the possibilities and limitations of humanity, is a useful tool for those who wish to make the world a better place.

Grading Criteria

EVALUATION PROCEDURES: How each student will be evaluated and the percentage of each item toward the final grade.

ONE (1) SYLLABUS QUIZ (5%) 10 pts

ONE (1) CRITICAL THINKING ASSESSMENT (2.5%) 5 pts

TWELVE (12) CHAPTER QUIZZES (30%) 60 pts

THREE (3) DOCUMENT ANALYSIS ASSIGNMENTS (15%) 30 pts

THREE (3) EXAMINATIONS (2 MIDTERMS AND A FINAL) (45%) 90 pts

COMPLETING ALL COURSEWORK (2.5%) 5 pts

TOTAL (100%) 200 pts

Students who complete every assignment in the class will automatically earn a 5-point incentive for completing all coursework.

GRADING RUBRIC FOR THIS CLASS

A 200-180

B 179-160

C 159-140

Kentucky Community and Technical College System (KCTCS)

D 139-120

E 119 and below

GRADING POLICY: Owensboro Community and Technical College uses a letter grade evaluation system based on a 4.0 grade point formula as follows:

A Excellent, 90-100, 4 grade points

B Good, 80-89, 3 grade points

C Average, 70-79, 2 grade points

D Below average, 60-69, 1 grade point

E No credit received 0-59, 0 grade points

Withdrawal Policy

A student may officially withdraw from any class up to and including the date of midterm with a W grade. After the date of midterm and through the last class of the semester or session, any student may officially request to withdraw from a course and receive a W, which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining if a student will be allowed to withdraw during the discretionary period. An instructor shall not assign a student a W for a class unless the student has officially withdrawn from that class in a manner prescribed by the college. The grade of W may be assigned by the College Appeals Board in classes involving a violation of student academic rights or for academic offenses. NOTE: Withdrawing from classes at OCTC is an online process. Students wishing to withdraw should initiate the process using a form in Student Self-Service— Academic Records.

Class Policies

Due Dates & Deadlines

The syllabus and Blackboard are your most important tools to understanding the course requirements, instructor and student expectations, assignments, and other specifics for the class. Please read the syllabus carefully and thoroughly, and refer to it often. **Most questions you might have can be answered by reading the syllabus carefully and by paying attention to the assignments and their due dates in Blackboard.**

Students are required to submit work on time in order to receive credit. Deadlines for each week/assignment are listed in the course calendar in Blackboard within the “Weekly Course Content” folder. Students should check Blackboard frequently for assignment deadlines and be aware of what to expect next. Deadlines are subject to change. Should a computer system or network go down, students must still turn in work in a timely manner. Don’t wait until the last minute. Plan ahead by seeking alternative means for submitting work. Local libraries and Owensboro Community and Technical College can serve as alternative resources. **Not having**

Kentucky Community and Technical College System (KCTCS)

access to the required software on a home or work computer is not a legitimate excuse for turning in late work.

Late Assignments, and Make-Ups

- Late assignments will not be accepted unless there is an extenuating circumstance or medical emergency.
- There will be no make-ups for the discussion boards, chapter quizzes, or exams unless students provide official documentation of legitimate emergencies.
- Please pay close attention to the deadlines, which are clearly posted in the syllabus. Typically, I will set the deadline for assignments at 11:00 p.m. on Sunday nights. Occasionally, there may be some exception to this, but I try to keep the deadline times consistent so that it is easy for students to remember when things are due.
- **All assignments for this class must be submitted via Blackboard.**

Right of Revision

The college reserves the right to change any statements, policies or scheduling as necessary. Students will be informed promptly of any and all changes.

Official Statement from KCTCS Regarding the Revised Delivery Models:

KCTCS must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the OCTC campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, OCTC maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, OCTC reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and faculty. OCTC will attempt to make these changes as minimally disruptive as possible, but OCTC reserves the sole right to alter the particular type, place, or time for their classes.

Academic Integrity

ACADEMIC INTEGRITY: All written work is reviewed through Safe Assign, a plagiarism detection tool. Any student using Chat GPT or other A.I. plagiarism software will receive an immediate failing grade in the class. There will be no second chances. DO NOT USE CHAT GPT UNDER ANY CIRCUMSTANCES.

Students are required to do their own work for this course. Copying and pasting information from websites, passing off other people's work as your own, or word-for-word reiterations from the recorded lectures, textbooks, primary sources, or websites are all examples of plagiarism. Any form

Kentucky Community and Technical College System (KCTCS)

of cheating or plagiarism will be punished to the fullest extent allowed by the college, which will include a zero on the assignment in question, and a recommendation to the Dean's office that offenders receive a final grade of "E" for the course. **DO YOUR OWN WORK.**

Please refer to the [Student Code of Conduct](#) for more information.

Important Dates

08/18/2023 - Last day to drop a course without a grade.

10/16/2023 - Last day to withdraw with a "W" (*without* instructor approval).

12/01/2023 - Last day to withdraw with a "W" (*with* instructor approval) NOTE:

Contact your Success Coach to withdraw officially.

Emergency Course Delivery Changes

Owensboro Community and Technical College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and employees. The College will attempt to make these changes as minimally disruptive as possible, but the College reserves the sole right to alter the particular type, place, and/or time for their classes. Students will be notified of any necessary modifications as quickly as possible.

Student Support Services

OCTC offers support to all its students, on-campus or online. See [Student Support Services | OCTC \(kctcs.edu\)](#) for assistance in these and other areas: Accessibility Services, Campus Safety, Career Services, Cultural Diversity, TRIO Support Services, and Veterans Services. [OCTC's Counseling Center](#) provides assistance with academic and personal counseling, disability services, and crisis intervention.

Starfish:

This course is a part of OCTC's student success initiative using the Starfish Student Success Network. You will find the Starfish application on your MyPath page. Throughout the semester, you may receive emails at your KCTCS email account regarding your grades, attendance, or academic performance. If you receive one of these alerts, please keep in mind they are sent to connect you with campus resources and help you be successful. It is important you check your email regularly and follow up on recommended actions in order to help you succeed at OCTC!

Academic Support / Tutoring

Kentucky Community and Technical College System (KCTCS)

Resources and services for your research and information needs are provided at the [Library](#) (Main Campus, 1st floor, Learning Resource Center; 270-686-4590).

Free tutoring and computer services are provided at the [Teaching and Learning Center](#) (Main Campus, 1st floor, Learning Resource Center; 270-686-4535).

Disability Accommodations

Owensboro Community and Technical College strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodations for all persons with disabilities. If you are seeking accommodations for this course under the Americans with Disabilities Act (ADA), you are required to contact OCTC's [Accessibility Services Office](#).

To request accommodations, complete the [online Accommodation Request Form](#). Please do not request accommodations directly from your Instructor without a letter of accommodation from the Accessibility Services Office.

If you are a student from a KCTCS college other than Owensboro Community and Technical College, contact your Home College for establishing disability accommodations. You can find your Home College's Accessibility/Disability Services Office contact information on the [KCTCS Disability Services website](#). Your Home College will communicate with your Instructors and Accessibility/Disability Services Office to provide you with reasonable and appropriate accommodations. Your accommodations will begin after the Instructor has received confirmation of your accommodations from the Accessibility/Disability Services Office. Accommodations cannot be applied to your course retroactively.

Procedures Relating to Discrimination, Harassment, and Sexual Misconduct

1. If a student thinks that he/she has been discriminated against, the student shall inform the chief student affairs officer Dr. Ashleigh Crowe (ashleigh.crowe@kctcs.edu), or his/her designee within thirty (30) calendar days of the occurrence of the alleged incident. The chief student affairs officer or her designee shall conduct a preliminary investigation of the discrimination grievance.
2. The student, chief student affairs officer Dr. Ashleigh Crowe (ashleigh.crowe@kctcs.edu), or her designee, and other involved parties shall work informally to negotiate a solution within fourteen (14) calendar days. The informal student discrimination grievance procedure shall be completed within forty-four (44) calendar days of the occurrence of the alleged incident.
3. If the grievance is not resolved to the satisfaction of the student through the informal grievance procedure, the student may file a formal appeal according to the [KCTCS Student Code of Conduct](#).
4. If a student feels he/she has been subject to sexual misconduct, those complaints should be made to the College Title IX Coordinator Barbara Tipmore (barb.tipmore@kctcs.edu), or other college administrator. Such complaints shall be handled in accordance with the [Sexual Misconduct Procedure](#).

Kentucky Community and Technical College System (KCTCS)

Course Communication

What you can Expect from Me

- Owensboro Community and Technical College instructors are committed to responding to students within twenty-four hours. If a student sends a communication, but does not receive a response within 24 hours, they should double-check that the correct communication method was used and that the correct location is being checked for a reply. I try to respond to students' inquiries in a timely manner, and I check my email several times a day on weekdays, and at least once on Saturday and Sunday.
- I will grade assignments as quickly as I can, usually within one week.
- I will send out the week's announcements every Monday.
- Students who fail to conduct themselves in a respectful, civil, and professional manner at all times can expect me to take all measures necessary to ensure a positive online environment that is conducive to learning and an open discussion of ideas.

Assignments and Student Responsibilities

COMPLETE ALL COURSEWORK: Students who complete all of the required assignments in the course will automatically earn 5 points at the conclusion of the semester. These are NOT extra credit points. These points are an incentive for students to complete all of the coursework in the class.

Chapter Quizzes – Potentially worth 5 pts. each

Thirteen times during the semester, students will be required to take timed multiple-choice quizzes based on the chapters in Harrison and Klotter's *A New History of Kentucky* textbook. Each quiz is comprised of 10 multiple choice & true/false questions drawn from two chapters each week. Each quiz has a time limit of 40 minutes. What this means is that students MUST read the chapters prior to attempting the quizzes, as there will not be time to examine the textbook for the correct responses. Each correct answer is worth 1/2 point. Students should select the BEST answer for each question. There is only one correct answer for each question.

Once the quizzes are deployed they will remain available for one week, and will be removed on the following Sunday evening at 11:00 p.m. Please note that once you attempt a quiz, you cannot stop it, restart it, or pause it. The quiz must be taken in one 40-minute session. When the 40 minutes has expired, the quiz will automatically save and close, and the student will not have another chance to take it. Thus, it is very important to be prepared to take the quiz when you deploy it.

After you have taken each quiz, you may access the Gradebook in Blackboard to find out how you scored. Please note that each quiz draws randomly from a pool of questions pertinent to each chapter, therefore, no two students will take the same quiz. It is strongly recommended that you use a reliable computer to take these quizzes so as to minimize the chance of connection problems, computer issues, or other obstacles that could prevent you from completing the quizzes

Kentucky Community and Technical College System (KCTCS)

within the allotted time frame. **Should you experience some technical issue with the quizzes, you must email the instructor immediately so that the issue can be rectified.**

Document Analysis Assignments – Potentially worth 10 pts. each

The Document Analysis Assignments are based on a set of articles and primary sources in the weekly course content folders. **A primary source is a first-person, eyewitness historical account. It could be a diary entry, newspaper article, government document, interview, speech, or autobiography written by a historical figure.** In the weekly course content folders you will be assigned several articles and primary source readings, some of which will be used in the Document Analysis Assignments. Historians draw extensively from primary sources in order to understand the past. However, historians also recognize that primary sources can often be subjective, and that it is necessary to scrutinize all sources of information as potentially biased or fallacious. Throughout the semester, YOU ARE THE HISTORIAN, and you should approach all of the primary source information that you are exposed to with this same measured skepticism and an eye for questionable information.

Three times during the semester I will post a set of questions based on selected articles and primary source readings. In order to earn full credit for each **Document Analysis Assignment**, students must fulfill the following requirements:

1. Read the assigned article or primary source ahead of time. There should be clear evidence in your responses that you read the appropriate article or primary source, and that you can place the source within its proper historical context.
2. Respond thoughtfully to all of the prompt questions, and answer them in full by drawing from the articles or primary source readings.
3. The Document Analysis Assignments are intended for information related to the course subject matter. Responses that are not related to the course subject matter will be deleted by the instructor.
4. Please **do not post links to external sites** within the Document Analysis Assignments.
5. Inappropriate or offensive language and disrespectful remarks will not be tolerated. Please keep it civil and academic.

DO NOT UPLOAD EXTERNAL FILES TO BLACKBOARD FOR YOUR DOCUMENT ANALYSIS RESPONSES. STUDENTS WHO DO SO WILL RECEIVE A ZERO. YOUR WRITTEN RESPONSES MUST BE POSTED DIRECTLY INTO BLACKBOARD.

Midterms and Final Exam – Each exam is potentially worth 30 pts.

Three (3) exams will be administered during the semester, 2 midterms and a final. Each exam is administered online within Blackboard and will be available for one week. That week is determined by the dates listed in Blackboard.

Each exam will consist of two sections:

Kentucky Community and Technical College System (KCTCS)

Section 1: Fifteen (15) multiple choice, true/false, and matching questions -- These questions will be drawn from the lectures and relevant primary sources. Each correct response is worth 1 point.

Section 2: An essay question – These questions will be drawn from the lectures and relevant primary sources. Your response to the essay question is potentially worth 15 points.

Approximately 2 weeks prior to each exam, I will post an exam prompt (study guide) on Blackboard listing the subject matter on which you will be tested. Typically, there will be between 6-10 potential essay questions for each exam. You should prepare for all of the essay questions on the exam prompt by using the recorded lectures and relevant primary sources that are provided in the weekly folders on Blackboard. When the exam is deployed on Blackboard, you will be randomly assigned one essay question from the prompt that you were provided. What this means is that if you study for all of the essay questions on the prompt you should be well-prepared for the essay portion of the exams.

The essay questions will be multi-faceted, and students are required to respond to each component of an essay question in an insightful and comprehensive manner. In order to achieve a perfect score on the essay portion of the exam, students will have to illustrate clearly in writing that they understand the material and the broader and more nuanced historical themes that made these events, people, and circumstances historically significant. Remember, you are being evaluated on the substance and content of your responses, your understanding of the topics, and your ability to place each topic in its proper historical context. Students will have 2 weeks of preparation time prior to each examination period, and it is expected that students will use this time constructively to study. **Prepare to write 4 to 5 substantial paragraphs in response to an essay question. Anything less than 4 to 5 substantial paragraphs will result in point deductions.**

Once the exam is deployed and available, you may take it at any time within the one-week timeframe. The exams are timed at two hours, and you must complete each exam in one session. You cannot pause an exam, nor can you take an exam in increments.

You are being tested on your ability to synthesize, contextualize, and communicate in writing information from the **recorded lectures and relevant primary sources.**

Obviously, a two-hour time-frame does not allow students enough time to scour the recorded lectures and other course materials for the information needed to do well on the exams. **Study thoroughly beforehand and use all of the class resources that have been provided.** You are being tested on your ability to synthesize, contextualize, and communicate in writing information from the **lectures and relevant primary sources. Students are strongly encouraged to prepare extensively for the exams.**

DO NOT UPLOAD EXTERNAL FILES TO BLACKBOARD FOR YOUR EXAM ESSAY RESPONSES. STUDENTS WHO DO SO WILL RECEIVE A ZERO. YOUR WRITTEN RESPONSES MUST BE POSTED DIRECTLY INTO BLACKBOARD.

SNAP

Kentucky Community and Technical College System (KCTCS)

SNAP is the official Safety Notification Alert Process for the Kentucky Community and Technical College System (KCTCS). SNAP alerts users to on-campus emergencies (including closures for inclement weather) for all 16 KCTCS colleges and the System office. With SNAP you can:

- Find out if classes are cancelled or delayed due to weather, power outages or other unexpected events impacting campus.
- Get severe weather notifications so you can take shelter when a storm hits.
- Receive emergency messages when something or someone could be a threat to your personal safety.

Visit the [KCTCS SNAP](#) webpage for more information or to update your contact information.

Kentucky Community and Technical College System (KCTCS)

HIS 260 Syllabus

Welcome to:	HIS 260-19Z1 (48243)
Class type:	Online
Class Meetings:	No scheduled class meetings
Student Success	Your one-stop access to BCTC Academic Services (Tutoring, Technology, etc.) and Student Resources (Counseling, Child Care, etc.)
Starfish	Check out notifications from your instructor and Raise Your Hand to get help from across the college, including financial aid, tutoring, and counseling.

INSTRUCTOR INFORMATION:

Instructor:	
Email:	
Phone:	
Appointments:	
Office Location:	Newtown Campus, Classroom Building, Room 311, Cubicle 3
Office Hours:	<ul style="list-style-type: none">• Mondays, 8:30-11:30• Tuesdays, 8:30-9:30, 11:00-11:30• Fridays, 8:30-9:00 Other times/days available upon request.
Virtual Communication:	Email, call, or text to schedule an appointment. You will receive a reply within 24 business hours.

BCTC ACCOMMODATIONS

BCTC Accommodations:	<p>BCTC strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodations for all persons with disabilities. Students who would like to request academic accommodations and/or auxiliary aids or services for a course must contact BCTC's Student Accessibility Services(SAS). Students should not request accommodation directly from the instructor.</p> <ul style="list-style-type: none">• SAS Email: BL-SAS@kctcs.edu• SAS Phone: (859) 246 – 6534• To Request Services, complete SAS Online Form.
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COURSE INFORMATION

COURSE DESCRIPTION

Studies the African American experience through the Civil War. Examines African heritage, slavery, and growth of African American institutions.

Kentucky Community and Technical College System (KCTCS)

COURSE COMPETENCIES

Upon completion of this course, the student can:

1. Identify the basic features of West African culture during the seventeenth and eighteenth centuries.
2. Identify the major events, persons, and ideas of African American history through 1865.
3. Demonstrate critical thinking skills in their analysis of significant issues related to African American history through 1865.
4. Describe the social, economic, cultural, and political developments of African American history through 1865.
5. Identify significant historical literature related to African American history through 1865.

GENERAL EDUCATION COMPETENCIES

Students should prepare for the twenty-first century by gaining:

- A. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.
- B. Intellectual and practical skills, including inquiry and analysis, critical and creative thinking, written and oral communication, quantitative literacy, information literacy, teamwork, and problem-solving.
- C. Personal and social responsibility, including civic knowledge and engagement (local and global), intercultural knowledge and competence, ethical reasoning and action, foundations and skills for lifelong learning.
- D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

This course assists students in meeting the [BCTC General Education Student Learning Outcomes](#) in Arts, Humanities, and History.

CLASS MATERIALS

Required Technology/Equipment:

Most BCTC courses have a required online component and thus require regular and consistent access to a computer, webcam, and high-speed internet. Mobile devices such as cellphones and some tablets [e.g., Chromebooks] are not sufficient to access all components of many courses. Access to required technologies is necessary and expected, even when open computer labs or public library access might be limited, so students should arrange access as needed. BCTC does have a Laptop Loaner program available if needed.

Kentucky Community and Technical College System (KCTCS)

Please see [BCTC Student Technology Tools](#) for BCTC Minimum Equipment Requirements, BCTC Required Software, and information about the BCTC Laptop Loaner program.

Required Textbook/Supplies:

All course materials (including readings and videos) will be made available at no cost to the student on Blackboard.

CLASS POLICIES AND EXPECTATIONS

Attendance/Participation:

This is a standard online course; thus, all content and assignments are delivered online through Blackboard. There are no scheduled online meetings, but I will be available by appointment.

Attendance/Participation is indicated by the completion of at least one online assignment per week.

Attendance Verification (“No Show”):

The attendance verification assignment for this course is Discussion Board 1, due August 16.

Any student who does not complete the attendance verification assignment by the due date will be declared a “NO SHOW” for the course. Those students may be dropped and will not be eligible to continue working in the course.

Attendance verification is required for all BCTC classes and is essential for financial aid distribution, so please do not miss this assignment! If the attendance verification activity is not completed before Tuesday of the second week of class, then I will be required to declare you a “No Show” and you will no longer be eligible to continue working in the class.

Academic Integrity Policy:

This class follows the policies outlined in the [KCTCS Code of Student Conduct](#).

It is an expectation for all college classes that all academic work, written or otherwise, submitted by a student to an instructor or other academic supervisor, is the result of the student’s own thoughts, research, or self-expression. Utilizing outside resources, technology, study groups, and tutoring for the guidance of learning concepts is strongly encouraged. However, all submitted work should be completed solely by you, the student.

Any time you submit academic work where you use an outside source and present its content as your own, it is a form of Academic Dishonesty (cheating). This includes, but is not limited to: (1) all forms of plagiarism, such as copying or paraphrasing work from other sources without using proper citation; (2) turning in someone else’s paper, a tutor’s work, or your own paper from a different course; (3) submitting work generated through the utilization of technological tools, such as AI Content Generators (e.g. ChatGPT) or applications (e.g. apps such as Mathway), without acknowledging

Kentucky Community and Technical College System (KCTCS)

their use. Cheating in any form violates KCTCS and BCTC Academic Integrity policies and is subject to Article IV Sanctions for Standards of Conduct Violations of the KCTCS Code of Student Conduct. All work submitted should be a product of your own critical thinking and ideas, and written in your own voice, with all sources clearly acknowledged and cited, including technology-based sources. Outside sources and tools are best used as intended and not to replace student learning or perspective.

Class Communications/Email Policy:

All email communication with your instructor must take place through the KCTCS email system. Please include your course and section number. Emails are answered within 24 business hours, but often much sooner.

BCTC Equity and Unity Statement

BCTC welcomes and respects people of all cultures, religions, ages, socio-economic statuses, sexual orientations, gender identities, national origins, languages, and abilities. We celebrate individual differences as we evolve to be the face of a unified world. Our differences strengthen our resolve to deliver the highest standard of education in the Bluegrass Region. (Endorsed by BCTC Board of Directors – 3/1/2017) . In this class, we build an inclusive culture that encourages, supports, and celebrates diversity. You belong. You should engage and participate. You matter.

COURSE REQUIREMENTS – What we will do in this course

Graded Class Components:

Weekly Discussion Boards (30%):

Meaningful participation in discussion of class material is the heart of a good college course, even online. The weekly discussion posts will therefore form a significant percentage of the work during this course. Each week, you will write an initial post of at least 250 words by Wednesday at midnight. Then, you will have until Saturday at midnight to respond to at least two of your peers in a meaningful way with posts that are at least 50 words each. *Students may skip ONE discussion board assignment without penalty. I will automatically apply this to your first missed assignment unless you reach out to me with a specific request.*

Weekly Textbook Quizzes (25%):

Every week in which there is a discussion board posting due, there will also be a quiz to assess your objective knowledge of the assigned readings/videos. The quizzes are not timed and consist of multiple choice, true/false, and short answer questions that should be answered in complete sentences. Quizzes are due by midnight every Friday. *Students may skip ONE quiz without penalty. I will automatically apply this to your first missed assignment unless you*

Kentucky Community and Technical College System (KCTCS)

reach out to me with a specific request.

UnEssay Project (15%):

Students will complete a creative research project based on any historic theme, event, organization, or person, from African American History to 1865. More information on this project will be provided on Blackboard. This assignment is due by midnight on November 21.

Exams (15% each; 30% total):

There will be two exams (a Midterm and a Final). Each exam is open note and essay based. The essay prompts will be made available at least one week prior to their due dates (October 6 and December 7, respectively). *If you have an overall grade of an A after Week 16's work is graded, then you will be exempted from taking the Final Exam.*

MAKE-UP WORK/LATE WORK POLICY

Late work will be dropped half a letter grade for each day past the original due date, unless you have requested and received an extension from me. This late point deduction will be capped at 30% (meaning that you may submit late work *from any time during the semester* for up to 70% credit). This means that no matter how late an assignment is, there is still an opportunity to make as high as a C grade, so it is always worth the effort to submit late work.

If you are having trouble meeting course deadlines, please reach out to me. I am willing to work with you and your schedule.

COURSE GRADE

Midterm Grades and Official Course Grades:

Midterm grades will be posted as indicated on the [BCTC Academic Calendar](#). Blackboard shows in- progress grades only. Official Midterm and Final Course Grades are accessed through your Student Self- Service account. See [instructions for accessing grades](#).

Final Course Grade:

Assignment Category	Portion of Grade
Discussion Boards	30%
Quizzes	25%
UnEssay Project	15%
Midterm & Final Exam	30%

This course uses the standard 90%, 80%, 70%, and 60% grading scale for A, B, C, and D grades, respectively.

WITHDRAWAL POLICY

Kentucky Community and Technical College System (KCTCS)

Through Midterm, you may withdraw from any BCTC course without instructor permission. After Midterm, you may withdraw until the last day of classes before the Final Exam, with instructor permission. Instructor permission will be granted if you have met the attendance/participation requirements of the course and have not yet taken the Final Exam.

For more information and instructions on how to withdraw see [BCTC Withdrawal Procedures](#).

ADDITIONAL RESOURCES

Helpful BCTC Resources:

Weblink	Description
BCTC Website	BCTC Home Website.
KCTCS Blackboard	Blackboard is our learning management system. All classes include a Blackboard course where you can find important class information.
KCTCS MyPath	Online portal to KCTCS email, Blackboard, and Student Self-Service
Early Alert and Starfish	See notices from your instructors and "Raise Your Hand" in Starfish to ask questions or get assistance from across the college.
BCTC Academic Services & Student Resources	One-Stop Access to BCTC Academic Services & Student Resources for success both inside and outside of class, including: IT assistance, Tutoring, Student Success Hub, Spotlight Instruction Series, Student Handbook, Personal Counseling, Community Resources, and more!

BCTC CLOSED CAMPUS – REMOTE INSTRUCTION CONTINGENCY PLAN

Please see [BCTC Student Handbook – Closed Campus Contingency Policy](#) for important information about campus closures. Should we have an extended campus closure and be required to go to remote learning, the following will detail any changes to our class. Please note, each instructor's policies may differ. Please check your email and/or course messages often for updates.

FOR HIS 260 ONLINE:

An extended campus closure will not have a significant impact on our original online course content delivery or policies. All office hours will be held virtually via Microsoft Teams or Blackboard Collaborate. Click [Here](#) to schedule an appointment.

Kentucky Community and Technical College System (KCTCS)

HIS 261 Syllabus

Welcome to:	HIS 261-19Z1 (80926)
Class type:	Online
Class Meetings:	No scheduled class meetings
Student Success	Your one-stop access to BCTC Academic Services (Tutoring, Technology, etc.) and Student Resources (Counseling, Child Care, etc.)
Starfish	Check out notifications from your instructor and Raise Your Hand to get help from across the college, including financial aid, tutoring, and counseling.

INSTRUCTOR INFORMATION:

Instructor:	
Email:	
Phone:	
Appointments:	
Office Location:	
Office Hours:	<ul style="list-style-type: none">• Tuesdays, 8:15-9:30• Wednesdays, 1:30-4:00• Thursdays, 8:15-9:30 Other times/days available upon request.
Virtual Communication:	Email, call, or text to schedule an appointment. You will receive a reply within 24 business hours.

BCTC ACCOMMODATIONS

BCTC Accommodations:	<p>BCTC strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodations for all persons with disabilities. Students who would like to request academic accommodations and/or auxiliary aids or services for a course must contact BCTC's Student Accessibility Services(SAS). Students should not request accommodation directly from the instructor.</p> <ul style="list-style-type: none">• SAS Email: BL-SAS@kctcs.edu• SAS Phone: (859) 246 – 6534• To Request Services, complete SAS Online Form.
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COURSE INFORMATION

COURSE DESCRIPTION

Examines the African American experience from Reconstruction to the present, with emphases on the rise of segregation, the Civil Rights Movement, and race relations into the twenty-first century.

COURSE COMPETENCIES

Kentucky Community and Technical College System (KCTCS)

Upon completion of this course, the student can:

1. Identify the basic culture developments within the African American community since 1865.
2. Identify the major events, persons, and ideas of African American history since 1865.
3. Demonstrate critical thinking skills in their analysis of significant issues related to African American history since 1865.
4. Describe the social, economic, cultural, and political developments of African American history since 1865.
5. Identify significant historical literature related to African American history since 1865.

GENERAL EDUCATION COMPETENCIES

Students should prepare for the twenty-first century by gaining:

- A. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.
- B. Intellectual and practical skills, including inquiry and analysis, critical and creative thinking, written and oral communication, quantitative literacy, information literacy, teamwork, and problem-solving.
- C. Personal and social responsibility, including civic knowledge and engagement (local and global), intercultural knowledge and competence, ethical reasoning and action, foundations and skills for lifelong learning.
- D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

This course assists students in meeting the [BCTC General Education Student Learning Outcomes](#) in Arts, Humanities, and History.

CLASS MATERIALS

Required Technology/Equipment:

Most BCTC courses have a required online component and thus require regular and consistent access to a computer, webcam, and high-speed internet. Mobile devices such as cellphones and some tablets [e.g., Chromebooks] are not sufficient to access all components of many courses. Access to required technologies is necessary and expected, even when open computer labs or public library access might be limited, so students should arrange access as needed. BCTC does have a Laptop Loaner program available if needed.

Please see [BCTC Student Technology Tools](#) for BCTC Minimum Equipment

Kentucky Community and Technical College System (KCTCS)

Requirements, BCTC Required Software, and information about the BCTC Laptop Loaner program.

Required Textbook/Supplies:

All course materials (including readings and videos) will be made available at no cost to the student on Blackboard.

CLASS POLICIES AND EXPECTATIONS

Attendance/Participation:

This is a standard online course; thus, all content and assignments are delivered online through Blackboard. There are no scheduled online meetings, but I will be available by appointment.

Attendance/Participation is indicated by the completion of at least one online assignment per week.

Attendance Verification (“No Show”):

The attendance verification assignment for this course is Discussion Board 1, due January 10.

Any student who does not complete the attendance verification assignment by the due date will be declared a “NO SHOW” for the course. Those students may be dropped and will not be eligible to continue working in the course.

Attendance verification is required for all BCTC classes and is essential for financial aid distribution, so please do not miss this assignment! If the attendance verification activity is not completed before Tuesday of the second week of class, then I will be required to declare you a “No Show” and you will no longer be eligible to continue working in the class.

Academic Integrity Policy:

This class follows the policies outlined in the [KCTCS Code of Student Conduct](#).

It is an expectation for all college classes that all academic work, written or otherwise, submitted by a student to an instructor or other academic supervisor, is the result of the student’s own thoughts, research, or self-expression. Utilizing outside resources, technology, study groups, and tutoring for the guidance of learning concepts is strongly encouraged. However, all submitted work should be completed solely by you, the student.

Any time you submit academic work where you use an outside source and present its content as your own, it is a form of Academic Dishonesty (cheating). This includes, but is not limited to: (1) all forms of plagiarism, such as copying or paraphrasing work from other sources without using proper

Kentucky Community and Technical College System (KCTCS)

citation; (2) turning in someone else's paper, a tutor's work, or your own paper from a different course; (3) submitting work generated through the utilization of technological tools, such as AI Content Generators (e.g. ChatGPT) or applications (e.g. apps such as Mathway), without acknowledging their use. Cheating in any form violates KCTCS and BCTC Academic Integrity policies and is subject to Article IV Sanctions for Standards of Conduct Violations of the KCTCS Code of Student Conduct. All work submitted should be a product of your own critical thinking and ideas, and written in your own voice, with all sources clearly acknowledged and cited, including technology-based sources. Outside sources and tools are best used as intended and not to replace student learning or perspective.

Class Communications/Email Policy:

All email communication with your instructor must take place through the KCTCS email system. Please include your course and section number. Emails are answered within 24 business hours, but often much sooner.

BCTC Equity and Unity Statement

BCTC welcomes and respects people of all cultures, religions, ages, socio-economic statuses, sexual orientations, gender identities, national origins, languages, and abilities. We celebrate individual differences as we evolve to be the face of a unified world. Our differences strengthen our resolve to deliver the highest standard of education in the Bluegrass Region. (Endorsed by BCTC Board of Directors – 3/1/2017) . In this class, we build an inclusive culture that encourages, supports, and celebrates diversity. You belong. You should engage and participate. You matter.

COURSE REQUIREMENTS – What we will do in this course

Graded Class Components:

Weekly Discussion Boards (30%):

Meaningful participation in discussion of class material is the heart of a good college course, even online. The weekly discussion posts will therefore form a significant percentage of the work during this course. Each week, you will write an initial post of at least 250 words by Wednesday at midnight. Then, you will have until Saturday at midnight to respond to at least two of your peers in a meaningful way with posts that are at least 50 words each. *Students may skip ONE discussion board assignment without penalty. I will automatically apply this to your first missed assignment unless you reach out to me with a specific request.*

Weekly Quizzes (25%):

Kentucky Community and Technical College System (KCTCS)

Every week in which there is a discussion board posting due, there will also be a quiz to assess your objective knowledge of the assigned readings/videos. The quizzes are not timed and consist of multiple choice, true/false, and short answer questions that should be answered in complete sentences. Quizzes are due by midnight every Friday. *Students may skip ONE quiz without penalty. I will automatically apply this to your first missed assignment unless you reach out to me with a specific request.*

UnEssay Project (15%):

Students will complete a creative research project based on any historic theme, event, organization, or person, from African American History since 1865. More information on this project will be provided on Blackboard. This assignment is due by midnight on March 31.

Exams (15% each; 30% total):

There will be two exams (a Midterm and a Final). Each exam is open note and essay based. The essay prompts will be made available at least one week prior to their due dates (March 1 and May 3, respectively). *If you have an overall grade of an A after Week 16's work is graded, then you will be exempted from taking the Final Exam.*

MAKE-UP WORK/LATE WORK POLICY

Late work will be dropped half a letter grade for each day past the original due date, unless you have requested and received an extension from me. This late point deduction will be capped at 30% (meaning that you may submit late work *from any time during the semester* for up to 70% credit). This means that no matter how late an assignment is, there is still an opportunity to make as high as a C grade, so it is always worth the effort to submit late work.

If you are having trouble meeting course deadlines, please reach out to me. I am willing to work with you and your schedule.

COURSE GRADE

Midterm Grades and Official Course Grades:

Midterm grades will be posted as indicated on the [BCTC Academic Calendar](#). Blackboard shows in- progress grades only. Official Midterm and Final Course Grades are accessed through your Student Self- Service account. See [instructions for accessing grades](#).

Final Course Grade:

Kentucky Community and Technical College System (KCTCS)

Assignment Category	Portion of Grade
Discussion Boards	30%
Quizzes	25%
UnEssay Project	15%
Midterm & Final Exam	30%

This course uses the standard 90%, 80%, 70%, and 60% grading scale for A, B, C, and D grades, respectively.

WITHDRAWAL POLICY

Through Midterm, you may withdraw from any BCTC course without instructor permission. After Midterm, you may withdraw until the last day of classes before the Final Exam, with instructor permission. Instructor permission will be granted if you have met the attendance/participation requirements of the course and have not yet taken the Final Exam.

For more information and instructions on how to withdraw see [BCTC Withdrawal Procedures](#).

ADDITIONAL RESOURCES

Helpful BCTC Resources:

Weblink	Description
BCTC Website	BCTC Home Website.
KCTCS Blackboard	Blackboard is our learning management system. All classes include a Blackboard course where you can find important class information.
KCTCS MyPath	Online portal to KCTCS email, Blackboard, and Student Self-Service
Early Alert and Starfish	See notices from your instructors and "Raise Your Hand" in Starfish to ask questions or get assistance from across the college.
BCTC Academic Services & Student Resources	One-Stop Access to BCTC Academic Services & Student Resources for success both inside and outside of class, including: IT assistance, Tutoring, Student Success Hub, Spotlight Instruction Series, Student Handbook, Personal Counseling, Community Resources, and more!

BCTC CLOSED CAMPUS – REMOTE INSTRUCTION CONTINGENCY PLAN

Please see [BCTC Student Handbook – Closed Campus Contingency Policy](#) for important information about campus closures. Should we have an extended campus closure and be required to go to remote learning, the following will detail any changes to our class. Please note, each instructor's policies may differ. Please check your email and/or course messages often for updates.

FOR HIS 261 ONLINE:

Kentucky Community and Technical College System (KCTCS)

An extended campus closure will not have a significant impact on our original online course content delivery or policies. All office hours will be held virtually via Microsoft Teams or Blackboard Collaborate. Click [Here](#) to schedule an appointment.

Kentucky Community and Technical College System (KCTCS)

Course Information

Course Description

This course examines the history of American women, with particular emphasis on the mid-19th century to the present. Includes the major themes of family, work, social ideas about women, and feminism.

Course Learning Outcomes

Upon completion of the course the student can:

1. Explore the meaning of women's status across cultures and historical periods.
2. Examine how women have attempted to define, maintain, or gain power in changing historical circumstances.
3. Identify common dilemmas and struggles faced by women; To inquire into women's differences based on race, class, and other factors; To study gender as a system of power relations in the context of American history.

General Education Learning Outcomes

1. Utilize basic formal elements, techniques, concepts, and vocabulary of specific disciplines within the Arts and Humanities. (General Education Competencies A and B)
 - Describe the principal social, economic, and political developments embodying the history of American women.
 - Identify and discuss several major issues in the history of American women.
2. Evaluate the significance of human expression and experience in shaping larger social, cultural, and historical contexts. (General Education Competencies A, B and C)
 - Describe the significance and contributions of women in American history, the diversity of the female experience, and the continuing discrimination against females in today's America.
 - Identify how others, and more important, how women themselves have viewed women throughout the American experience.
 - Discuss the reasons for the secondary role of American women in history despite dramatic changes in views over time regarding the nature, role, and work of women.

Kentucky Community and Technical College System (KCTCS)

- Discuss how women's political roles have affected their lives and well-being.
- Identify and discuss several major issues in the history of American women.

3. Evaluate enduring and contemporary issues of human experience. (General Education Competencies A and D)

- Describe the significance and contributions of women in American history, the diversity of the female experience, and the continuing discrimination against females in today's America.
- Discuss the reasons for the secondary role of American women in history despite dramatic changes in views over time regarding the nature, role, and work of women.
- Discuss how women's political roles have affected their lives and well-being.

This course assists students in meeting the [BCTC General Education Student Learning Outcomes](#) in Arts, Humanities, and History.

Why it Matters?

Today, women are more publicly visible than they ever have been. They now consistently occupy places we used to believe were only for men: as Supreme Court justices, doctors, presidential candidates, and Vice President of the United States.

According to a 2017 Politico magazine article, it is possible that the United States could elect its first woman President of the United States in 2024. We will explore what has, and has not, changed for American women by historically examining the perceptions and experiences of women in the United States, from the 1600s through the end of the twentieth century. Our objective will be to recognize not just what women have done but also how many essential moments and issues in U.S. history including the creation of the early republic, religious revival movements, reform crusades, slavery, war, and race relations were based on specific beliefs of gender.

Course Attendance/Participation

This course is an online course. The content and assignments are delivered online through Blackboard. There are optional online meetings (see above for dates and times). I am also available by appointment. Attendance/Participation is

Kentucky Community and Technical College System (KCTCS)

indicated by the completion of at least one online assignment per week.

BCTC Accommodations

Student Accessibility Services (SAS)

BCTC strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodations for all persons with disabilities. Students who would like to request academic accommodations and/or auxiliary aids or services for a course must contact Student Accessibility Services (SAS). Students should not request accommodation directly from the instructor. To request services, complete the [SAS Online Form](#) or email BL-SAS@kctcs.edu or call (859) 246-6534.

Class Materials

Required Technology/Equipment

Please review the [Minimum Equipment](#) and [Software Requirements](#) for all BCTC courses. See [BCTC Technology Tools](#) for more resources. This course requires:

Please see [BCTC Student Technology Tools](#) for BCTC Minimum Equipment Requirements, BCTC Required Software, and information about the BCTC Laptop Loaner program.

Required Textbook/Materials

To succeed in this course, please obtain the following:

- Upon registration, a digital course fee was added to your student bill. This fee grants you access to the eText and online content from the first day of class for less cost than the standard text. The eText and online content can be accessed through Blackboard. No hardcopy of the text is required but is highly recommended. No additional purchases required for eText access.
- Please review the [Digital Course Fee Policy](#),

Optional Textbook/Materials

To succeed in this course, consider obtaining the following:

- DuBois, Ellen Carol and Lynn Dumenil, *Through Women's Eyes: An American History with Documents*, 5th ed. ISBN: 9781319104931

Course Details

Kentucky Community and Technical College System (KCTCS)

Attendance Verification: No Show

All BCTC courses require that students complete an [Attendance Verification](#) assignment or activity that is essential for financial aid distribution. If the Attendance Verification is not completed, you will be counted as a “No Show” and will no longer be able to continue in this course. The attendance verification assignment for this course is the “Class Introduction” assignment—Part 1 completed by Friday January 12, 2024, and Part 2 completed by Sunday, January 14, 2024, 11:59 pm EST. If the attendance verification activity is not completed by Wednesday, January 17, 2024, then I will be required to declare you a “No Show” on Thursday, January 18, 2024, and you will no longer be eligible to continue working in the class. See Blackboard for assignment directions.

Graded Class Components

- 12 Achieve assignments (120 points) -- Achieve is an adaptive quizzing tool. There are 12 total Achieve assignments (one for each chapter). Complete each activity by answering questions until the target score of 600 is attained. Once you reach the target score, you will receive full credit (10 points) for completing the activity. The Achieve assignments need to be completed by the due date to receive full credit. You may work ahead on the Achieve assignments.
- Four Discussion Boards (80 points) -- Four discussion forums (20 points each) will be completed online. Discussion forums are an opportunity for you to interact with your classmates to understand and enhance your knowledge of course topics. The goal of the discussion forums is for you to present intuitive and rational statements by (a) posting comments which strive to encourage discussion, and/or (b) acknowledging other posts by developing, supporting, or disagreeing with the idea expressed in the post. It is okay to agree to disagree. Your insights will help us to become better thinkers, decision makers, and historians. See each discussion board for additional information/criteria.
- Learning Activity (150 points) -- Over the course of the semester, complete **one** of the learning activities below. Guidelines and expectations are posted on Blackboard. Choose one of the below activities to complete:
 - a. **How can we learn about women's history from our ancestors and what lessons can we**

Kentucky Community and Technical College System (KCTCS)

- take with us from the experiences of generations past?
- b. In what ways can we serve local women's advocacy organizations to meet current needs?
 - c. Visit a historical women's site or attend a women's event. Approved sites/events will be provided. You can work in pairs on this assignment (you and another classmate can take a tour together and submit one assignment). I must approve of the site/event chosen in advance.
 - d. An abstract is described as a brief explanation of a thesis or paper. For this assignment, research a historical woman (singer/song, scientist, etc), women's historical event (1750 to the present). Your topic will need to be approved by your instructor before you start writing. You will summarize one scholarly article ([Do Not Summarize a Book Review article](#)) on JSTOR by using your online campus library. Your abstract should be approximately 350 words (one to one and a half pages). More information along with a rubric about this assignment along with an example is provided on Blackboard.
- Exams (300 points) -- Three exams (100 points each) will be given and will be completed online. Questions will include multiple choice and short answer questions as well as questions from your textbook, lecture videos, YouTube videos, and assigned readings. **There are no proctored exams for this course.**

Midterm Grades and Official Course Grades

Midterm grades will be posted as indicated on the [BCTC Academic Calendar](#). Blackboard gradebook shows in-progress grades only. Official midterm and final course grades are accessed through your Student Self-service account. [See instructions for accessing grades](#).

Final Course Grade

Assignment Category	Points Possible
Achieve Assignments	12 @ 10 points each = 120 points possible
Discussion Boards (graded with rubric)	4 @ 20 points each = 80 points possible
One Learning Activity	150 points possible

Kentucky Community and Technical College System (KCTCS)

Exams	3 @ 100 points each = 300 points possible
Total Points Possible	650

To figure out your grade in the course at any time throughout the semester, divide the number of points you have earned by the number of points possible. For example, $600/650=.92$ which is 92%

A

This course uses the standard 90%, 80%, 70%, and 60% grading scale for A, B, C, and D grades, respectively.

Makeup Work/Late Work Policy

Since all assignments have a window of opportunity to complete, late work is usually not an issue. However, sometimes extreme events occur. **The following assignments can be submitted up to three (3) days late with no late penalty:** InQuizitive assignments, discussion boards, learning activity, exams 1 and 2. A late penalty will be applied beginning on the fourth (4th) day late (Thursday). **Late work will need to be submitted by 11:59 pm EST by the 7th day late (Sunday).**

Student Resources

General Resources

Weblink	Description
BCTC Website	BCTC Home Website.
KCTCS Blackboard	Blackboard is our learning management system. All classes include a Blackboard course where you can find important class information.
KCTCS MyPath	Online portal to KCTCS email, Blackboard, and Student Self-Service.
Early Alert and Starfish	See notices from your instructors and "Raise Your Hand" in Starfish to ask questions or get assistance from across the college.
BCTC Academic Services & Student Resources	One-Stop Access to BCTC Academic Services & Student Resources for success both inside and outside of class, including: IT assistance, Tutoring, Student Success Hub, Spotlight Instruction Series, Student Handbook, Personal Counseling, Community Resources, and more!

BCTC Equity & Unity Statement

BCTC welcomes and respects people of all cultures, religions, ages, socio-economic statuses, sexual orientations, gender identities, national origins, languages, and abilities. We celebrate individual differences as we evolve to be the face

Kentucky Community and Technical College System (KCTCS)

of a unified world. Our differences strengthen our resolve to deliver the highest standard of education in the Bluegrass Region. (Endorsed by BCTC Board of Directors – 3/1/2017). In this class, we build an inclusive culture that encourages, supports, and celebrates diversity. You belong. You should engage and participate. You matter.

Academic Policies & Expectations

Drop and Withdrawal Procedures

The [BCTC Drop and Withdraw Policy](#) statement and [BCTC Withdrawal Procedures](#) provide more information and instructions for how to drop or withdraw from the course. Students will be permitted to withdraw from this course as long as they follow the due dates outlined in the [Academic Calendar](#).

Academic Integrity Policy

This class follows the policies outlined in the [KCTCS Code of Student Conduct](#). Please review the full [BCTC Academic Integrity Policy](#) as it outlines guidance for how to avoid plagiarism, academic dishonesty, and misuse of Artificial Intelligence (AI).

Student Concern/Complaint Process

Please review the [BCTC Student Concern/Complaint Process](#) if you have concerns about the course or course policies.

BCTC Closed Campus Contingency Policy

The [BCTC Closed Campus Contingency Policy](#) provides important information about campus closures. In the event of an extended campus closure, as an online course, there will not be significant changes to our original course content delivery or policies. In-person office hours will be moved virtually on Microsoft Teams.

HMS 220 Syllabus

Spring 2022 Syllabus

HMS 101 – Human Services Survey

84432 HMS 220-75Z1 3 credit hours

Instructor: Natalie Cooper Office: #263 JHG-Madisonville

Classroom: Online Phone: (270) 824-8599

Meeting Times: Online Email: natalie.cooper@kctcs.edu

When emailing, please remember to follow proper email etiquette, as well as utilize your college email account vs. personal email account.

Office Hours

Hours: Monday Tuesday Wednesday Thursday Friday

11:00-1:00 Office Office Office Office By Appt.

Office hours available by appointment. Please contact instructor.

Course

Explores current and historical cultural diversity in human services as it applies to clients from various cultural groups. Focuses on cultural self-awareness and cultural competence as it pertains to human services professionals and client helper relationships. Draws attention to dominant and minority cultural norms, attitudes and belief systems including the culture of poverty.

Prerequisite

No prerequisite but students must maintain a "C" or higher in all core and technical core Human Services classes.

Classroom Materials

Text: Diller, J.V. (2019). Cultural diversity: A primer for the human services (3rd ed).

Boston, MA: Cengage Learning, Inc. 6th Edition

(Textbook is included as an ebook in Blackboard, optional paper version may be purchased for a nominal fee.).

Software: You may download the Microsoft Office 365 software through your college webmail account.

Other Supplies: This course utilizes MindTap which includes your etext and other materials that may be used in class.

Course Competencies

Upon completion of this course, the student can:

1. Define culture, diversity and cultural differences.
2. Identify cultural trends from a historical perspective.
3. Interpret conflicting racial and socioeconomic attitudes and belief systems.

4. Understand ethnic, sub-cultural and dominant groups.
5. Recognize one's own cultural identity, biases and stereotypes that impact professional helping relationships.
6. Implement skills and techniques that are effective in working with culturally diverse clients.

Critical Thinking

Beginning in school and continuing at successively higher levels across their college studies, students should prepare for twenty-first-century challenges by gaining: Intellectual and Practical Skills, including critical and creative thinking.

Writing Across the Curriculum

"Instructors in all courses are expected to call attention to proper English usage and may penalize for errors and/or require the rewriting of papers which do not meet acceptable standards in English. Any instructor who finds the written work of any student seriously defective in English may recommend remedial work or refer the student for additional assistance from local resources." (Faculty Senate Rules Section V, 2.33)

Personal Effectiveness Skills/Professionalism

Madisonville Community College is committed to student success and improving employability of the students. Personal and professional attributes and behaviors are necessary to be successful in college and in the workplace. These skills include, but are not limited to dependability, initiative, integrity, effective oral and written communication, teamwork, attendance, time management, and workplace ethics.

Zero to ten percent of your class grade will be derived from the following: Communication, Commitment to Learning, Responsibility, and Behavior. The Student Guidelines for Success page is attached.

PES in this course will be addressed by: (Examples below)

- Requiring self-assessment of the PES guidelines with reflection follow-up.
- Asking students to set PES goals with "My Promise" section of PES Guidelines for Success.

Grading

Grading Criteria	Points	Grading Scale
Assignments, Quizzes and Discussion	40%	A 90-100%
Working with Diverse Clients Teach backs	10%	B 80-89%
Examinations	30%	C 70-79%
TedTalk/Podcast	20%	D 60-69%
Total	100%	E Below 60%

Assignments will not be graded until after the submission deadline has passed. Please expect at least a week's turn around on returning graded assignments. COURSE POLICIES

Instructional Methods:

A combination of Chapter readings, chapter quizzes, end of chapter exercises and class discussions (discussion board) will be utilized to help you assess your understanding of the course material. Chapter video lectures will be available in the course.

Chapter Assignments/Discussion Boards

You will be responsible for reading and understanding each assigned chapter. You will also be responsible for your participation in the discussion boards for this course. The discussion board is an integral part of the course. Please support your comments with supportable data and always be respectful of others.

Examination Policy

Three announced examinations will be given. No make-up exams will be allowed without prior arrangements being made. Make-up exams must be taken when scheduled. No quiz make-ups are allowed.

Student Expectations

1. Check course announcements and assignments regularly.
2. Submit assignments on the specified due dates.
3. Participate in the class discussion board.
4. Please use your KCTCS Student e-mail account when corresponding.

Incomplete Policy Statement

Incompletes will only be considered in the most extreme cases of hardship.

Withdrawal

Important Dates and Deadlines

January 16, 2022 Last day for 100% tuition refund

February 8, 2022 Last day for 50% tuition refund

March 7, 2022 Last day to officially withdraw from this class at the student's discretion with a grade of "W."

April 29, 2022 Last day to request to withdraw from this class at the instructor's discretion.

MCC's Academic Calendar

Attendance, Late Work & Make-Up Policies

Attendance Policy:

Attendance is strongly recommended. Good attendance will translate into better grades, higher retention of subject matter, greater success. Since much of the work is done in class under the supervision of the instructor, poor attendance will usually translate into poor grades. For an online or hybrid class attendance means checking into the class often and communicating with the instructor.

Note: If you do not log into this class in Blackboard within the first week of class, you will be identified and reported as a "no-show" and may be dropped from this course.

Late Assignment Policy:

Assignments should be submitted Before the specified due date and time. Assignments handed in after the specified times are considered late. No late assignments will be accepted.

Make-up Policy:

Make-up exams will be given ONLY in the most extreme cases of hardship or unavoidable interruption of participation. These are handled on an individual basis.

Classroom

Initial discussion posts (This includes, any assignment that requires a response from another student.) must be posted by Thursday (11:59 pm EST, 10:59 pm CST) of the week it is due. If you do not post your initial discussion post, you may not participate in the discussion. This is to assure that everyone has an opportunity to respond to the discussions as assigned.

All assignments are to be typed in Microsoft Word 2003 or later and submitted as described in the Course Introduction Section on Black Board. Assignments submitted improperly will NOT be graded.

*Maintain a positive, professional, respectful attitude within the classroom. This includes time within the classroom and emails. In an online environment, this means submitting work in a timely manner and being respectful to others in posts and other assignments.

Learning Space Subject Tutoring and Technical Support

The Learning Space provides FREE subject tutoring and technical support for all MCC students. You can find all our services and book your own appointments, including remote appointments outside of regular hours at <https://kctcs.sharepoint.com/sites/Madisonville-AcademicSupportCenter>. The link is also available on MyPath under "Tutoring Services" (near the bottom of the page). Keep an eye on your inbox for weekly emails announcing special workshops, webinars, and exam reviews. Email: md-thelearningspace@kctcs.edu for more information, or contact Coordinator PJ Woodside at pj.woodside@kctcs.edu. We're here for you!

Starfish Student Success Network

This course is a part of MCC's student success initiative using the Starfish Student Success Network. You will find the Starfish application on your MyPath page. Throughout the semester, you may receive emails at your KCTCS email account from your MCC support network (instructors, advisors and so forth). You may be contacted by email, phone, or text by our Success Coach Brandi Stout (brandi.stout@kctcs.edu) in order to better address any issues you may be having. If you receive a Starfish communication, please keep in mind this is done to connect you with your MCC team and other campus resources to help you be successful. It is important you check your email regularly and follow up on recommended actions.

KCTCS Student Code of Conduct

Students are expected to uphold the KCTCS Student Code of Conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. Students shall be guilty of violating the honor code if they:

- Represent the work of others as their own.
- Give unauthorized assistance to other students.
- Modify, without instructor approval, an examination, paper record, or report for obtaining additional credit.
- Misrepresent the content of submitted work.

The penalty for violating the code is severe. Any student violating the honor code is subject to receiving a failing grade for the course and will be reported to the Office of the Student Affairs. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation.

Inclement Weather

In cases of inclement weather please listen to area radio and television stations for cancellations. Madisonville Community College's standard procedure during inclement weather is to remain open and hold classes as scheduled. Campus closures are rare; however, should the weather become severe enough to warrant closing the campus, we will contact local media as well as relay the information using SNAP to your phone, email, or text message. Please watch for a SNAP announcement and/or the local news or listen to local radio for the latest information. As always, use your own judgment when determining whether or not it is safe to travel in your area.

For more information, or to sign up for SNAP, visit MCC's student safety page.

Student Safety

Madisonville Community College is concerned with the safety of the students attending classes at any of the four campuses. The following points are for your benefit as a student:

- In case any life-threatening event, call 911. The local emergency responders are better equipped to take care of these situations.
- To sign up for the Safety Notification Alert Process (SNAP) go to the MCC webpage and click on the SNAP section. After completing this, you will receive notifications on school closings, inclement weather, and other safety notifications.
- To report a safety concern, call the MCC Tip Line at (270) 824-1900 to report safety concerns or suspicious behavior. This line is monitored once a day Monday through Friday.
- The MCC emergency number (270) 824-1911 is answered by selected personnel during the day and by a cell phone when these are not available.
- The campus security office is located at JHG 102.
- The office phone number for campus security is (270) 824-1828.
- The cell phone number for Campus Security is (270) 836-5330.

Distance Learning Resources

Library Information:

Online services for research can be accessed.

Technical Support:

MCC: For help with your Student Self Service or User Account Center

Blackboard: If you have problems with Blackboard, please contact the Blackboard 24/ Help Desk toll free at 1-855-554-6622, Option #4, or through the "Help" tab at help for blackboard website.

Course Technical Requirements: You will need reliable internet connection. High Speed is preferred. You will need access to the following software: Microsoft Word 2003 or later. You can download this software free from your college webmail account.

Disabilities Policy

"Students with documented disabilities that require individualized accommodations should do two things: contact the Accessibility Services Coordinator at their Home College and inform their instructors. Once the student has contacted the Accessibility Services Coordinator at the Home College, that Coordinator will communicate with the student's instructors and/or the Accessibility Services Coordinator at the Delivering College in order to coordinate and/or provide reasonable and appropriate accommodations to the student."

If your home campus is Madisonville Community College, contact Paula Seabrooke, Accessibility Services Manager & Veterans Affairs Advisor, at 270-824-1708 or paula.seabrooke@kctcs.edu for additional information.

Therapy Assistance Online

What is TAO? TAO (Therapy Assistance Online) includes over 150 brief, effective, educational sessions covering over 50 common topics and skills related to mental health, wellness, and substance use issues. TAO includes interactive sessions, mindfulness exercises and practice tools all aimed at helping you achieve your goals. Register online:

<https://us.taoconnect.org/register>

Academic Contingency

The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus,

students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity

spaces and common areas to protect students and faculty. The College will attempt to make these changes as minimally disruptive as possible, but students have no right or privilege in a particular type, place, or time for their classes.

Children/Guests on Campus

Because of the COVID-19 pandemic, students should not bring guests, including significant others or children, with them to MCC's campuses or classes. Guests are not permitted to sit in classes and will not be allowed to stay.

Masks on Campus

Until further notice and until guidance regarding the COVID-19 pandemic changes, all students must wear a mask while in the building on an MCC campus. Students who do not wear a mask will not be allowed to remain in class and may be referred to the Dean of Student Affairs and subject to the KCTCS Student Code of Conduct. If a health concern prevents a student from wearing a mask, he or she must talk with MCC's Health at Work Officer, Kim Jones, immediately.

Class Period Recordings

Class periods associated with this course will be recorded by the Instructor. Students are hereby notified that the content of the recordings may, at times, include their faces and voices. Continued participation in this course establishes consent to be recorded. Recordings will be posted by the Instructor so that they are only accessible to the students in this course. If the Instructor intends to release or post these recordings for other sections of this course or for any other purposes, the Instructor will notify students heard or seen in the recordings and will ask for written permission. Students are advised that the written permission, if granted, will be retained in their student records. If students in this class have any questions regarding these recordings or the form they may be asked to sign, students should talk with the Instructor.

THIS SYLLABUS IS TENTATIVE AND SUBJECT TO CHANGE AT THE DISCRETION OF THE INSTRUCTOR TO MEET CLASS NEEDS

HUM 121 Syllabus

Welcome to:	HUM 121 – J101 - 80967
Class type:	Hybird
Class Meetings:	Required Meeting Time: Monday, 9:30-10:45pm BCTC Newtown Campus, Classroom Bldg, Room 310
Student Success	Your one-stop access to BCTC Academic Services (Tutoring, Technology, etc.) and Student Resources (Counseling, Child Care, etc.)
Starfish	Check out notifications from your instructor and Raise Your Hand to get help from across the college, including financial aid, tutoring, and counseling.

INSTRUCTOR INFORMATION:

Instructor:	
Email:	
Appointments:	Virtual meetings can be scheduled via email.
Office Location:	N/A
Office Hours:	N/A
Virtual Communication:	Email is my primary form of communication. You can expect a response within 24 hours. Feel free to follow up after 24 hours have passed.

BCTC ACCOMMODATIONS

BCTC Accommodations:	<p>BCTC strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodations for all persons with disabilities. Students who would like to request academic accommodations and/or auxiliary aids or services for a course must contact BCTC's Student Accessibility Services(SAS). Students should not request accommodation directly from the instructor.</p> <ul style="list-style-type: none"> • SAS Email: BL-SAS@kctcs.edu • SAS Phone: (859) 246 – 6534 • To Request Services, complete SAS Online Form.
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COURSE INFORMATION

COURSE DESCRIPTION

This interdisciplinary course is intended as a general introduction to the nature, scope, and methodology of Peace Studies, with a view toward the future. It will explore the history of non-violent movements to effect social change, the role of women in the attainment of peace and protection of life, the tie between social justice and the environment, and the resolution of conflict between individuals, groups, societies, and nations. The course includes the study of activists, such as Dr. Martin Luther King, Jr., Gandhi, and Dorothy

Day. Lecture: 3 credits (45 contact hours).

COURSE COMPETENCIES

- Demonstrate knowledge of at least one area of the social and behavioral sciences.
- Apply knowledge, theories, and research methods, including ethical conduct, to analyze problems pertinent to at least one area of the social and behavioral sciences.
- Understand and demonstrate how at least one area of the social and behavioral sciences conceptualizes diversity and the ways it shapes human experience.
- Integrate knowledge of at least one area of the social and behavioral sciences into issues of personal or public importance.
- Communicate effectively using the language and terminology germane to at least one area of the social and behavioral sciences.

GENERAL EDUCATION COMPETENCIES

This course assists students in meeting the [BCTC General Education Student Learning Outcomes](#) in Arts and Humanities [and History] (AHH).

- B. Utilize basic formal elements, techniques, concepts, and vocabulary of specific disciplines within the Arts and Humanities.
- C. Distinguish between various kinds of evidence by identifying reliable sources and valid argument
- D. Demonstrate how social, cultural, and historical contexts influence creative expression in the arts and humanities.
- E. Evaluate the significance of human expression and experience in shaping larger social, cultural, and historical contexts.
- F. Evaluate enduring and contemporary issues of human experience.

CLASS MATERIALS

Required Technology/Equipment:

Most BCTC courses have a required online component and thus require regular and consistent access to a computer, webcam, and high-speed internet. Mobile devices such as cellphones and some tablets [e.g., Chromebooks] are not sufficient to access all components of many courses. Access to required technologies is necessary and expected, even when open computer labs or public library access might be limited, so students should arrange access as needed. BCTC does have a Laptop Loaner program available if needed.

Please see [BCTC Student Technology Tools](#) for BCTC Minimum Equipment Requirements, BCTC Required Software, and information about the BCTC Laptop Loaner program.

Required Textbook/Supplies:

Houston Wood - *Invitation to Peace Studies (1st Ed.)*, Oxford Uni. Press, 978-0-19-021713-6

Note to Students: The materials above are the only ones required for this course. Any additional items listed as Optional or Recommended by the bookstore are not required to purchase.

CLASS POLICIES AND EXPECTATIONS**Attendance/Participation:**

This is a hybrid course. Much of your work will be online but we will be meeting on-campus each Monday from 9:30-10:45. You will be required to come to class during this regularly scheduled meeting time. Specific dates will be outlined and posted in Blackboard but may be subject to change. Attendance will be taken both in-person and online on scheduled class days. To be counted in attendance online, you should check in to the course in Blackboard and complete the assigned activity for that day. To be counted in attendance while on campus, you need to come to class prepared.

Attendance Verification (“No Show”):

Attendance verification is required for all BCTC classes and is essential for financial aid distribution, so please do not miss this assignment! If the attendance verification activity is not completed before Tuesday of the second week of class, then I will be required to declare you a “No Show” and you will no longer be eligible to continue working in the class.

Academic Integrity Policy:

This class follows the policies outlined in the [KCTCS Code of Student Conduct](#).

It is an expectation for all college classes that all academic work, written or otherwise, submitted by a student to an instructor or other academic supervisor, is the result of the student’s own thoughts, research, or self-expression. Utilizing outside resources, technology, study groups, and tutoring for the guidance of learning concepts is strongly encouraged. However, all submitted work should be completed solely by you, the student.

Plagiarism/Cheating statement

Any time you submit academic work where you use an outside source and present its content as your own, it is a form of Academic Dishonesty (cheating). This includes, but is not limited to: (1) all forms of plagiarism, such as copying or paraphrasing work from other sources without using proper citation; (2) turning in someone else’s paper, a tutor’s work, or your own paper from a different course; (3) submitting work generated through the utilization of technological tools, such as AI Content Generators (e.g. ChatGPT) or applications (e.g. apps such as Mathway), without acknowledging

their use. Cheating in any form violates KCTCS and BCTC Academic Integrity policies and is subject to Article IV Sanctions for Standards of Conduct Violations of the KCTCS Code of Student Conduct. All work submitted should be a product of your own critical thinking and ideas, and written in your own voice, with all sources clearly acknowledged and cited, including technology-based sources. Outside sources and tools are best used as intended and not to replace student learning or perspective.

Class Communications/Email Policy:

Your KCTCS email address is the only email address to which I can respond. I teach multiple courses and sections, so please ensure all email communications take place using their KCTCS email system and **include the COURSE NUMBER in the subject line**. I will answer all emails during the week within 24 hours, but often much sooner. Since emails are official academic communications, and professionalism is an essential component of future success, please use proper English and grammar and avoid “text-speak.” Communications that do not adhere to these policies may not receive a timely response.

BCTC Equity and Unity Statement

BCTC welcomes and respects people of all cultures, religions, ages, socio-economic statuses, sexual orientations, gender identities, national origins, languages, and abilities. We celebrate individual differences as we evolve to be the face of a unified world. Our differences strengthen our resolve to deliver the highest standard of education in the Bluegrass Region. (Endorsed by BCTC Board of Directors – 3/1/2017)

In this class, we build an inclusive culture that encourages, supports, and celebrates diversity. You belong. You should engage and participate. You matter.

COURSE REQUIREMENTS – What we will do in this course

Graded Class Components:

Students will have weekly quizzes and discussion board posts in Blackboard. Additionally, there is a final research paper that will be divided into multiple assignments: the research topic proposal, annotated bibliography, outline, first draft, and final draft. Students are responsible for knowing these due dates. Due dates will be posted in the course schedule and in Blackboard.

MAKE-UP WORK/LATE WORK POLICY

I will not accept late work. This includes the quizzes, discussion board posts, the research topic proposal, annotated bibliography, outline, first, and final draft. If you have an emergency, please contact me before the due date so we can arrange a new due date.

COURSE GRADE

Midterm Grades and Official Course Grades:

Midterm grades will be posted as indicated on the [BCTC Academic Calendar](#). Blackboard shows in- progress grades only. Official Midterm and Final Course Grades are accessed through your Student Self- Service account. See [instructions for accessing grades](#).

Final Course Grade:

This course uses the standard 90%, 80%, 70%, and 60% grading scale for A, B, C, and D grades, respectively.

There are 10 quizzes are worth 5 points each. The 10 discussion board posts are also worth 5 points. Quizzes and discussion board posts total to 100 points. The research topic proposal (10), annotated bibliography (15), outline (20), first draft (25), and final draft (30) also equal up to another 100 points.

Assignment Category	Portion of Grade
Quizzes	25%
Discussion Board Posts	25%
Final Paper Assignments	50%

WITHDRAWAL POLICY

Through Midterm, you may withdraw from any BCTC course without instructor permission. After Midterm, you may withdraw until the last day of classes before the Final Exam, with instructor permission. Instructor permission will be granted if you have met the attendance/participation requirements of the course and have not yet taken the Final Exam.

For more information and instructions on how to withdraw see [BCTC Withdrawal Procedures](#).

ADDITIONAL RESOURCES

Helpful BCTC Resources:

Weblink	Description
BCTC Website	BCTC Home Website.
KCTCS Blackboard	Blackboard is our learning management system. All classes include a Blackboard course where you can find important class information.
KCTCS MyPath	Online portal to KCTCS email, Blackboard, and Student Self-Service
Early Alert and Starfish	See notices from your instructors and "Raise Your Hand" in Starfish to ask questions or get assistance from across the college.

[BCTC Academic Services & Student Resources](#)

One-Stop Access to BCTC Academic Services & Student Resources for success both inside and outside of class, including:
IT assistance, Tutoring, Student Success Hub, Spotlight Instruction Series, Student Handbook, Personal Counseling, Community Resources, and more!

BCTC CLOSED CAMPUS – REMOTE INSTRUCTION CONTINGENCY PLAN

Please see [BCTC Student Handbook – Closed Campus Contingency Policy](#) for important information about campus closures. Should we have an extended campus closure and be required to go to remote learning, the following will detail any changes to our class. Please note, each instructor's policies may differ. Please check your email and/or course messages often for updates.

FOR HUM 121-J101 (HYBRID):

In the event of an extended campus closure, the following adjustments to the course delivery and policies will be made:

- The class will meet at the regularly scheduled time, Monday, 9:30-10:45, online through Blackboard Collaborate. Please be prepared to meet during these times just as you did for regularly scheduled classes.
- This will not affect any due dates for discussion board posts, quizzes, or research paper assignments.
- Office hours will remain the same and my primary contact will be through campus Email.

HUM 135 Syllabus

COURSE IDENTIFICATION

Course Description: Introduces the study of the oral and written literature of Native American peoples, emphasizing the cultural and historical context in which it was composed.

The course fulfills three hours of the Heritage/Humanities component of the associate degree. It also fulfills the three hour Cross-Cultural component of the University of Kentucky University Studies requirements for a bachelor's degree.

Prerequisites/corequisites: None

Credit Hours: 3

INSTRUCTOR

Instructor: Tracy Jordan

E-mail: Tracy.Jordan@kctcs.edu

Virtual Office Hours: Friday 10:00-11:00, except when otherwise announced; also as needed/requested

COURSE REQUIREMENTS

Texts: Frederick Turner, ed. The Portable North American Indian Reader
Dennis Banks, author, Ojibwa Warrior
Louise Erdrich, author, The Bingo Palace

For reading enhancement, I also suggest:

Cowboys and Indians magazine (I will post subscription information)

Shaking the Pumpkin by the amazing Jerome Rothenberg (you will note many attachments from this book, but it is great to see the whole thing)

Various films, websites (separate listing)

The Trail of Tears by Gloria Jahoda (ISBN 0-03-014871-5) Awesome book!

Supplies/Hardware/Software

Notebook, pens (many of my online students keep a handwritten reading journal, and submit it at end of semester)

Microsoft Word Processing software

Dependable computer (remember that you may use computers on campus in the library or labs)

Active KCTCS E-Mail Account

The primary means of communication between students and the college is through the KCTCS e-mail account. Students should check this e-mail account at least once each week. To access your e-mail account, go to <https://westkentucky.kctcs.edu> and click on “Current Students” at the top of the page. Then click on “MyPath” to access email. If you have forgotten or need to reset your password, go to the above address, click on “Current Students”, and then click on “User Account Center”. Follow the steps to reset your password.

E-mailing is generally the best way to get in touch with me. E-mail response time for problems with quizzes or general issues will be within 24-48 hours, excluding weekends and holidays. If you e-mail me on a Friday afternoon, I probably will not reply until Monday morning.

Course Management System

KCTCS uses Blackboard as the course management system. Blackboard is in Eastern Time. Please note this when submitting assignments. The KCTCS Blackboard Web Site URL is: <http://elearning.kctcs.edu>

Course Technology Expectations

Students are expected to have access to:

- An up-to-date computer, laptop, or tablet
- Internet connection (high-speed preferred)
- Blackboard supported browser (Mozilla Firefox and/or Google Chrome)

Students are expected to know how to:

- Navigate the internet while understanding internet safety
- Update their internet browser plugins and settings if needed
- Send/receive emails
- Be proficient with computer basics

Once the student is logged into Blackboard, refresher tutorials and a browser checker are available through Blackboard:

https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support/Browser_Checker

Students have access to independent support if they encounter problems with any of the course technologies. All student software support can be found in Blackboard:

https://elearning.kctcs.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id= 298 1.

All course specific questions should be directed to your instructor.

COMPETENCIES

Approved Course Competencies

Upon completion of this course, the student can:

1. Recognize the themes and motifs of the literature.
2. Employ basic approaches to the analysis of a literary text.
3. Describe the culture and history of those societies which produce the literature.
4. Explain how the literature of a culture expresses cultural values, concepts and aesthetics.
5. Examine the stereotypes and misperceptions of Native Americans in mainstream western culture compared with the ways Native Americans present themselves in their literature.
6. Express concepts in clear, organized Standard English.

Competencies/Course Specific Learning Outcomes for General Education

- A. **Knowledge of human culture and the physical and natural worlds** will be a primary focus of our course, and we will see how the tribal people of America have survived and flourished through their literature. We will write several essays and reports on Native American topics in *clear and effective prose, using MLA conventions*.
- B. The course will encourage the use of **intellectual and practical skills** through teamwork and problem solving, just as the tribal people did and still do! We will *find, analyze, and cite pertinent primary and secondary sources, including academic databases, to prepare speeches and reports*.
- C. We will practice and strengthen our ability to *identify, analyze, and evaluate statements, assumptions, and conclusions representing diverse points of view* through cross-cultural comparisons of history, events, and literature, and will learn to recognize and avoid stereotypical depictions and reasoning. **Intercultural knowledge and competence is our personal and social responsibility** in America today, just as it has been since long before the arrival of Europeans on this land.

Here are some of the important goals we will have for the class: Communicate effectively—read and listen with comprehension; speak and write clearly using standard English; interact cooperatively with others using both verbal and non-verbal means. Think Critically—make connections in learning across the disciplines and draw logical conclusions; demonstrate problem solving through interpreting, analyzing, summarizing, and/or integrating a variety of materials. Learn Independently—Use appropriate search strategies and resources to find, evaluate, and use information; make choices based upon awareness of ethics and differing perspectives/ideas; apply learning in academic, personal, and public situations. Examine relationships in Diverse and Complex Environments—recognize the relationship of the individual to human heritage and culture; demonstrate an awareness of the relationship of the individual to the biological and physical environment; develop an awareness of self as an individual member of a multicultural global community.

Approved Course Outline:

- I. Introduction to Native American oral traditions
 - A. Cultural importance
 - B. Geographic culture areas
 - C. Performance and translation
 - D. Genres
 - E. Themes and motifs
 - F. Pow wow and events
- II. Early Native American written literature
 - A. Historical development
 - B. Genres
 - C. Major authors
 - D. Self and social representations
 - E. Influences of contact and colonialism
- III. Contemporary literature of Native Americans
 - A. Contemporary life in Native American communities

- B. Coming to terms with stereotypes and identity
- C. Contemporary themes and motifs

COURSE POLICIES

Attendance Policy - It's good to be here! You will see that there are many points available just for participating in activities each week. Even in an online course, your presence is needed each week (Discussion Board!), and your absence is noted. (The tribes believed in the wisdom of speaking and listening in turn, and so do I; the most powerful oratory I know has come to us from tribal people, and America's strong dependence on choosing our leaders based on what they say was learned, in part, from the tribes). This is a discussion-oriented class, and we also will be watching many films/film clips and commenting on these through our discussion board, etc. Discussion is always best if we all take part and respond to each other. Please participate weekly! Also be aware that financial aid is connected to attendance, and going for long periods of time without participating in your online course could cause you to be reported as Stopped Attending. **ATTENDANCE POLICY**

(instructor's specific policy here)

PANDEMIC-RELATED ABSENCES

Attendance will be taken each day to assist in possible contact tracing. Students who are absent, due to pandemic-related illness or other associated issues, must inform the instructor prior to missing class. Approved pandemic-related absences will not be counted as unexcused absences. Students are still responsible for all course material covered when absent and should check BlackBoard for assignments.

Course Grading Criteria/Grading Scale: First, please notice that there are no actual tests! However, some of the assignments are mandatory, and will be marked as such, meaning that they must be completed to pass the course (for instance, your reading journal). To earn an "A," you need to earn 900 of the more than 1000 points available. This means that 900-1000 points earned equals an "A;" 800-899 points equals "B;" 700-799 points equals "C;" 600-699 points equals "D;" and below 600 points equals an "E" grade. Complete descriptions of grading criteria will be supplied on appropriate assignments/attachments (For instance, there will be a separate handout for the "journal" assignment, with directions, sample entries, etc.), but you can see that this is a ten-percentage-point scale. There will be extra help/information for any assignment when you request it. There will also be several opportunities for bonus points, and optional ways to earn some of the points listed above—think of it as a sort of menu of choices, with flexible ways to earn points by learning about Native Americans and sharing with the class. I promise to help you be prepared to succeed with each assignment if you promise to focus on enjoying and appreciating Native American literature, rather than focusing on how many points you have to make on the next assignment to raise an 89.3 average to an "A". (Interpretation of last paragraph: Please don't spend the semester worrying about your grade. Read, take part, complete assignments, and you will be successful!)

Grading Scale

A=100-90

B=89-80

C=79-70

D=69-60

E=59-0

Incomplete Grades

An incomplete grade (“I”) is assigned solely at the discretion of the instructor. There must be a reasonable possibility that the student will pass the course upon completion of the missed work, and the missed work must be the result of extenuating circumstances. The incomplete grade must be requested by the student in writing, followed by meeting with the instructor to discuss completing the grade and making a written agreement, including a calendar for completion. The instructor will set dates for completion time.

Written work policy – We will likely submit some/all of our work electronically, but if you would like to handwrite your journal, papers, etc., here are the standards. Handwritten assignments should be written in blue or black ink on white paper. Your journal may also be handwritten, and needs no cover, binder, etc. Please write on only one side of papers, and staple (do not fold) them in the top left hand corner. When you decide to do handwritten work, it is your responsibility to bring it to the part-time instructors office in MLC (as many of you are on-campus students) and to make sure to notify me via e-mail that you are doing so. Reports and homework may be handwritten according to the same standards, or typed or word-processed and submitted electronically, using Microsoft Word.

Late/Make-up Work Policy – The course material is made available one week at a time, and then remains open. For the assignments which have due dates, late work is unacceptable, unless a student has previously arranged the details with the instructor. You should attempt to complete each week’s activities during that week, although most content will remain available through the end of the semester once a week has opened. Taking advantage of small, optional, and bonus points opportunities as they appear makes it simple to earn an outstanding grade in our course, and sometimes to complete a bit early!

Technical/Environmental Difficulties

In the event that the course management system becomes inoperable, student and faculty communication will continue through the use of KCTCS student/faculty e-mail accounts. The instructor will provide guidance on the process to complete course assignments during the course management system outage

DROP/Withdrawal

Students officially withdrawing after the 100% refund deadline (August 20, 2023) and before mid-session, will receive a grade of “W”. If your home college is WKCTC, you must complete the Withdraw/Drop Request located in your student self-service under Academic Records. After mid-session (October 8th, 2023), the grade of “W” will be assigned only at the discretion of the instructor. If your home college is not WKCTC, please refer to your college for specific

instructions/requirements. It is recommended that prior to withdrawal, students discuss their circumstances with their instructor and the Financial Aid Office, because it is a serious decision that often impacts financial assistance and academic progress.

KCTCS/WKCTC POLICIES

Financial Aid Repayment

PELL, SEOG, and Student Loan recipients (Title IV) who stop attending or withdraw prior to the 60% point in the semester may be obligated to repay a portion of their financial aid.

Special/STEP Exam – Special challenge exams for the course may be administered by the instructor if requested in writing and approved by the departmental coordinator and dean.

KCTCS Code of Student Conduct Statement/Title IX

Kentucky Community and Technical College System (KCTCS) faculty and students are bound by principles of truth and honesty that are recognized as fundamental for a community of teachers and scholars. The college expects students and faculty to honor, and faculty to enforce, these academic principles.

Students may direct complaints of discrimination, harassment, or sexual misconduct to the Title IX Coordinator (Anderson Technical Building 204, 270-534-3479) for resolution pursuant to the Code of Student Conduct: <https://www.kctcs.edu/current-students/academic-resources/code-of-student-conduct.aspx> or in accordance with the Sexual Misconduct

Procedure: <https://westkentucky.kctcs.edu/about/student-life/title-ix/policies-and-procedures.aspx>

Students may refer to the KCTCS Code of Student Conduct for more information on student rights, academic offenses, and the student's right to appeal: <https://www.kctcs.edu/current-students/academic-resources/code-of-student-conduct.aspx>

Cheating

Cheating includes buying, stealing, or otherwise obtaining unauthorized copies of examinations or assignments for the purpose of improving one's academic standing. During examinations or in-class work, cheating includes having unauthorized information, and/or referring to unauthorized notes or other written or electronic information. In addition, copying from others, either during examinations or in the preparation of homework assignments, is a form of cheating.

Plagiarism

Plagiarism is the act of presenting ideas, words, or organization of a source, published or not, as if they were one's own. All quoted material must be in quotation marks, and all paraphrases, quotations, significant ideas, and organization must be acknowledged by some form of documentation acceptable to the instructor for the course.

Plagiarism also includes the practice of employing or allowing another person to alter or revise the work that a student submits as the student's own. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual material is completed, it must be

done by the student and the student alone. The use of the term “material” refers to work in any form including written, oral, and electronic.

All academic work, written or otherwise, submitted by a student to an instructor or other academic supervisor, is expected to be the result of the student’s own thought, research, or self-expression. In any case in which a student feels unsure about a question of plagiarism involving the student’s work, the student must consult the instructor before submitting the work.

ADA Statement

Students requesting ADA accommodation should:

- Contact the KCTCS Disability Resource Coordinator at their Home College EVERY semester
- See this link for list of Coordinators <https://kctcs.edu/current-students/academic-resources/disability-services.aspx>
- Your coordinator contacts the Delivering College Coordinator to offer proper accommodations

If your Home College is WKCTC, students should:

- Contact Accessibility Services (270-534-3349 or wk-accessibilityservices@kctcs.edu) to make an appointment or
- Go to Advising Center in the Anderson Technical Building, room 106

Accessibility Services will:

- Review documentation
- Work with the student to determine if accommodations are appropriate
- Complete an accommodation request form for your instructors

Students should:

Discuss accommodation needs with their instructor only after instructors have the form

ONLINE STUDENT SERVICES

All online students have access to the same services as on campus students. Visit the Getting Started tab in your course to view how to utilize these services. A complete list of online student services can be found on the Online Learning webpage:

<https://westkentucky.kctcs.edu/admissions/information-for/online-distance-learners/online-student-services/index.aspx>

Copyright Policy

Each student is responsible for preventing the intentional or unintentional sharing of Educational Materials from the WKCTC/Blackboard Sites under the restrictions and guidelines of “Educational Fair Use” as defined under Section 107 of the U.S. Copyright Act. For the purposes of this Agreement, “Educational Materials” shall include all content or other materials available on the Sites. These are the property of WKCTC and/or its affiliates or licensors and are protected by copyright, patent and/or other proprietary intellectual property rights. You may download material from the Sites only for your own personal, non-commercial use. You may not otherwise copy, reproduce, retransmit, distribute, publish, commercially exploit or otherwise transfer any material, nor may you modify or create derivative works of the material. Doing so will result in a violation of the Digital Millennium Copyright Act (“DMCA”). WKCTC may, in appropriate circumstances, take legal action against copyright infringers. The burden of determining that your use of any information, software or any other content on the Site is permissible rests with you. For more information on copyright, please see

<http://www.loc.gov/teachers/usingprimarysources/copyright.html>

WKCTC Testing Center No Show Policy

We understand that situations arise in which you must cancel your appointment. If cancellations are made with less than 72 hours’ notice, we are unable to offer that time slot to other students. For this reason, cancellations and changes can only be made 72 hours in advance. Any student who does not report to the Testing Center at the scheduled day and time shall be recorded as a “No Show” by our proctors. No Show students will receive a zero for the exam and may be retested only at the discretion of the instructor and **with written permission** to the Testing Center Coordinator.

USE OF ELECTRONIC DEVICES

The use of unauthorized electronic devices in a testing environment is considered an academic violation of the Student Code of Conduct, found at <https://kctcs.edu/current-students/academic-resources/code-of-student-conduct.aspx>

COURSE NO SHOW POLICY

If a student fails to complete the Syllabus Quiz by CST on first Friday of the first week of class: August 18th, 2023 the student will be reported as a no show and will be unable to access the Syllabus Quiz or the remainder of the course material. WKCTC students reported as no shows will be automatically dropped from the course. No show students not dropped from the course by their home KCTCS colleges should consider withdrawing from the course rather than failing the course. Being reported as a no show, failing a course, withdrawing from a course, or not completing a course can all have implications for financial aid and should be discussed with the Financial Aid Department at the student's home college. Completion of the Syllabus Quiz serves as documentation the student has read and understood the syllabus content, and agrees not to violate the Digital Millennium Copyright Act by sharing educational materials from the WKCTC/Blackboard sites.

Library Resources

Library resources are available anywhere, anytime, even if you can't come to campus. Matheson Library offers books/eBooks, online research databases and streaming videos, computer labs, interlibrary loan, research assistance, and more. From the main WKCTC website, select Current Students, then Library. Library Guides, starting points for research in specific areas, contain recommended resources and are located on the left menu of the library page. For more information, call 270-534-3197, or Ask a Librarian online at <https://secure.westkentucky.kctcs.edu/asklibrarian/>.

Academic Calendar:

All classes administered through WKCTC follow the WKCTC academic calendar. Please refer to this site for specific dates. <https://westkentucky.kctcs.edu/education-training/media/pdfs/calendars/fall.pdf>

Course Readings/Organization: The readings in the course will focus primarily, not exclusively, on literature of the Indian nations of the Southeast and Northeast, because these people once lived on and loved the land where we live today. In addition, there may be more discovery involved, since most of our stereotypes and images of "Indians" are based on tribes of the West. The organization of the "units" for reading and discussion will be contained within these divisions: (1)Introduction and Background; (2)Traditional Oral Literature and Pre-History; (3)Transitional Literature; and (4)Contemporary Literature. Subdivisions and reading assignments for each section will be provided as needed. The outline will remain flexible as we discover the time necessary for reading and discussion. Also, we will incorporate films and Native American activities throughout the semester. We will all have the opportunity to attend a pow-wow, and I will let you know about all the tribal activities and programs going on around us. I would appreciate if all of us would help in making the class aware of Native American news and events. Presenting news stories on the discussion board will earn you bonus points! We will

decide as a class how to give credit for attending approved events. If there are films and events you know about, please inform me and the class. Ideally, (sorry if this sounds corny/cheesy), I would like this class to work together as a tribe, and for us to learn how tribalism is not only alive and well (though often unnoticed), but is also perhaps the strongest, and can be one of the most positive forces at work in the world--more about that later! For now, just entertain the notion of helping each other in this class, rather than always competing—I think it's the right thing to do.☺.

Course Outline and Reading Assignments

I. Introduction and Background. We will attempt to define the term “Native American”, and to answer the question, "Should we?" We will search to understand ethnocentrism, and its reliance on stereotypes and misconceptions. Tribes will be classified by culture areas, and we will sketch Kentucky, Illinois, and Tennessee's native past.

Week 1: Turner, "Introduction (1-18); "The Invention of White People" (posting). Pre-inventory.
Week 2: Symbolic Language/ Pow wow and events/postings and Film

II. Traditional Oral Literature and Pre-History. We will study some pre-historic (pre-written-language) poetry and songs. We will then move to traditional oral literature (or, as we say in Kentucky, storytelling). Pay careful attention to any notes in your book. Especially learn to spot an *origin story* when you see one. Know that these stories, which explain where literal things, and even abstractions, come from, are often the oldest and most important literature of any culture. Our understanding of ourselves and the world depends on our origin stories--most of our own are in a book called *Genesis*.

Week 3: Turner, "Scarface" (165-174); storytelling video.

Week 4: Rothenberg (handout): "Magic Words from Run Toward the Nightland" (57-59); "The Killer" (60); "Thank You" (4-9)

Turner, "Editor's Note" (21-24); "Origin of Corn and Tobacco" (25-26); "Turn Over, the Origin of Medicines (26-29)

Week 5: Turner, "The Magic Flight" (29); "Taken-from-Guts (30- 34); "Panther Loses His Member" (34-35); "Iroquois Selections (36-50); "Winnebago Trickster Cycle (106- 114) {stop if it gets too gross for you!☺!}

Week 6: Turner, Cherokee selections (86-105)

Essay assignment I

Week 7: Oratory Section. Turner, Powhatan (242); Canassatego (243); Dragging Canoe (244); Tecumseh (245); Sharitarish (247); Senachwine (250); Seattle (251-253); Sitting Bull (254-255); Plenty Coups (256)

Rothenberg (I will cover these readings/postings): "Therefore I Must Tell the Truth" (II); "Magic Words" (41-44); Maria Sabina's chants (52-55); "Origin of the Skagit" (78-79); "Conversations in Mayan"(136-137); "Navajo Animal Songs" (138-139); "Three Cree Namings"

III. Transitional Literature and Events. In this section, we will study the changes brought by the displacement of Indian people. While the transitional period may be said to begin in 1492, it may be seen that the most drastic cultural changes began in the nineteenth century, and have continued into the twenty-first.

Week 8: Turner, "Acculturation" (375-77) "Autobiography of a Winnebago Indian" (378-454)

Week 9: Turner, from "Land of the Spotted Eagle" (574-577); "The Way to Rainy Mountain" (578-586)

Week 9: Turner, "Mountain Wolf Woman" (455-482)

Essay Assignment 2

IV. Contemporary Literature/Indian writers. So what are the tribes doing now? In this section, we will study essays, poetry, and one fine novel written by one of the finest contemporary (of our time) Indian writers. The benefits, problems, and politics of tribal and reservation life make up the subject matter.

Week 10: Film

Week 11: Some contemporary Indian poetry. Turner "Christmas Comes to Moccasin Flat" (597-598); Ray Young Bear poems (610-614); "Custer's Last Stand" (556-557) ; Banks, Ojibwa Warrior , Chapters 1-6

Week 12: Banks, Ojibwa Warrior , Chapters 7-18

Week 13: Banks, Ojibwa Warrior Chapters 19-26

Week 14: Erdrich, The Bingo Palace, Chapters 1-12

Week 15: Erdrich, The Bingo Palace, Chapters 13-27

Journals Due 1st day of the week

Review/post-inventory

Week 16: FINAL PROJECT/all work must be submitted by final day of class , which is December 1st, 2023.

Please remember to communicate, ask questions, make requests, give input, and let me know how you are doing! This course is meant to introduce us to literature of the tribes of America, and to maybe return to the curiosity we may have had as children whenever we heard of "Indians," or watched a Western, or saw an "arrowhead." We will have fun!

ALTHOUGH HIGHLY UNLIKELY, THE INSTRUCTOR RESERVES THE RIGHT TO MAKE CHANGES IN THE SYLLABUS AS NECESSARY DURING THE SEMESTER. This would always be with class input, and would be meant to help us through difficulties and surprises.

HUM 160 Syllabus

**HUM 160-90Z1 (3
Credit Hours)**

Holocaust

Literature & Film

People Soft

Number: 56021

2023 Fall (16 Week)

Professor: Brianna Sanders Whitten

Email Address:

brianna.whitten@kctcs.edu

Phone Number: 606-759-7141

Ext. 66171 **Office Location:**

Maysville, Administration, A304

Class Meets: Online

Office Hours

Fall office hours are scheduled through appointments. Please see below for more information on how to schedule. This is my availability for this semester.

Day	Hours Available
Monday	9-9:30 a.m., 12-1:30 p.m.
Tuesday	9-9:30 a.m., 12-1:30 p.m.
Wednesday	9:30-10:45 a.m., 12-1:30 p.m.
Thursday	9:30-10:45 a.m., 12-1:30 p.m.
Friday	By Appointment

Appointments

Schedule a phone, email, virtual or face-to-face meeting with me at:

<https://go.oncehub.com/BriannaWhitten>

Official Course Description

Analyzes literary texts, memoirs, film, and other artistic expressions of the Holocaust to focus on the cultural and political events that caused the Holocaust; examines how subsequent people represent what happened; explores the consequences of the Holocaust in terms of ethical and human rights issues; examines how issues of racism and religious intolerance occurred prior to and since the Holocaust; addresses the Holocaust in a comparative perspective to prior and subsequent acts of genocide in other countries. (KCTCS 2023-24 catalog).

Course Prerequisite

None

Course Competencies

Upon completion of this course the student can:

1. Recognize the themes and motifs of the literary, visual, and film texts.
2. Employ basic techniques to the analysis of literary and film texts.
3. Describe the culture and history of the society that produced the literature.
4. Explain how the literature of the Holocaust expresses cultural values, concepts, and aesthetics.
5. Express ideas in clear, organized Standard English.
6. Understand Genocide: its definition and history.

General Education Information

(KCTCS General Education Competency Statements and General Education Requirements)

Students should prepare for the twenty-first century by gaining:

- A. Knowledge of human cultures and the physical and natural worlds
- B. Intellectual and practical skills, including:
- C. Personal and social responsibility, including:
- D. Integrative and applied learning, including:

As such, **HUM 160** specifically addresses the following Student Learning Outcomes from the General Education Competencies:

- A. Knowledge of human prejudice, racism and genocide, especially in relation to the Holocaust. Students will learn the vocabulary of the Holocaust in Europe, not just in Germany.
- B. Students will learn about historical contexts by studying literature and film.
- C. Students will improve their critical thinking by analyzing and evaluating non-fiction, fiction, and film.
- D. By reading literature by survivors, and watching and evaluating several films about both victims and survivors, students will learn to evaluate and criticize how human experience is expressed, and what influences shape our culture, especially regarding the Holocaust.

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Quality Enhancement Plan (QEP) Update:

MCTC is accredited through the SACSCOC and was reaffirmed by the Commission in 2019. As part of the reaffirmation of accreditation process, a comprehensive QEP was developed at MCTC focusing on Problem-solving Skills.

The MCTC students will improve problem-solving skills by learning to:

- Examine the evidence.

- Define the problem.
- Identify strategies.
- Analyze potential solutions.
- Implement the solution.
- Reflect on the outcome.

Kentucky Graduate Profile and Essential Skills:







The Council on Post Secondary Education (CPE) has identified the following learning outcomes that are considered essential to the success of students in higher education as they prepare for the workforce:

1. Communicate effectively.
2. Think critically in order to solve problems and create new ideas and solutions.
3. Apply quantitative reasoning skills to analyze and solve numerical problems.
4. Interact effectively with people from diverse backgrounds.
5. Adapt to changing circumstances while leading and supporting others.
6. Perform professionally within their chosen field of study or occupation.
7. Engage in civic life to improve society.
8. Collaborate and work in teams.
9. Apply academic knowledge, skills, and abilities to their chosen career.
10. Use information for decision making.






















HUM 160 specifically addresses the following Essential Skills: 1, 2, 4, 5, 7, 8, 9, 10



















Course Outline

This course outline is designed to specify exactly what will be covered in this course. You may work ahead in the schedule, but please do not fall behind. It is recommended you print or save this to your desktop and utilize it as a checklist when you complete each requirement weekly.

Weekly Theme	Week	Activities/Assignments
ALL responses, assignments, essays are DUE the week assigned on Sunday by 11:59 p.m.		
		 = READ  = Discussion Board  = Watch  = Write  = Review Posted Materials 
	Modules 00 & 01	Syllabus, Format Expectations for Responses and Essays, Discussion Board Post (Bb), & Remind

Targets: Why the Jews?	08/14	Introduction to Course: Video (on Bb) Preview Novels, Films; Class timeline and pacing	
		READ <i>Night</i> pg. 1-58	
		Review Timeline of Holocaust Events (Bb) under weekly theme	
		Introduce Yourself Discussion Board Post (DB) due on BB by 11:59 p.m. (08/20)	
Module 02	08/21	READ <i>Night</i> pg. 59- end	
		READ <i>Salvaged Pages</i> CH. 1	
		Salvaged Pages Discussion Board on CH. 1 due on BB by 11:59 p.m. (08/27)	
		Review of readings (Bb) under weekly theme	
		Reflective Response DUE on <i>Night on Sunday</i> by 11:59 p.m. (08/27)	
Attackers: Why the Germans?	Module 03	READ <i>Lilac Girls</i> pg. 1-60	
		READ <i>Salvaged Pages</i> CH. 2	
		<i>Nuremberg</i>	
		Salvaged Pages Discussion Board on CH. 2 due on BB by 11:59 p.m. (09/03)	
	08/28	Review of readings (Bb) under weekly theme	
		Reflective Response DUE – <i>Nuremberg</i> on <i>Sunday</i> by 11:59 p.m. (09/03)	
		Module 04	READ <i>Lilac Girls</i> pg. 61-121
			READ <i>Salvaged Pages</i> CH. 3
Salvaged Pages Discussion Board on CH. 3 due on BB by 11:59 p.m. (09/10)			
Review of readings (Bb) under weekly theme			
Escalation: Why Murder?	Module 05	READ <i>Lilac Girls</i> pg. 122-182	
		READ <i>Salvaged Pages</i> CH. 4	
		<i>Watchers in the Sky</i>	
		Salvaged Pages Discussion Board on CH. 4 due on BB by 11:59 p.m. (09/17)	
	09/11	Review of readings (Bb) under weekly theme	
		Reflective Response DUE – <i>Watchers in the Sky</i> by 11:59 p.m. (09/17)	
		Module 06	READ <i>Lilac Girls</i> pg. 183-243
			READ <i>Salvaged Pages</i> CH. 5
Salvaged Pages Discussion Board on CH. 5 due on BB by 11:59 p.m. (09/24)			
Review of readings (Bb) under weekly theme			
09/18			

		Review of readings (Bb) under weekly theme
Annihilation: Why So Hurried?	Module 07	 READ <i>Lilac Girls</i> pg. 244-304  READ <i>Salvaged Pages</i> CH. 6
	09/25 	<i>The Pianist</i>
		 Salvaged Pages Discussion Board on CH. 6 due on BB by 11:59 p.m. (10/01)
	 	Review of readings (Bb) under weekly theme Reflective Response DUE – <i>The Pianist</i> on Sunday by 11:59 p.m. (10/01)
	Module 08	 READ <i>Lilac Girls</i> pg. 305-365  READ <i>Salvaged Pages</i> CH. 7
		<i>The Uprising</i>
	10/02	 Salvaged Pages Discussion Board on CH. 7 due on BB by 11:59 p.m. (10/08) Review of readings (Bb) under weekly theme Reflective Response DUE – <i>The Uprising</i> on Sunday by 11:59 p.m. (10/08)
FALL BREAK	10/09 thru 10/15	Fall Break – No work this week, please relax! You’ve earned it!
Victims: Why Did They Not Fight Back? (Midterm)	Module 09	 READ <i>Lilac Girls</i> pg. 366-426  READ <i>Salvaged Pages</i> CH. 8
	10/16	 Salvaged Pages Discussion Board on CH. 8 due on BB by 11:59 p.m. (10/22)
		Review of readings (Bb) under weekly theme
	Module 10	 READ <i>Lilac Girls</i> pg. 427-end  READ <i>Salvaged Pages</i> CH. 9
	10/23  	 Salvaged Pages Discussion Board on CH. 9 due on BB by 11:59 p.m. (10/29) Review of readings (Bb) under weekly theme Reflective Response DUE – <i>Lilac Girls</i> , Sunday by 11:59 p.m. (10/29)
	Module 11	 READ <i>Survival in Auschwitz</i> pg. 1-84  READ <i>Salvaged Pages</i> CH. 10
	10/30	<i>Defiance</i>  Salvaged Pages Discussion Board on CH. 10 due on BB by 11:59 p.m. (11/05)

Survival: Why Did Survival Rates Differ?	 	Review of readings (Bb) under weekly theme
		Reflective Response DUE – <i>Defiance on Sunday by 11:59 p.m. (11/05)</i>
	Module 12	 READ <i>Survival in Auschwitz</i> pg. 86-end  READ <i>Salvaged Pages</i> CH. 11
	11/06	 <i>Salvaged Pages</i> Discussion Board on CH. 11 due on BB by 11:59 p.m. (11/12)
		Review of readings (Bb) under weekly theme Reflective Response DUE – <i>Survival in Auschwitz on Sunday by 11:59 p.m. (11/12)</i>
Onlookers:	Module 	 READ <i>Salvaged Pages</i> CH. 12
Why No Help from Outside?	13	<i>Sarah's Key</i>
	11/13	 <i>Salvaged Pages</i> Discussion Board on CH. 12 due on BB by 11:59 p.m. (11/19)
	 	Review of readings (Bb) under weekly theme
		Reflective Response DUE – <i>Sarah's Key on Sunday by 11:59 p.m. (11/19)</i>
	Module 14	 READ <i>Salvaged Pages</i> CH. 13
11/20 	 <i>Salvaged Pages</i> Discussion Board on CH. 13 due on BB by 11:59 p.m. (11/26) Review of readings (Bb) under weekly theme	
Aftermath: What Legacies? What Lessons?	Module 15	 READ <i>Salvaged Pages</i> CH. 14 Denial
	11/27  	 <i>Salvaged Pages</i> Discussion Board on CH. 14 due on BB by 11:59 p.m. (12/03)
		Review of readings (Bb) under weekly theme
		Reflective Response DUE – <i>Denial on Sunday by 11:59 p.m. (12/03)</i>
		Final Exam Explanation and Rubric
		Course Wrap-up: complete course evaluation
FINALS WEEK	Module 16  12/05	Cumulative Final Reflective Essay Due – NO Exceptions! DUE on TUESDAY (12/05/23) by 11:59 p.m.

Text(s) and Supplies

Required:

Night by Elie Weisel (9778-0374500016)

Salvaged Pages by Alexandra Zapruder (978-0300205992)

Lilac Girls by Martha Kelly (978-1101883082)

Survival in Auschwitz by Primo Levi (978-0684826806)

These are all **REQUIRED** texts. Any edition of these **books** is fine. All are available in our bookstore, used bookstores, reading apps and online. They are also available at your local libraries. You do not have to own the books. Most libraries will inter-library loan across the state – including the college library.

Required (Films – Most are available on Swank in [Module 00](#))

The Pianist with Adrien Brody

Sarah's Key with

Kristen Scott Thomas

Defiance directed by

Edward Zwick ***Uprising***

with Donald Sutherland

Nuremberg with Alec

Baldwin

Watchers of the Sky [directed by Edet Belzberg](#) (Kanopy Link provided)

Denial with Rachel Weisz

Students may rent movies, but many libraries have video sections, and that is the cheapest way to view these movies. (Free is good!) As a bonus, our library has a SWANK Video subscription, and you can get most of the movies for free! One film (see above) will also be available on Kanopy and the link will be provided. The link to SWANK is in the Start Here: Module 00. Also, if you are local, the Maysville Campus library has some of these movies on reserve. Any library can get these films by inter- library loan. Many of the films are available for FREE on YouTube and available on pay- subscription services (Netflix, Vudu) and other Internet sources.

YOU are responsible for finding these films and watching them.

Please follow the calendar, you may even need to watch them more than once. Do **NOT** wait until the night before the reflection is due to find and/or watch the film.

NOTE: Some of the material in these films is very distressing, and not suitable for children. Some of the movies are Rated R. This is a class for adults.

Suggested:

Multiple highlighters
Active KCTCS
email account
Valid KCTCS
Library Card

Evaluation and Grading Policy

- All responses are due the week assigned on Sunday by 11:59 p.m. the book or film has ended on the course outline.
- BB is Blackboard—the class website. If something is “up,” that means it is on Blackboard.
- You **MUST** begin reading the books and watching the movies as soon as possible. This course is reading & watching heavy. You cannot get behind. In fact, please work ahead when you are able.
- I am leaving the course open so you can work at your own pace. However, I **HIGHLY recommend** you work in **chronological order** – as posted in course outline.

The dates for the calendar are firm. You must do your work during the times stated on the calendar. I DO **NOT** RE-OPEN response assignment for students because of computer problems. You are responsible for doing this work, and you chose to do it online. Please make some back-

up plans if you are not sure of the computer you are using. All community colleges have available computers, as do public libraries.

Any student caught plagiarizing or cheating in this course will receive a zero for the material plagiarized. All assignments will be submitted through SafeAssign in the course. Once you upload your response you will be able to view the SafeAssign report. I typically use 20% as the threshold to determine if a student has plagiarized. Please make sure you use your **own** words, and **cite** others work appropriately. You may use MLA (Modern Language Association) or APA (American Psychological Association) for your citation purposes – just please be consistent. All essays are reflective in nature, so this should not be an issue. The end result may likely be an 'E' for the course. If you do not understand what plagiarism is, please look it up on the link provided in the syllabus (Information).

EVALUATION AND GRADING POLICY

The scale below shows the relationship between your semester percent average and the letter grade you will receive. Slight deviations from this scale are possible if they seem advisable.

*** All work is DUE on **SUNDAY** by 11:59 the week they are listed on the

course outline. *** The points will be accumulated as follows:

- Introduce Yourself Discussion Board Post 100 points
- Salvaged Pages Discussion Boards (14 @ 30 pts. each) 420 points
- Responses for Films (7 @ 60 pts. each) 420 points
- Responses for Novels (3 @ 125 pts. each) 375 points
- Final Essay and/or Cumulative Project 300 points

TOTAL POINTS POSSIBLE

1615 POINTS

Requirement for Receiving a Passing Grade for ENG 102:

1. Comply with attendance policy stated below.
2. Participation in class activities.
3. Complete and submit all assignments on due date including (*Late submissions will not be accepted*)
4. Successfully pass course assignments.
5. Receipt of a cumulative score of 60 or above.

Grading Policy	The scale below shows the relationship between your semester percent average and the letter grade you will receive. Slight deviations from this scale are possible if they seem advisable.
A=	90-100
B=	80-89
C=	70-79
D=	60-69
E=	60 or below

Attendance Policy

Attendance is monitored. You are a student in an online 16-week course. It is expected you will keep up with course materials and finish assignments when they are due/or before.

To **NOT** be reported as a **no-show** you must complete the first assignment (Discussion Board post and response) by the first Sunday (due 11:59 p.m.) of the course.

Attendance is required. As an online student, it is imperative you are engaged in the course each week. There will be assignments and/or workshops that will determine your participation in the course. Your participation in these activities will determine your success in the course.

Late Work Policy

There is no such thing in my classroom. **I do NOT accept late work.** You know, on the first day, what is due and the exact date it is due. Technology is your friend. All items are DUE by 11:59 on the day they are listed on the course outline, unless otherwise stated in the course outline. I prefer you upload your documents by attachment. I will also not allow blank documents to be uploaded for your assignment. I will not accept blank documents as “you tried to turn it in.” You should always check your upload after submission to make sure you can SEE it there. If you cannot, as a precaution you should email it immediately prior to the 11:59 PM deadline. If you upload a cloud-based link or use Word Online or Google Docs you must grant access for me to read it. This is not conducive to grading your work in a timely fashion. If I have to request access more than one time you will receive a zero (0) the second time.

This policy is not in place to unfairly penalize you – as you are aware – you already KNOW all the deadlines.

RESPONSE ESSAYS

All the short responses for this course are to be **reflective** in nature. This means the essays you complete for this class will be *less* formal in nature (still adhering to a collegiate level of grammar, usage, and tone). You are allowed to use “I” and “you” in responses. However, I do *expect* you will **read** and **watch** the material and give honest, analytical responses. **DO NOT turn in a BOOK/FILM REPORT.** **This will earn you a grade of “0.”** I have already read/watched the material and do not need it explained again.

I will post book and film lectures as we complete assignments which should help you formulate, question, compare, and begin your responses. **The goal of your reflective essays is to talk about how the work (novel or film) applies, in your opinion, in context of the Holocaust.**

- How does it fit into the bi-weekly theme (see course outline)? It may not “fit” perfectly – but what does it relate to in the broader themes of the course?
- Does it cover all issues related to what we know about the Holocaust?
- Why this story/plot?
- What is the impact?
- Why was it important for the author/screenwriter to tell this story? This way? We will discuss this, in earnest, through a posted lecture. Do not worry; I will never ask you to do anything I don’t explain to you first.
- What Literary Theory are you using to evaluate the film, book, testimony?

Formatting

All responses are to be typed, double-spaced, and in a readable 12 pt. font. Headings for your essays should be as follows. I expect that each of you have a library card; therefore, you will have access to a computer. Please make sure to **UPLOAD** your essay and assignments in the area provided for you. If you find the link not working, you should EMAIL it to me (emergency issues only).

Student Name
Assignment Name
HUM 160
Professor Whitten
01 January 2023

Discussion Boards

Formatting

All discussion boards are designed to provoke critical thinking. Put some effort into these. Just basic answering of the question will not get you full credit. You should write around 150 - 200 words for these discussions in your post. When responding to another student (part of your grade) please make sure to really have a dialogue with your peers. Don't just say "Yes! I dig it" or "Power to the People!" Really comment thoughtfully. Please make sure to post your discussion in the area provided for you. If you find the link not working, you should EMAIL it to me (emergency issues only) and let me know if you tried to post.

Harmony in Our VIRTUAL Classroom

- No individual student has the right to take away other students' opportunities to learn.
- The international sign for "Help" is to raise your hand – even online. If I need to go over something again, just ask. This is why I am here – to guide and teach.
- Because the content of this course covers the reality of the human condition, some materials may have [graphic language, themes, conversations and/or episodes](#). If you object to content or to the stark depiction of the materials used in class, you may request to speak with me about your status in our course.
- If you disrespect this aspect of our learning environment more than once, I will require a conference.

Communication Policy

Blackboard announcements, Remind messages, and e-mail are the **major** communication tools in this course. **Check your email!** Students are expected to *check the course site* and monitor their MCTC e-mail every day for announcements and updates. I will post course announcements and send

email periodically. I will notify students if I am unavailable for e-mails and/or phone calls for any reason. If you have a question which cannot wait until class time, I prefer **Remind** chat (will post announcement on how to sign up after class begins) as the first point of contact or email; however, if the answer or problem is more easily resolved via phone then contact me via phone.

1. Failure to read course announcements, instructor emails, and/or the course assignment schedule does not justify late assignments! The “I didn’t know” excuse will not be valid for any information that has been provided to you in this syllabus, in course announcements, or any other posted course documents.
2. Students are expected to read and understand the information presented in this course. If students are confused or fail to comprehend any information presented in the delivery of this course, it is the student’s responsibility to ask the instructor for clarification. Failure to comprehend information is no excuse to justify late assignments!
3. Confused, worried, scared or nervous? Just ASK me! I won’t bite. ***I am dedicated to your success in my course.***

Withdrawal Information

KCTCS

Withdrawal

Policy

KCTCS Policy states a W: represents a withdrawal from class without completing course requirements. A student may officially withdraw from any class up to and including the date of mid-term with a W grade.

The Midterm Date or the last day for students, at their discretion, to officially withdraw from this course and receive a grade of W is:

10/08/23.

After the date of midterm and through the last class of the semester or session, any student may officially request to withdraw from a course and receive a W which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining if a student will be allowed to withdraw during the discretionary period. An instructor shall not assign a student a W for a class unless the student has officially withdrawn from that class in a manner prescribed by the college. A grade of W may be assigned by

the College Appeals Board in cases involving a violation of student academic rights or for academic offenses.

Instructor's Withdrawal Policy (After Midterm):

I urge you not to withdraw before you have discussed your progress in the course with me. Withdrawal should be your absolute last resort. Then, after consulting with me - each case will be evaluated separately.

Please note: Students who quit participating in the class before MIDTERM DATE are responsible for withdrawing from class before that date and will not be given instructor approval after MIDTERM DATE.

Directions for submitting a withdrawal request:

Students must submit a course withdrawal through their Student Self-Service. Log into your Student Self-Service through [MYPATH](#).

Click on the Manage Classes Tile.

Click on Drop Courses and follow the instructions.

You will receive an email when the process is complete.

College Statement Regarding Flexible Instructional Delivery:

The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time.

Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and faculty. The College will attempt to make these changes as minimally disruptive as possible, but the College reserves the sole right to alter the particular type, place, or time for their classes.

MCTC Diversity, Equity, and Inclusion Statement

Maysville Community and Technical College is dedicated to creating a learning environment that recognizes the dignity and value in all people and all groups. All MCTC courses encourage effective interaction with people from diverse backgrounds.

In this class, students have the right to learn, study, grow, and develop without fear of threats, harassment, bullying, or discrimination on the basis of race, ethnicity, color, nationality, age, religion, gender, gender identity, gender presentation, sexual orientation, or military service. In

this course, everyone will be treated with civility and recognized as individuals and will treat others with respect and civility. The diversity that students bring to this class is viewed as a resource, strength, and benefit. MCTC is committed to a community of learning where students and ideas do not simply exist but flourish and thrive.

Accessibility Services

MCTC strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodations for all persons with disabilities. If you are seeking accommodations for this course under the Americans with Disabilities Act (ADA), you are required to contact [MCTC Accessibility Services](#) and complete the online [Accommodation Request Form](#). Please do not request an accommodation directly from your Instructor without a letter of accommodation from the Accessibility/Disability Services Office. If you are a student from a KCTCS college other than MCTC, contact your Home College for establishing disability accommodations. You can find your Home College's Accessibility/Disability Services Office contact information on the [KCTCS Disability Services website](#). Your Home College will communicate with your Instructors and Accessibility/Disability Services Office to provide you with reasonable and appropriate accommodations.

Your accommodation will begin after the Instructor has received confirmation of your accommodations from the Accessibility/Disability Services Office. Accommodations cannot be applied to your course retroactively.

For more information, please email [MCTC Accessibility Services](#) or contact a member of our [Student Success Team](#).

KCTCS Student Code of Conduct

Kentucky Community and Technical College System (KCTCS) faculty and students are bound by principles of truth and honesty that are recognized as fundamental for a community of teachers and scholars. The college expects students and faculty to honor, and faculty to enforce, these academic principles. The college affirms that it will not tolerate academic dishonesty including, but not limited to, violation of academic rights of students and student offenses. Students may refer to the KCTCS Code of Student Conduct: [KCTCS Student Code of Conduct](#)

Information on student rights, academic offenses, and student's right to appeal is also available on the MCTC "Current Student" web page: [MCTC Student Policies and Procedures](#)

Hard copies are available in the Student Development Office.

Cheating

Using an electronic device or other materials without permission during an exam will be considered cheating regardless of intent. Other forms of cheating will include, but are not limited to: having information available in any non-approved form, such as papers, books, notes, materials hidden in apparel, written on self or desks, tabbing out to another computer screen, looking at other students' work, communicating with other students in any manner

Plagiarism

Collegiate work requires a strict standard of academic responsibility. While engaged in academic coursework, we encounter other people's ideas. How we incorporate these ideas into our own work requires caution. When these ideas are not properly credited, this is referred to as plagiarism. Plagiarism involves the intentional and/or unintentional use of others' words and thoughts without acknowledgement.

Examples of plagiarism:

- Turning in someone else's work as your own
- Copying words or ideas from someone else without giving credit
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words or phrases (paraphrasing) while keeping the structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not
- Using information or graphics from an internet site without citing your source
- Giving your rough draft to another person to revise or rewrite
- A form of plagiarism that is not always found in typical definitions is self-plagiarism. Self-plagiarism involves duplication of original essays in part or whole. Resubmitting written work that has previously been presented in another course is considered self-plagiarism. Self-plagiarism is as serious as other forms of plagiarism and will carry the same consequences.

If you are unsure whether or not a specific situation constitutes plagiarism, ask your instructor.

At MCTC plagiarism is a serious academic offense which can result in a student failing an assignment, failing a course, or being dismissed from the college. Be aware of your instructor's rules and regulations concerning plagiarism, this can be found in your course syllabus.

Students are expected to exhibit honesty in all work. Students caught plagiarizing or cheating will be subjected to the disciplinary policy as stated in the KCTCS Student Code of Conduct.

AI/ Bots statement: Assignments generated using AI Bots also violate the spirit of our contract and are a form of academic dishonesty, but they are unlikely to be marked

complete because they do not express meaningful communication that meets assignment requirements. Remember that this class allows you to take risks without fear of failure. Avoiding opportunities for growth will affect your future success, whether or not you get caught. If you are finding the workload such that cheating is a temptation, let's discuss in conference and identify solutions.

Review these links for tips on avoiding plagiarism:

- MCTC Library Citation Guides: [Plagiarism](#)

Division Chair Contact Information

The first step in any class dispute is to talk with the Instructor. If disputes cannot be resolved in this way or if you are having communication difficulties, you can contact the Division Chair for further guidance.

NAME: Melinda Walker
DIVISION: Liberal Arts &
Education Maysville
Community & Technical
College 1755 US 68
Maysville, KY 41056
606-759-7141 Ext. 66439

Student Account and Services

Information User Account

Center Setup

You can access and manage your information online 24/7 through your User Account

Center. You can activate your account, find your ID, and even reset your password. Login through: [KCTCS User Account Center](#)

Student Service Center

The Student Service Center is available all day, every day, online and on the phone. Our specialist team is standing by to answer whatever questions you might have on Financials, Passwords, Blackboard, Learn on Demand... and more.

Call the Go KCTCS! Student Service Center anytime, 1-855-GO-9MCTC or login through: [KCTCS Student Service Center](#)

Student Self Service Help

Log into MyPath and click on the Student Self-Service tile to take full advantage of all the Self-Service tools including: searching for classes; making payments; viewing your schedule, and more!

Emergency, Safety and Wellness Information

In case of emergency call 911 or dial 9-911 from any campus phone.

Emergency Procedures are posted in each of the on-campus classrooms for students to review. Off-campus classes will follow the procedures of the facility in which they meet. Students, please inform your emergency contacts who your instructor is, what class you are taking, and in what room the class is taught. This will expedite locating you if there is an emergency.

Other important safety information such as lockdown procedures and safety plan can be found online at our website under Student Life or at:

[Campus Safety & Security](#)

SNAP Alerts

Notification of a campus lockdown can be communicated via the (SNAP) Alert System. Snap stands for Safety Notification Alert System.

*Site to register for **SNAP**: [KCTCS SNAP](#)*

1. There will be a P.A. announcement, if available.
2. All IP phones will announce and display the message.
3. All computers on MCTC network will display the message.
4. Anyone off campus that is signed up for SNAP should receive a text message and phone call and remain off campus.

Green Dot

MCTC is committed to providing a safe environment for students, faculty, and staff and that is why we support Green Dot and work to prevent violence.

Family Scholar House

As a student, your KCTCS college has partnered with Family Scholar House (FSH) to provide resources you can utilize on your path to success. The Family Scholar House Response Center is available to you Monday-Saturday 8 a.m. through 8 p.m. ET. Below are opportunities available to you at no cost when you call the Response Center with Family Scholar House: Apprenticeship & Academic Coaching, Advocacy Support, Health & Wellness Coaching, Career Coaching, and connection to community resources.

Call us at 502.289.6384 or please email us at: Info@FamilyScholarHouse.org

For more information, please visit the [Family Scholar House website](#) to see how we can support you.

TalkCampus

As a student, you can download the TalkCampus App from Google Play or the App Store and create an account using your KCTCS student email address for free.

TalkCampus provides MCTC students with 24/7 mental health support.

TalkCampus is anonymous and based around peer support; you can use it if you need some help yourself or you can go on there and listen and support others. The platform is moderated and is designed as a safe place where you can just be yourself and talk about how you're really feeling.

HUM 202 Syllabus

HUM 202-4501 and 4801 Appalachian Studies Survey I (PS# 84283 and 84280)
“Live Classroom” (Teams) or JCC 236, Thursday, 11:00-12:15.

Start Date: 5 February 2024

No-Show Date: 15 February 2024

Last Date to Withdraw without Instructor Permission: 21 March 2024

Last Date to Withdraw with Instructor Permission: 26 April 2024

[Academic Calendar](#)

Instructor Contact Information

Instructor Name/Title: Tim Dunn

Office Hours: Mondays 11-3, Tuesdays 2-4, Wednesdays 11-1, Thursdays 9-11

Office Location: : JCC 236 Hazard campus and on Teams via course shell links to office hour meetings

Phone Number: 487-3195 (outside of office hours, please leave a voicemail)

Email Address: Tim.Dunn@kctcs.edu

Communication/Response Time: Students will be expected to check and use their KCTCS e-mail—that is the primary way we will keep in contact outside the classroom. No work submitted from an e-mail other than a student’s own KCTCS e-mail will be accepted. Please do not use Blackboard message or Teams message—e-mail is the way we will communicate. I make every attempt to respond to e-mails within 36-48 hours.

Course Information

Course Description

“Presents an inter-disciplinary introduction to Appalachian history, economy, geography, politics, and culture, primarily through exploration of texts about the region, including fiction, non-fiction, and poetry. Emphasizes geography, Appalachian identity, work, values, and communication. May also include exploration of regional music, traditional arts, drama, photography, film, and, where applicable, community-based exploration of the Appalachian experience.”

Prerequisites

None, but be advised that this is a 200-level college course. College-level reading, research, and writing skills will be required.

Course Competencies/Student Learning Outcomes

1. Demonstrate an awareness of the ways in which Appalachian identity has been represented in oral and written tradition and in the folk and fine arts;

2. Demonstrate an awareness of the individual's relationship to Appalachian culture and society;
3. Demonstrate the impact of decisive ideas and events in human heritage as they have manifested themselves in the history and cultural expression of the people of Appalachia.

General Education Course Competencies/Student Learning Outcomes

Arts and Humanities (AH)

1. Utilize basic formal elements, techniques, concepts and vocabulary of specific disciplines within the Arts and Humanities.
2. Distinguish between various kinds of evidence by identifying reliable sources and valid arguments.
3. Demonstrate how social, cultural, and historical contexts influence creative expression in the arts and humanities.
4. Evaluate the significance of human expression and experience in shaping larger social, cultural, and historical contexts.
5. Evaluate enduring and contemporary issues of human experience.

Social and Behavioral Sciences (SB)

1. Demonstrate knowledge of at least one area of the social and behavioral sciences.
2. Apply knowledge, theories, and research methods, including ethical conduct, to analyze problems pertinent to at least one area of the social and behavioral sciences.
3. Understand and demonstrate how at least one area of the social and behavioral sciences conceptualizes diversity and the ways it shapes human experience.
4. Integrate knowledge of at least one area of the social and behavioral sciences into issues of personal or public importance.
5. Communicate effectively using the language and terminology germane to at least one area of the social and behavioral sciences.

Textbook Information and Supplies

High Mountains Rising: Appalachia in Time and Place, edited by Richard A. Straw and H. Tyler Blethen (U of Illinois P, 2004) ISBN 0-252-07176-x
 Robert Conley, *the Cherokee Nation: a History* (U of New Mexico P, 2005) ISBN 0-8263-3235-6
 Susan Campbell Bartoletti, *Growing Up in Coal Country* (Houghton Mifflin/Sandpiper, 1996) ISBN 0-395-97914-5

Course Structure, Evaluation, and Grading Methods

Grades for assignments will bear the following weight in the calculation of the final course grade. All major assignments must be completed in order to receive a passing grade in the course.

Personal	Essay	(3+	pages)
15%	Reflective	Essay	(3+ pages)

15%	Researched	Project	(3+ pages)
20%		Three	Exams
25%	Weekly	Work	(Blackboard)
25%			

There will be an assignment sheet for each essay, identifying specific skills and grading criteria for that task. Exams will be “take-home,” short essay, with plenty of choices.

Students should note that when Blackboard adds points it does not distinguish between classwork points and points for exams or papers, not does it factor work that has not yet been submitted, so “total grade” reported by Blackboard may not reflect a student’s actual grade. Please conference with the instructor if there are questions.

No-Show Policy

The no-show activity is the response to the first week's writing prompts in Blackboard. Students who do not complete this by Thursday February 15 will be reported as no-shows, which can put enrollment and financial aid eligibility in question.

Due Dates

I will work with individual students through the semester on submitting work in a timely fashion, which includes setting due dates for work. No work will be accepted after Friday, April 26 (with the exception of the research project and exam 3 which will be due Thursday, May 2) without consultation with and permission of the instructor.

I am happy to see as many drafts of an essay as you would like to show me beyond the required draft. Writing more than one draft and showing drafts to me during office hours or conferences will help your grade. I encourage you to conference with me during the drafting and revision processes. However, once you have turned in work you will not be allowed to revise your work for a higher grade.

Turning in Work:

Topics for essays must be approved by the instructor. Essays must go through the scheduled drafting process, and major revision is expected—that is, revision on the content level is required. Failure to submit drafts when due is not acceptable. A paper without the required drafts will not be graded; no first draft will be accepted on or past the final version due date.

All drafts and all final papers should be composed and submitted using Word. When turning in final versions of papers, your work must follow MLA first page guidelines. For researched writing, you must use appropriate MLA or APA documentation (parenthetical citation and Works Cited page). Work should be in 12-point font, in a standard font style (Times New Roman).

Weekly Work:

A portion of the final course grade will be determined by weekly work submitted on Blackboard. Also included in your work grade will be essay process assignments (drafts, etc.). Credit will be awarded for good faith effort, completion of assignment, and punctuality; correctness or success will be a secondary factor in determining how credit will be awarded, except in the case of quizzes. Points will be deducted for late work.

Getting Work Back:

Drafts submitted by the dates specified on the course schedule will be returned with feedback at the next class meeting. On-time final versions of each essay will be returned with a grade within ten days. Other major assignments will also be graded within ten days of submission/completion. Students who do not turn work in on time should expect some feedback and grades will be delayed.

Class Policies/Procedures

Review all Class Policies/Procedures on the [HCTC Syllabus Information Webpage](#).
(From the [HCTC Website](#) Click Current Students > Academic Resources > Syllabus Information)

Academic Honesty Policy (including Cheating and Plagiarism)

From the KCTCS Code of Student Conduct, KCTCS faculty and students are bound by principles of truth and honesty that are recognized as fundamental for a community of teachers and scholars. The College expects Learners and faculty to honor and faculty to enforce these academic principles. The College affirms that it will not tolerate academic dishonesty including, but not limited to, violation of the academic rights of Learners (section 2.0) and student academic offenses and sanctions (section 2.3).

Click the link to review the Code of Student Conduct. Students are expected to access and know these policies, and in ENG 102 should be particularly familiar with article 2, standard 1 on Academic Dishonesty. These standards should be understood to include use of work generated by any form of artificial intelligence.

- [KCTCS Code of Student Conduct](#)

Accommodations Procedure

HCTC recognizes that a disability (even those not physically visible or potentially temporary) may preclude a student from demonstrating required course competencies or from completing course requirements. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any qualified student with disabilities may request reasonable and appropriate course accommodations from the Director of Disability Services. The Director will ensure that students receive all accommodations, and that each instructor is aware and can make the proper adjustments. Students who need accommodations in the classroom are required to meet with the Director of Disability Services to register for Disability Services to develop and complete an Accommodations Plan.

High school students with IEP or 504 plans who take college classes will also need to meet with the Director of Disability Services to ensure accommodations transition to meet collegiate standards and availability. Some classrooms, labs, and clinical courses may require masks and additional PPE.

Students who do not wear a mask (or other required PPE) will be asked to leave. ADA accommodations for mask usage need to be on file with Disabilities Services.

Julie Caudill, HCTC Disabilities Services Director
Phone: 606-487-3486, Email: jcaudill0129@kctcs.edu

For non-HCTC students, contact the [KCTCS Disability Services Representative](#) for your home college.

Appeals Process

Always begin the informal process by talking to your instructor. If issues cannot be resolved, then speak with the Dean/Supervisor of the faculty member (contact information available near the end of the syllabus). For information about academic rights, academic offenses, and the student's formal right to appeal, review the [KCTCS Code of Student Conduct](#).

Classroom

Recordings

Instructors at Hazard Community and Technical College are authorized to use microphones and audio-enabled video cameras in the College's classrooms. Instructors may use these cameras to record their teaching and presentation of course material but usually direct the cameras toward themselves and/or their presentation material. Students must be informed if their class is being recorded. The College has a general rule prohibiting release of these recordings to any individuals who are not officially enrolled

in the class and against making them available to students beyond the end of the course. If an Instructor determines a need to release the recording for use in other sections of the course, for outside individuals, or for public consumption, the instructor must seek permission using college procedure and must obtain written authorization from the students who are visually or orally identifiable in the recording.

Class periods associated with this course may be recorded by the instructor. Students are hereby notified that the content of the recordings may, at times, include their faces and voices. If the instructor intends to release post these recordings for other sections of this course or for any other purposes, the instructor will notify students heard or seen in the recordings and will ask for written permission. Students are advised that the written permission, if granted, will be retained in their student records. If students in this class have any questions regarding these recordings or the form they may be asked to sign, students should talk with the instructor.

College Rights

The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and employees. The College will attempt to make these changes as minimally disruptive as possible, but the College reserves the sole right to alter the type, place, or time for their classes.

Dual Credit Policy/Procedure

High school students who are enrolled in college classes and who need to make changes to their class schedule or withdraw from this course must contact and work with the HCTC Dual Credit Coordinator, Jama Griffie, at jama.griffie@kctcs.edu or by phone at 1-606-487-3203.

Dual credit students are reminded that they are college students, and that college success behaviors are expected. These include getting in work on time, and communicating with the instructor when there is any problem.

Instructor's Note: Dual credit students who enroll in this course should understand that the college instructor is in no way involved in high school academic standing. If a dual credit student enrolls in this course to satisfy any high school graduation requirement, the college instructor is not concerned with that graduation requirement but is instead supervising the college credit course.

General Education Competencies

Students should prepare for twenty-first century challenges by gaining:

- A. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.
- B. Intellectual and practical skills, including:
 - inquiry and analysis
 - critical and creative thinking
 - written and oral communication
 - quantitative literacy
 - information literacy
 - teamwork and problem solving
- C. Personal and social responsibility, including

- civic knowledge and engagement (local and global)
 - intercultural knowledge and competence
 - ethical reasoning and action
 - foundations and skills for lifelong learning
- D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

Inclement Weather Class Policy/Procedure

During periods of inclement weather, HCTC will either open at 11:00, be closed, or operate remotely. On days that HCTC opens at 11:00 a.m., all courses scheduled **BEFORE 11:00 a.m.** will be **canceled or may begin at 11:00 a.m. if the class starts before and ends after 11:00 a.m.** Decisions regarding evening classes will be made by 4:00 p.m. Check local radio, TV stations, or the HCTC website for information.

If you lose power or internet for an extended period of time, if because of HCTC closing you do not have access to internet, or if there is a documented emergency, I will work with you but need to be kept informed about those situations. Please let me know as soon as is feasible.

General Class Make-up, Late Assignment Class Policy/Procedure

When classes are cancelled due to inclement weather or instructor's illness, students should keep up with any reading scheduled and should consult their KCTCS e-mail to find how other work will be made up. Students may make up other missed work only if absences are unavoidable, and work must be made up within one week of date of absence.

Attendance Class Policy/Procedure

Attendance is required. Students who do not log on to Blackboard and complete work for four consecutive weeks will be required to withdraw.

Incomplete Grades Policy

A student may apply to the instructor for an incomplete grade only in the case of documented personal health or family emergency during the last three weeks of the semester and only if the student has completed more than 70% of the semester's work.

KCTCS Student Account/MyPath

All students have access to various KCTCS tools, including Student Self Service, KCTCS Email, Starfish, and Blackboard.

- *Student Self Service*-where you can view your grades, FERPA release, and other information.

- *KCTCS Email*-where you can communicate with HCTC staff about academic questions you may have, receive course information, instructor emails, course evaluation links/surveys, and other college-related information.
- *Starfish*-where you can review or raise flags for assistance and review account information.
- *Blackboard*-where course materials are if added by your instructor.

First, you must activate your KCTCS account at the [User Account Center \(UAC\)](#). At the UAC, you can:

- Setup your User Profile: Add your personal (or home) email address or mobile phone number ready.
- Update your User Profile: Update your password and information needed to verify your identity when you reset your password.
- Other user services: Things that you may need as part of the KCTCS community.

The [KCTCS User Account Center](#) stores your information securely and provides access to your information online, 24/7. To access KCTCS tools, go to [MyPath](#). Here you can access the Student Self Service, Email, Starfish, Blackboard, and more.

Accessing Blackboard

Blackboard is the course learning management system that houses the content for your online, hybrid, flex, or web-enhanced classes. How to access Blackboard directly:

1. Go to <http://elearning.kctcs.edu>
2. Login using your username and password. Your username is the first part of your email.

Checking Your KCTCS Email

You are issued a login ID and password. Email is an integral part of the distance learning process as well as your everyday process as a student of HCTC (Hazard Community and Technical College). You will receive course information, campus information, registration information, and other related information on your email account. In addition, all your KCTCS information will come through email. KCTCS email is the official communication tool.

Go to [MyPath](#) or go to the direct link to check your email: <https://webmail.kctcs.edu/>

Library Information

[HCTC Libraries](#) offer students, faculty, staff, and community access to library and information services and materials. HCTC has two libraries, the Stephens Library and the Lees College Campus Library. Extended Campus Library Services meets the needs of students at the Leslie County Center, Knott County Branch, Technical Campus, and other external off-campus locations, as well as students taking online classes.

No-Show Classroom Policy

According to federal financial aid regulations, attendance and/or participation in each class must be verified before a student's financial aid can be disbursed and the student receives any refund. If a student is not attending or participating in a class, s/he is not eligible to receive financial aid for that class or classes. At HCTC, we use the No-Show process to verify attendance and participation.

The No-Show Process: After the last day to drop/add a class without a penalty, instructors are required to report the names of students who have not attended or participated in their classes. When students are reported, a hold is placed on financial aid until the No-Show status can be verified. This hold is automatic and will delay the student's aid disbursement. Students reported as a No-Show by their instructors will receive an email from the Financial Aid Office, notifying them of their No-Show status and instructions to contact the instructor if they have questions about why they were reported.

At the end of ten business days (two academic weeks) from the initial report, if there has not been a request from the student or adjustment from the faculty member, the student will be administratively removed from the reported class(es) for which the student was reported as a No-Show. The student's financial aid will be adjusted. The student will receive aid based upon the actual number of classes the student is attending (this will be less than the amount the student originally was awarded). Students who are removed from a class cannot enroll in another class during that term.

Finally, students who decide they do not want to take one or more of the classes for which they have registered must take the required steps to drop them during the drop/add period. To avoid problems with the No-Show process, attend/participate in classes! It is as simple as that!

Procedures relating to Discrimination, Harassment, and Sexual Misconduct

If a student thinks that s/he has been discriminated against, the student shall inform the chief student affairs officer or his/her designee within thirty (30) calendar days of the occurrence of the alleged incident. The chief student affairs officer or his/her designee shall conduct a preliminary investigation of the discrimination grievance.

The student, chief student affairs officer or his/her designee, and other involved parties shall work informally to negotiate a solution within fourteen (14) calendar days. The informal student discrimination grievance procedure shall be completed within forty-four (44) calendar days of the occurrence of the alleged incident. If the grievance is not resolved to the satisfaction of the student through the informal grievance procedure, the student may file a formal appeal according to the KCTCS Student Code of Conduct.

If a student feels s/he has been subject to sexual misconduct, those official [complaints](#) should be made to the College Title IX Coordinator or another college administrator. Such [complaints](#) shall be handled in accordance with the Sexual Misconduct Procedure.

Student Evaluation of Instruction

The student evaluation of instruction is an essential process for HCTC to continuously improve course offerings each year. Students will be given the opportunity to complete evaluations of instruction on classes in which they are enrolled every semester (only exceptions are classes with low enrollment as students could be identified). The evaluations of instruction are completed online, and only aggregate summaries are shared with the instructor after grades have been submitted. HCTC thanks you in advance for your participation and valuable feedback.

Student Ombudsman

The [Student Ombudsman](#) is a student advocate who provides counsel and support for students who may have a conflict.

Confidentiality

Federal privacy laws, particularly the Federal Educational Rights and Privacy Act of 1974, specify protections and procedures concerning access to student records. See the KCTCS Code of Student Conduct (section 1.4) for more information. Student grades and course work will be discussed only with the student in question and, on a need-to-know basis only, my academic supervisors and colleagues. I will not discuss these matters with parents, spouses, employers, other students, or anyone else.

Withdrawal Class Policy/Procedure

A student may officially withdraw from any class up to and including the midterm date without instructor approval receiving a W grade assigned to the student's record.

[Requesting a withdraw](#) is now all online from Student Self Service (From Student Self Service > Click Academic Records > Click Withdraw/Drop Request).

HUM 203 Syllabus

HUM 203 C6Z1 (77044), Survey of Appalachian Studies II, 3 credits

Description:

Presents an inter-disciplinary introduction to Appalachian history, economy, geography, politics, and culture, primarily through exploration of texts about the region, including fiction, non-fiction, and poetry. Emphasizes migrations, economy, belief, expression, politics and government, and environment. May also include exploration of regional music, traditional arts, drama, photography, film, and, where applicable, community-based explorations of the Appalachian experience.

Components:

Lecture: 3 credits (45 contact hours)

Pre-requisites:

Placement by KCTCS Assessment and Placement Policy.

Semester:

Spring 2024 (Mar 11- May 5)

Day/Time:

Online

Location:

Online

Instructor:

Ariel Dingus

Office Hours:

Monday/Wednesday 12:10-3:10, Friday 11:00-3:00 in Cumberland, Newman Hall 221.
Other times available by appointment as well as by email and phone.
Office hours are subject to change.

Email and Phone:

Adingus0003@kctcs.edu
Office phone is 606-589-3316.
Please leave a detailed message so that I may return your call.

General Education:

Social Interaction, Humanities, and Cultural Studies

Division Information:

Arts and Sciences

Division Chair/Dean of Arts and Sciences:

Peggy Conklin, peggy.conklin@kctcs.edu

Required Text & Materials:

High Mountains Rising: Appalachia in Time and Place
By Straw, Richard A. / Blethen, H. Tyler
Edition : 04
Publisher : UCP
ISBN 13 : 9780252071768

KCTCS email and Blackboard access, word processing software (MS Word is preferred)

Student Learning Outcome(s) Relevant to this Course:

Upon completion of this course, the student can:

1. Demonstrate an awareness of the ways in which Appalachian identity has been represented in oral and written tradition and in the folk and fine arts;
2. Demonstrate an awareness of the individual's relationship to Appalachian culture & society
3. Demonstrate the impact of decisive ideas and events in human heritage as they have manifested themselves in the history and cultural expression of the people of Appalachia.

Outline:

- I. Migrations
 - A. Indigenous people
 - B. Migrants into Appalachia
 - C. Outmigration from the region
- II. Economy
 - A. Economic forces inside the region
 - B. Economic forces from outside the region
- III. Belief
 - A. Varieties of religious expression
 - B. Patriotism & other secular or semi-secular beliefs
- IV. Expression
 - A. The use of language
 - B. The use of means of expression other than language
 - C. Insider vs. outsider regional expression
- V. Politics & Government
 - A. Elections
 - B. The role of the federal government in the region
- VI. Environment
 - A. Natural Resources
 - B. Nature's role in Appalachian culture

Competencies:

Students should prepare for twenty-first century challenges by gaining:

Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.

Intellectual and practical skills, including

- inquiry and analysis
- critical and creative thinking
- written and oral communication
- quantitative literacy
- information literacy
- teamwork and problem solving

Personal and social responsibility, including

- civic knowledge and engagement (local and global)
- intercultural knowledge and competence
- ethical reasoning and action
- foundations and skills for lifelong learning

Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

Instructional Methods:

Lecture, Discussion/Recitation, Seminar, Skill/activity, Laboratory, Multi-Media,

Activities have included readings; collection of oral histories and other fieldwork in Appalachian communities; writing of essays about Appalachian history and culture; listening to recordings of Appalachian music; watching fictional and/or documentary films about the region; attendance at lectures and performances by Appalachian writers, musicians, and scholars; service learning activities and community-based art making in Appalachian communities.

Evaluation Methods:

Essays, Responses, Reports, Presentations. Rubrics will serve as the numerator for evaluation.

Graded Assignments:

You are expected to attend class, participate in classroom and online activities and discussions, and complete the following assignments:

Readings Discussions/Homework	75%
Appalachian Culture Reflection	5%
Literature/Art Response	5%
Historical Event Discussion Roundtable	5%
Appalachian Culture Interview	5%
Appalachian Cultural Event Study	5%
	100 Total

*Assignments are subject to change. All major assignments are required to be submitted and achieve a "D" or better to achieve a passing grade for the course.

Grading Scale:

- A= 90 – 100
- B= 80 – 89
- C= 70 – 79
- D= 60-69
- E= less than 60

Library Learning Resources:

To provide access to collections and services for on-campus and off-campus learners alike, please make use of the SKCTC library. I am providing the link to SKCTC library webpage to make certain that our distance learners have direct access to the information sources they need to be successful students.

The Library Services webpage can be found here: <http://www.southeast.kctcs.edu/academics/library>

INSTITUTIONAL POLICY STATEMENTS

Classroom Management Policy:

The instructor has the primary responsibility for maintenance of academic integrity and controlling classroom behavior, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct that violates the general policies of the institution for each class session during which the conduct occurs. Extended or permanent exclusion from the classroom, beyond the session in which the conduct occurred, or further disciplinary action can be effected only through appropriate procedures of the institution.

Please refer to the Code of Student Conduct for more information.

Academic Dishonesty/Plagiarism Statement:

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Please refer to the Code of Student Conduct for more information.

Accommodations for Students with Disabilities:

Students in this course who need, or who believes that they will need, any academic adjustments, auxiliary aids, or other accommodations because of the functional limitations of a documented disability, should NOT approach the instructor with this matter. They should, instead, visit the Disabled Students Service (DSS) Coordinator, on their campus:

Cumberland and Whitesburg	Shanna Lewis	606-589-3074
Harlan	Mike Ingram	606-573-1506
Middlesboro/Pineville	Felicia Carroll	606-248-0257

General Attendance Statement:

Students are expected to follow the Attendance Policy as described by the institution or instructor.

Emergency Evacuation Statement:

In case of any building evacuation, students are to proceed under the direction of their instructor to the nearest exit in an orderly manner. The nearest exit for this classroom location is (instructor will identify exit). To ensure your safety, everyone will move to (each instructor is to identify the nearest exit for each classroom and the designated safe area). No one is allowed to re-enter the building until official notification is given.

Starfish:

We Care About Your Success! Southeast Kentucky Community and Technical College utilizes the Starfish Student Success Network. It is designed to promote student success through coordination and communication between students, instructors, and support staff. Throughout the term, you may receive e-mails (from your instructor) regarding your attendance, course grades or academic performance. It is to your benefit to check your KCTCS email regularly and take the recommended actions. You may also be contacted directly by a flag manager.

Withdrawal Policy:

A student may officially withdraw from any class up to and including the date of mid-term with a “W” grade. After the date of mid-term and through the last class of the semester, the student may officially request the “W” grade, which may be given at the discretion of the instructor. The instructor may allow the student to withdraw through the last class of the semester. Each withdrawal will be evaluated on a case by case basis; however, it is the student’s responsibility to initiate any withdrawal process.

Code of Student Conduct – Addressing Complaints and Appeals

Please refer to the Code of Student Conduct for more information.

Supplemental Instruction Information:

For those students who are placed in remediation for reading, they may find it beneficial to attend tutoring sessions through Academic Support on their local campus.

Safety and Security:

Photo Identification badges are required to be displayed by students, faculty and staff while on Southeast properties. ID badges can be made in the library if you do not have a current one. You must present your driver’s license or other form of ID, along with your student ID number to have your identification badge made. It is mandatory that you display your ID at all times while on campus.

Non-discrimination Statement:

The Kentucky Community and Technical College System is an equal educational and employment opportunity institution and does not discriminate on the basis of; race, religion, color, sex, gender identity, gender presentation, national origin, age, disability, family medical history, or genetic information. Further, we vigilantly prevent discrimination based on sexual orientation, parental status, marital status, political affiliation, military service, or any other non-merit based factor.

Revised: Fall 2019

Mental Health Statement:

Students may experience a variety of issues creating barriers to student success, such as anxiety, depression, alcohol/drug problems, difficulty concentrating, or lack of motivation. Such mental health concerns or stressful life events can diminish academic performance or reduce one's ability to carry out activities of daily living. The mental health of our students is a priority at SKCTC. Emotional well-being is imperative to student success. We have local resources available to assist you. These can be found on

our website at <https://southeast.kctcs.edu/current-students/chit-chat/index.aspx>. In addition, dial *988 Suicide and Crisis Line for assistance or visit <https://www.samhsa.gov/>. Students experiencing academic difficulties should contact their academic advisor, a Student Success Coach, or a member of the Academic Support Center staff for assistance.

COVID-19 Statement

Southeast Kentucky Community and Technical College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and employees. The College will attempt to make these changes as minimally disruptive as possible, but the College reserves the sole right to alter the particular type, place, and/or time for their classes. Students will be notified of any necessary modifications as quickly as possible.

To protect each other from COVID-19, faculty, staff, and students must make a commitment to practice the following measures:

- Wear a mask or face covering when on campus.
- Maintain a physical distance of 6 feet whenever possible.
- Refrain from holding or attending large gatherings. The College will monitor local and state regulations and advise on the recommended size of gatherings.
- Follow directional signage meant to restrict traffic flow in congested areas of buildings.
- Stay home when you are sick.
- Frequently wash your hands and use hand sanitizer.
- Make sure classroom desks, equipment, and laboratory workstations are sanitized after each class period. Students can be enlisted to help in this endeavor.
- Take opportunities to clean your office, keyboard, and frequently used spaces around you.

COURSE POLICIES

Attendance Policy:

Attendance and class participation (engagement and submitting required assignments) are both mandatory if you want to pass this course. At KCTCS, the instructor sets the policy for attendance; be sure to understand my attendance policy. **In order to be considered “attending class,” you must turn in at least one gradable assignment each week. If no gradable items are submitted for two weeks, expect to fail the course. In order to be considered as coming to class, you must complete the initial introduction assignment within the first week of class.**

Late Work/Make-up Policy:

Only emergency and/or serious reasons are considered when allowing students to submit makeup work.

Written Work Policy:

All assignments must be typed using Microsoft Word or compatible software and turned in through Blackboard as a .doc or .docx file to the correct dropbox on Blackboard. Links to online dropboxes or cloud files will not be accepted in assignment submissions. Blank submissions will not be accepted. It is the student’s responsibility to turn in readable work. Each essay or major assignment will be checked for

plagiarism using tools provided by the college. All work should be your own originally composed for this section of this course. **Plagiarism is a serious offense and is grounds for an “E.”**

Plagiarism

Plagiarism will not be tolerated. Plagiarized assignments will automatically be assigned a failing grade of 0, and the student may receive a failing grade for the course. See the Code of Student Conduct for details. Plagiarism is associated with but not limited to the following activities:

1. Copying any or all of a homework, in-class, or essay assignment. This includes copying any classmate’s work or copying any information/essay from the Internet, a magazine, newspaper, or book. Text processed through software to hide the original author or using AI software to complete assignments is also considered plagiarism.
2. No one else may complete any assignment for you. If it is discovered that you have had another person complete a homework, essay, or paragraph assignment for you, it will be considered plagiarism.
3. You may not reuse an old assignments previously submitted for another course. This is self-plagiarism.

Class Guidelines and Etiquette:

- **Let me know if you are having a problem with completing work for this course. I can only help you if you let me know.**
- **This is a college course in which ideas are exchanged freely. We are all adults here. Feel free to ask questions! By all means have fun with your writing and the writing process! Feel free to laugh!**
- Speak your mind but be civil. Be courteous and empathetic towards each other. Opposing viewpoints are encouraged to engage in positive dialogue. If we allow each other space to grow and develop our ideas in a positive environment, everyone grows—otherwise, nothing is gained. Be aware that your classmates are not just students, they are your peers and your future co-workers: members of your current and future community.
- Writing is personal and sharing ourselves through our writing puts everyone on the same ground of learning. Our job as a class is to encourage each other’s goals in writing and growth as communicators. Please, do not demean another student’s writing—we are all students here. However, do provide helpful feedback to help each other improve. Constructive criticism is welcome. Additionally, be aware that we often workshop our writing, so if you feel uncomfortable writing on a certain topic or about something personal, pick a different topic.
- Though I do not anticipate disruption in our class, it occasionally happens. If you engage in disruptive behavior, you will be asked to stop the disruption. If the disruption persists, you may be asked to leave the class.

Course Schedule:

Early sessions of HUM 203 deal with introduction to the concept of “Appalachia.” Further study considers the history, natural history, culture, and art of Appalachia. Detailed weekly schedules will be provided as the course continues.

MUS 104 Syllabus

MUS 104 Introduction to Jazz History Syllabus Spring 2024

Course Description:

A survey of the many facets of jazz music. Designed to follow stylistic trends as developed from the 19th century African and European influences on the modern forms of today. The study of significant composers, performers, and terminology associated with this uniquely American art form through listening assignments, reading and discussion activities. Course Objective: To provide the opportunity to study the elements of jazz music and the impact that popular music has had on the society of the United States of America and the whole world.

Instructor & Room:

Shari Thompson, Instructor Music Liberal Arts and Sciences Division.

Office: Auditorium Building 56K,

Classroom: 16 Auditorium Building

Class # 81296

Phone: 270-707-3864

email: sthompson0406@kctcs.edu

This course is presented in a hybrid format. (Half of the course requirements will be online and half will be in the classroom.

Course Objectives/Competencies:

On successful completion of this course students will be able to:

1. To facilitate understanding of the social, economic, and political factors involved in the development of jazz in the USA from its West African and European roots to the present day, including the ongoing developments of jazz styles within America, Europe and Australia.
2. To develop the ability to analyze and discuss/document the specific stylistic features of each historical period of jazz, including transitional and related forms, and to identify major trends in the development of music.
3. To develop the ability to assess, aurally recognize and place into historical perspective the innovations and developments of the major contributors from early jazz to contemporary styles.

Arts and Humanities—Student learning outcomes (SLO) *The outcome assessed will be #3*

1. Utilize basic formal elements, techniques, concepts and vocabulary of specific disciplines within the Arts and Humanities
2. Distinguish between various kinds of evidence by identifying reliable sources and valid arguments
3. Demonstrate how social, cultural, and historical contexts influence creative expression in the arts and humanities
4. Evaluate the significance of human expression and experience in shaping larger social, cultural, and historical contexts
5. Evaluate enduring and contemporary issues of human experience

Text & Materials:

JAZZ, thirteenth edition by Tanner/Megill published by McGraw-Hill. Interactive listing Guides are available at www.emegill.com/listening. There is a video play list for each unit in the blackboard class. You will need access to a computer and internet access to use course materials, the following is a recommendation from the HCC technology department:

- Operating system: Windows 10
- Processor: Minimum - Intel Core i3 / Recommended - Intel Core i5 or higher
- Memory: Minimum - 4 GB / Recommended - 8 GB or more
- Hard Drive 128 GB Solid State Hard Drive / Recommended 256 GB Solid State Hard Drive or larger
- Webcam, Microphone, and Speakers
- Broadband Internet of 3 Mbps download and 1.5 Mbps upload

Evaluation:

- 5 Unit Tests
- 5 Music Recognition Tests
- 15 Chapter Assignments from text
- Artist Research PowerPoint Project
- 2 Biographical Movie assignments
- 1 Jazz performance evaluation
- 16 Class meetings and activities

Make-Up Work:

No make-up Tests or late work will be accepted. Dates will be posted on Blackboard (Bb) site and in class.

Grade Scale:	A 90 – 100%
	B 80 – 89%
	C 70 – 79%
	D 60 – 69%
	E 0 – 59%

Class Conduct

Attendance will be taken for each class meeting. Attendance and class participation are required on a regular basis. This grade will be calculated by the number of class meetings we have within the semester.

The following percentage designations will be used:

Attendance and Participation:

- 100% = Arrived at class meeting on time and participated
- 80% = Arrived at class meeting late or left early
- 0% = Did not attend class meeting

Cell phones and laptops are not to be used during class time except when notified by the professor that these devices are needed to complete an in class assignment.

From the KCTCS Student Code of Conduct. Section 3: Standards of Conduct

Standard 1: KCTCS students are expected to adhere to the highest standards of academic honesty and integrity and support a campus environment that is conducive to learning and scholarship. Violations or attempted violations may include, but are not limited to:

1. Cheating, fabrication, plagiarism or facilitating academic dishonesty.
2. Classroom conduct that disrupts or interferes with the learning experience, such as sleeping, horseplay, cell phone use, entering or leaving class while it is in session, unnecessary interruptions, failure to exhibit respect and consideration to faculty, staff, and fellow students during class or class experiences.

The penalty for plagiarism/cheating in reports or test questions will be given 0 credit for that assignment or for questions on a test.

ADA/Accessibility Services: Hopkinsville Community College strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodations for all persons with disabilities. If you are seeking accommodations for this course under the Americans with Disabilities Act (ADA), you are required to contact the Accessibility Services Office Accessibility Services Website. To request accommodations, complete the Accessibility Accommodation Request.

Please do not request accommodations directly from your instructor without a letter of accommodation from the Accessibility Services Office.

If you are a student from a KCTCS college other than Hopkinsville Community College, contact your Home College for establishing disability accommodations. You can find your Home College's Accessibility/Disability Services Office contact information on the KCTCS Disability Resource Coordinators. Your Home College will communicate with your Instructors and Accessibility/Disability Services Office to provide you with reasonable and appropriate accommodations. Your accommodations will begin after the instructor has received confirmation of your accommodations from the Accessibility/Disability Services Office. Accommodations cannot be applied to your course retroactively.

Hopkinsville Community College may contact Chasity Darnall, Senior Administrative Assistant for Student Affairs, at HPStudentAffairs@kctcs.edu.

Sexual Discrimination/Title IX: The Kentucky Community and Technical College System has zero tolerance for illegal discrimination of any kind. Any student who thinks he/she may have been discriminated against or subjected to harassment by students or employees because of his or her race, color, national origin, sex, sexual orientation, marital status, religion, beliefs, political affiliation, veteran status, age, or disability (including denial of a request for an accommodation), has the right to pursue an informal and/or formal discrimination grievance. Complaints relating to sexual misconduct should be made to Angel Prescott, Chief Student Affairs Officer, who serves as the College Title IX Coordinator. She can be reached by email at angel.prescott@kctc.edu or in Student Affairs at 270-707-3801. Such complaints shall be handled in accordance with the Sexual Misconduct Procedure.

Mode of Delivery Statement:

The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and faculty. The College will attempt to make these changes as minimally disruptive as possible, but students have no right or privilege in a particular type, place, or time for their classes.

Inclement Weather Policy: Information regarding inclement weather is found at [Inclement Weather Policy Website](#).

Student Code of Conduct: Please visit the [KCTCS Student Code of Conduct](#) for the Student Code of Conduct which includes expectations for student behavior, penalties for violation, and processes for appeal.

HCC CARES: Stay the Course

HCC is dedicated to your academic success. One tool your instructors will be using to ensure this success is Starfish. How does it work? Through Starfish, your instructors will communicate with you to celebrate a job well done or to offer support and resources when there are opportunities to improve your grade. Starfish communications come via email and phone calls from concerned HCC College Navigators.

*The above schedule and procedures are subject to change in the event of extenuating circumstances.

MUS 208 Syllabus

Instructor Information

Dr. John Thomerson, Adjunct instructor
Arts and Humanities Division
Email: john.thomerson@kctcs.edu
Phone Number: 270-901-1053
Office Location: Main campus, Building L, Room 104 H
Office Hours: Virtual hours available by appointment

My preferred methods of communication are email and telephone. I will do my best to respond within 12 hours during the work week (Monday through Friday) and within 24-48 hours during the weekend (Saturday and Sunday).

Healthy at SKYCTC

The health and safety of our students, employees, and communities is our highest priority. The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and employees. The College will attempt to make these changes as minimally disruptive as possible, but the College reserves the sole right to alter the particular type, place, or time for their classes.

Class Recordings

Class meetings associated with this course may be recorded by the Faculty Member. Students are hereby notified that the content of the recordings may, at times, include their faces and voices. Continued participation in this course establishes consent to be recorded. Recordings will be posted by the Faculty Member so that they are only accessible to the students in this course. If the Faculty Member intends to release or post these recordings for other sections of this course or for any other purposes, the Faculty Member will notify students heard or seen in the recordings and will ask for written permission. Students are advised that the written permission, if granted, will be retained in their Student Record. If students in this class have any questions regarding these recordings or the form they may be asked to sign, students should speak with their Faculty Member.

Course Description and Structure

Structure: Lecture

A geographic survey of selected music cultures throughout the world with hands-on experience playing the music of diverse cultures, audio/video examples of music-cultures in performances, reading and writing assignments, and attendance and

reporting at live music events. Includes informational presentations by students, group listening and discussion, simple musical instrument construction, and small group projects.

Instructor role: Establish and support an inclusive and stimulating learning environment. The instructor will present lectures and teach basic art projects, guiding students through an introduction to the visual arts while evaluating participation, assessments, and projects based on the criteria in the syllabus.

Attendance and grades will be recorded by the instructor and grades will be published on Blackboard. Unannounced quizzes may be given at the instructor's discretion.

Course Prerequisites

No prerequisites are required.

Required Textbook(s) & Materials

- There is no required textbook you need to buy for MUS 208. Our readings will be from free resources.
- You will be required to listen to audio examples. I have uploaded many of these examples. Other examples throughout our course will use Spotify, a streaming service that ensures musicians earn money for their work. Follow these directions to create a Spotify account:
<https://www.spotify.com/us/student/>
- A student Spotify account is free for the first month and then costs \$5 a month. Because our class is four months long, Spotify will cost you \$15 for the semester.

Technology Statement

To make sure you can complete your assignments online, a newer model PC is best. In most cases, a Mac can work, but some courses use software that is not compatible. Chromebooks also are not compatible with many course requirements. A mobile phone or tablet can be used to check your email and announcements, but these devices alone usually are not the best for completing most coursework.

If you plan to enroll in courses like CAD, GIS, 3D modeling, video editing, etc. we recommend that you have a computer with the minimum preferred specs (see below). If you are unsure of the requirements, please contact your instructor or your college's IT Department before purchasing a device.

Recommended Technology Specs¹

Hardware	Minimum	Preferred
Processor	Intel Core i3 or higher	Intel Core i5 or higher
Memory	8GB or higher	16GB or higher
Disk	256 GB Solid State	256 GB Solid State or higher
Camera	Integrated or standalone webcam	Integrated or standalone webcam
Peripherals	Speakers and microphone ²	Speakers and microphone ²

Operating System	Windows 10 or MacOS ³	Windows 10 or MacOS ³
Network	Wireless (802.11g/n/ac) Gigabit Ethernet	Wireless (802.11g/n/ac) Gigabit Ethernet
Internet Speed	Minimum 3.0 Mbps (up/down) ⁴	Minimum 5.0 Mbps (up/down) ⁴
Software	Microsoft Office 365 + any additional course required applications ⁵	Microsoft Office 365 + any additional course required applications ⁵

¹If purchasing a new computer, it is recommended that you verify the warranty provided is sufficient for your needs. Warranties vary from as little as 6 months to multi-year. It is recommended that a minimum of 1 year warranty be included with the computer.

²Built-in speakers and microphone are usually standard on newer laptops. Add-on earbuds or headsets with a microphone will produce a higher quality experience when participating in live or recorded classes and materials.

³The operating system should be kept up to date with the most recent updates for the best experience. ⁴These speeds are assuming a dedicated internet connection with no other devices in use, or streaming, on your network. If you are unsure of your current speed, you can [run a test](#) while connected to your network. ⁵All KCTCS students are eligible for a [free license of Microsoft Office 365 applications](#).

Course Competencies

Upon completion of this course, the students will:

1. Identify diverse musical styles and related social customs,
2. Identify musical performance practices of diverse cultures,
3. Recognize the role of music in a global cultural context,
4. Recognize diverse styles of world music,
5. Be able to discuss the impact of decisive musical ideas in human heritage.

Workplace Ethics Agreement

Southcentral Kentucky Community and Technical College (SKYCTC) is committed to student success and improving employability of the students. Based on feedback from educators, community leaders, and business and industry partners, workplace ethics practices promoting success in the classroom are incorporated into course expectations. In addition to course and program competencies, student success will be measured by:

- being present and punctual
- participating in academic activities
- maintaining professional behavior

Present and Punctual

Students are expected to demonstrate a strong work ethic by being present and punctual for all class sessions. Students will be considered absent if they are tardy or leave before class is dismissed. If a student is absent for more than 15% of scheduled class sessions, the student will be withdrawn from the course. For this course, no more than 2 days may be missed. If the absences occur prior to the mid-point of the term, the student will be withdrawn from the course and a "W" issued

on their transcript. After the mid-point of the term, the student will be issued a failing grade "E" on their transcript.

**Note: Due to programmatic requirements, some programs may require students to be present for a higher percentage of classes (more than 85 percent).*

Participation

Students are expected to demonstrate strong work ethics by actively participating in all class sessions and completing academic activities. Participation includes but is not limited to:

- engaging in and completing activities
- putting forth full effort for the entire class session
- seeking assistance when needed
- maintaining clean and orderly work areas

If at any time a student does not participate in a class session, laboratory, clinical or other scheduled academic activity, it is the student's responsibility to make satisfactory arrangements for any make-up work, if permitted by the instructor.

Professional Conduct

Students are expected to conduct themselves professionally, as outlined in KCTCS Student Code of Conduct. Professional conduct includes but is not limited to:

- dressing appropriately
- engaging instructors, college employees, and students with respect
- utilizing technology appropriately
- refraining from disruptive behavior
- modeling behavior appropriate to his/her chosen profession

Any conduct within a course that disrupts the learning environment will result in the student being dismissed, counted absent, and may result in disciplinary action.

Proctored Exam

This course does NOT require a proctored exam.

Withdrawal Policy

Through the midterm of the session, a student may officially withdraw from a course and receive a

"W." After this period, a student may officially request to withdraw from a course and receive a W, which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining if a student will be allowed to withdraw during the discretionary period. The student must initiate the official withdrawal. Withdrawal from a course or courses is a serious decision and, in many cases, affects financial assistance and academic progress. In addition, withdrawal does not relieve students from their financial obligation. The last day to withdraw is listed on the academic calendar. Students can request a withdrawal using their self-service account.

Financial Aid Statement

PELL, SEOG, and Student Loan recipients (Title IV) who stop attending or withdraw prior to the 60% point in the semester may be obligated to repay a portion of their

financial aid.

Inquiries and Other Class Concerns

Most difficulties can be resolved by talking to someone. Therefore, students are encouraged to discuss these problems promptly and candidly. Students are encouraged to attempt to resolve academic complaints informally with the faculty member.

If you have questions or concerns about your class, 1) direct them to your instructor. If this is not possible or if your instructor is not able to address your concern, 2) you may contact the Dean of Arts and Humanities, Stephanie Hyman at stephanie.hyman@kctcs.edu. If you would like to schedule an appointment with the Dean, please contact the Arts and Humanities administrative assistant at (270) 901-1131.

The formal academic appeal process can be found in the KCTCS Code of Student Conduct.

Freedom from Retaliation

Faculty and staff shall not retaliate against any student for bringing a concern or complaint.

Student Discrimination and Grievance Procedures

The Kentucky Community and Technical College System has zero tolerance for illegal discrimination of any kind. Any student who thinks they may have been discriminated against or subjected to harassment by students or employees because of his or her race, color, national origin, sex, sexual orientation, marital status, religion, beliefs, political affiliation, veteran status, age, or disability (including denial of a request for an accommodation), has the right to pursue an informal and/or formal discrimination grievance. The informal student discrimination grievance procedure is described below. Most difficulties can be resolved by talking to someone. Therefore, students are encouraged to discuss these problems promptly and candidly with the Director of Student Life and Engagement.

1. If a student thinks that they have been discriminated against, the student shall inform the Director of Student Life and Engagement within thirty (30) calendar days of the alleged incident. The Director of Student Life and Engagement shall conduct a preliminary investigation of the discrimination grievance.
2. The student, Director of Student Life and Engagement, and the other involved parties shall work informally to negotiate a solution within fourteen (14) calendar days. The informal student discrimination grievance procedure shall be completed within forty-four (44) calendar days of the alleged incident.
3. If the grievance is not resolved to the satisfaction of the student through the informal grievance procedure, the student may file a formal appeal according to the KCTCS Code of Student Conduct.

Contact information:

Dr. David Travis
Southcentral Kentucky Community and Technical College
1845 Loop Drive

Bowling Green, Kentucky 42101 Office: (270) 901-4348
Email: david.travis@kctcs.edu

Accessibility Services (ADA)

If you need an accommodation because of a documented disability, you are required to register with Accessibility Services Coordinator at 270-901-1088 or [email the accessibility office](#). Please do not request accommodations directly from your instructor. If you require assistance during an emergency evacuation, notify the Accessibility Services Coordinator.

Plagiarism or Cheating

KCTCS has a policy on plagiarism and cheating. Students may refer to the policy found in the [KCTCS Code of Student Conduct](#), Article II, Standard 1.

The use of Artificial Intelligence (AI) text-generation tools or chatbots may constitute academic dishonesty. Work in this class is expected to be original and your own. Submitting AI-generated work as original work is deemed academically dishonest and is recognized as a form of cheating and held to the standards found in the KCTCS student code of conduct.

Privacy and Security Commitment

The SKYCTC's Registrar's Office ensures the safety and security of your academic record. Personnel in the Registrar's Office adheres to [FERPA \(Family Educational Rights and Privacy Act\) guidelines](#). Each KCTCS college maintains the confidentiality of student educational records in accordance with the provisions of the Act and shall accord all the rights under the Act to students who are declared independent and who are or have attended a KCTCS college. This policy shall apply to all applicable students, regardless of mode of course delivery.

Grades

Your grade will be calculated

using the following scale: 90-

100% - A
80-89% - B
70-79% - C
60-69% - D
0-59% - E

Grading

Final grade calculation

Your final grade will be calculated by adding the total number of points you earned during the semester and dividing that number by the total points for the semester (1,150).

- o In-class work
 - 15 in-class work assignments at 12 points each for a total of 168 possible points
- o Self-assessment quizzes

- 30 online self-assessment quizzes at 12 points each for a total of 336 possible points
- o Reading quizzes
 - 15 online reading assignments at 20 points each for a total of 300 possible points
- o Essays
 - 3 essay rough drafts at 50 points each and 3 essay final drafts at 70 points each for a total of 360 possible points
- o There is 1 cumulative mid-term quiz worth 100 points.
- o There is 1 cumulative final quiz worth 150 points.
- o Total points: 1,150 points

Grading details

You have the potential to earn 1,150 points during this semester.

- Each Tuesday, you will submit in-class work.
 - o Each submission is worth 12 points.
 - o You will write this work on paper and turn it in to me after each class meeting.
 - o I will post your grade for this work on Blackboard by the end of the day Thursday.
- Each Thursday, you will submit two self-assessment quizzes.
 - o Each quiz is worth 12 points, for a total of 24 points each week.
 - o These quizzes cover listening material covered in class and from the assigned listening.
 - o You will access and submit these quizzes on Blackboard.
 - o You will have unlimited time and unlimited attempts on all these quizzes.
 - o These quizzes consist of multiple-choice questions with one correct answer.
 - o You will see your grade for these quizzes on Blackboard immediately after submitting them.
- Each Sunday, you will submit a reading quiz.
 - o Each reading quiz is worth 20 points.
 - o This quiz covers material covered in class and from the assigned readings.
 - o You will access and submit these reading quizzes on Blackboard.
 - o You will have unlimited time and one attempt on all these writing assignments.
 - o These quizzes consist of fill-in-the-blank questions with one correct answer.
 - o You will see your grade for these quizzes on Blackboard immediately after submitting them.
- Your essay rough drafts and final drafts will always be due on Thursday.
 - o Each essay rough draft is worth 50 points. Each essay final draft is worth 70 points.
 - o Each unit will involve writing an original essay responding to a specific question as well as a rough draft of this essay.
 - o You will access and submit these essays and rough drafts on Blackboard.
 - o Your rough draft will be due seven (7) days before your final version. I will post your grade and comments on Blackboard within one to two (1 to 2) days. The feedback you will receive on your rough draft will help you submit a high-scoring essay.
 - o Your rough draft and essay will be graded according to the rubric that is posted in our Module 0 folder and that is attached to each rough draft and essay.
 - o You will have unlimited time and one (1) attempt on all these essays and rough

- o drafts.
- o Your best essays will be thoughtful, demonstrate an understanding of the unit's ideas and will apply these ideas to specific pieces of music.
- o I will post your grade for your essays on Blackboard within two to three (2 to 3) days.

Important Dates

Please refer to [SKYCTC's academic calendar](#) for important information regarding this semester's academic calendar, deadlines, registration, tuition dates, and holidays.

Blackboard Time Zone

Our class will be using the Central time zone in Blackboard this semester.

Course Outline & Weekly Schedule

Course schedule (overview)

- I. **Unit 1: Introduction**
 - a. Module 1: Welcome and Syllabus; Conventions
 - b. Module 2: Fields of music making
- II. **Unit 2: Musics in North America**
 - a. Module 3: Old-time music
 - b. Module 4: Blues music
 - c. Module 5: Music and the American Civil Rights movement
 - d. Module 6: Jamaican music
- III. **Unit 3: North Indian classical music**
 - a. Module 7: Overview
 - b. Module 8: Raga and Tala
 - c. Module 9: Structure of performances
 - d. Module 10: Teaching and learning
- IV. **Unit 4: Musics in Africa**
 - a. Module 11: Ghanaian highlife
 - b. Module 12: Nigerian juju and Afrobeat
 - c. Module 13: Ethiopian begena music and Ethio-jazz
 - d. Module 14: Zimbabwean mbira music and Chimurenga
 - e. Module 15: South African Isicathamiya

THIS COURSE SYLLABUS/SCHEDULE IS SUBJECT TO CHANGE WITH NOTICE.

Instructor Guidelines

During class, I expect you to

- Participate in the lab assignments to demonstrate aspects of the musics we're studying.
- Keep an open mind and open ears. Many of the sounds we'll be hearing this semester are literally foreign-they will use instruments, tuning systems,

systems of aesthetics, and social practices that might be different from much of the music you have heard before. This is the beauty of this class! Even though the music will sound different, you might like something new once you try it. I compare trying a new music to trying a new food: you might not like it at first because it's strange and different, and you won't like everything you try. But if you keep an open mind, you might find something that you really like.

What is a Hybrid course?

Our class is a Hybrid course, which means we will meet once a week in person and that you will have work to complete online during the week. You get the best of both worlds-the energy and community of an in- person class, with the convenience and flexibility of an online class! To succeed in a hybrid course, you should:

- Attend class every week (unless you are sick), and
- Plan on 10-12 hours of out-of-class work each week. This work can be done at your own pace, as long as you submit your quizzes and writing assignments before the posted due dates.

Late Work

Late writing assignments are accepted. You will lose one (1) point for each day late a writing assignment is submitted.

Extra Credit

Extra credit may be available during the semester.

Make-up Work

If you miss class, it is your responsibility to speak with the instructor for any content you've missed and for possible extensions on graded assignments.

Technical support and Blackboard help

If you need technical support, please call our Technology Solutions department at (270) 901-4200. If you're having trouble logging in to Blackboard or MyPath, you can reset your password at this website: <https://kctcs.edu/user>. If you are having trouble navigating Blackboard, you can find more information and help at this website: <https://southcentral.kctcs.edu/education-training/online-distance-learning/blackboard-troubleshooting.aspx>

Instructor Withdrawal Guidelines

There are times when a student finds a need to withdraw from a course. Withdrawals may be necessary for many reasons, including the coursework being too much for the semester, a family emergency, or personal reasons. Students may withdraw themselves without instructor permission until the mid-point of the semester. A withdrawal after the mid-point of the semester requires instructor approval.

For this course withdrawals after the mid-point of the semester are only approved if the student is experiencing an emergency situation. Students must notify the instructor in a timely manner. Withdrawals will not be approved due to low scores, missing assignments, or forgetting a due date resulting in a low or failing grade. If you are having issues impacting your success in this course, please contact me as soon as possible.

MUS 222 Syllabus

Catalog Number, Title of Course: MUS 222 98Z3, History and Sociology of Rock Music

Course Credit Hours: 3 credit hours

Class Number(s): 79822

Instruction Mode: BW: Online (*Blackboard Web World*), see course note.

Course Note: This course is entirely online.

Beginning and Ending Dates: February 5-May 5, 2024

Instructor Name: Shana Gatewood

Phone Number: 859-307-2555 (cell)

E-Mail Address: sgatewood0005@kctcs.edu

Office Location: Remote via Blackboard Collaborate

Office Hours: Remote via Blackboard Collaborate

CAMPUS SAFETY INFORMATION:

Boone Campus, (859) 307-1884

Edgewood Campus, (859) 307-1037

Urban Metro Campus, (859) 307-8419

Transportation Technology Center, (859) 391-6152

<https://gateway.kctcs.edu/current-students/student-life/campus-safety/index.aspx>

TECHNOLOGY STATEMENT:

All in-person and online courses at Gateway use Blackboard which is a learning management system. Therefore, it is **strongly recommended** that all Gateway students have a computer with reliable Internet access. Smart phones, tablets and/or Chromebooks may not provide reliable access. Course specific technology requirements are outlined below in the “*Required Text(s), Tools and/or Supplies*” section.

A computer with the following minimum specs should be sufficient for online learning:

- Processor: Intel Core i3 or higher
- Memory: 8GB or higher
- Disk: 256 GB Solid State
- Camera: Integrated or standalone webcam
- Peripherals: Speakers and microphone. Earbuds or headsets with a microphone are ideal for participating in live or recorded classes and materials
- Operating System: Windows 10 or MacOS
- Network: Wireless (802.11g/n/ac), or Gigabit Ethernet
- Internet Speed: Minimum 3.0 Mbps (up/down)
- Software: Microsoft Office 365, plus any additional course required applications

The Help Desk is available to answer your questions about Blackboard. Contact the KCTCS Online Technical Help Desk at <https://help.gateway.kctcs.edu/shp/kctcs-gateway/home> any time 24/7.

All KCTCS students who are currently enrolled in a course are eligible to install the full version of Microsoft Office 365 Pro Plus on up to 5 devices for free. Specific details, requirements and

instructions can be found at <https://kctcs.edu/current-students/academic-resources/technology-recommendations.aspx>

The Gateway Bookstore stocks Dell laptops for student purchase. It may be possible for Financial Aid eligible students, whose total aid exceeds their tuition and fees, to use Financial Aid to purchase a laptop. Please contact the Gateway Bookstore for additional information at (859) 815-7630 or the Office of Financial Aid for eligibility and availability requirements.

COURSE MODALITY & LOCATION STATEMENT:

The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and employees. The College will attempt to make these changes as minimally disruptive as possible, but students have no right or privilege in a particular type, place, or time for their classes.

COURSE DESCRIPTION:

Provides a listening survey course, with a chronological approach, covering the years 1950—present. Emphasizes both the music and the sociological climate reflected and advocated by the music.

COURSE OBJECTIVES/COMPETENCIES/LEARNING OUTCOMES:

Upon completion of this course, the student can:

1. Demonstrate understanding of rock music from its inception through the present.
2. Demonstrate understanding of the interrelationship between post World War II American society and rock's influences.
3. Demonstrate understanding of rock's musical evolution from its rhythm and blues and country roots to the present.
4. Demonstrate an understanding of major stylistic trends and trendsetters in rock history through exams and critical listening exercises.
5. Demonstrate understanding of simple music concepts in relation to rock music.
6. Demonstrate a basic understanding of the elements of Music and discuss how they are applied in rock music.

COURSE PREREQUISITES AND/OR COREQUISITES:

There are no prerequisites for this course.

REQUIRED TEXT(S), TOOLS AND/OR SUPPLIES:

Your textbook is online and was included in your tuition costs.

Rock Music Styles: A History 9th edition, by Katherine Charlton. McGraw-Hill publishing 2014

Students can reference Gateway's Bookstore location, hours of operation and course textbook/tools/supply information at <https://gateway.kctcs.edu/current-students/student-resources/bookstore.aspx>

GRADING/EVALUATION METHODS:

Points	Percentage	Grade
1270-1143	100%-90%	A
1142-1016	89%-80%	B
1015-889	79%-70%	C
888-825	69%-65%	D
Below 824	Below 65%	E

You can track your progress in the course by viewing your assignment and test grades in Blackboard <https://gateway.kctcs.edu/current-students/academic-resources/online-learning/index.aspx>

Academic Information about MUS 222:

This course is built into 14 Learning Modules. Each Module will list the required learning activities to be completed during the module. For each assignment, there will be a corresponding rubric that defines the grading method to be used. Be sure to carefully read all instructions for assignments and the rubric before submitting the assignment. See below for rubrics of each type of assignment.

Here is the list of rubrics that you will find in your Blackboard course, paired with each specific assignment.

Discussion Board Rubric
Blog Rubric
Journal Rubric
Activity Rubric
Research Paper Rubric
Final Project Rubric

Late Policy:

Due to the communication required within this course as a student to other students, there will be no late work accepted in this class. Make sure that you review the Course Calendar for due dates.

Please NOTE for the Discussion Board: The earlier the posting, the better. This is to allow time for everyone to read the initial ideas before the replies, which is the second part of the assignment. (If there are severe extenuating circumstances, please contact the instructor immediately to make necessary arrangements.)

CLASS ATTENDANCE POLICY:

Since this is an online course, your attendance will be known from the work and assignments that you complete. You must also complete some work during the first week of class to be "Counted present" and not be listed as a "No-Show". See the Course Calendar for due dates.

COLLEGE OPERATIONS DURING INCLEMENT WEATHER/SIGNIFICANT EVENT:

The college will be open for normal business unless the weather/significant event has a serious impact on the normal transportation systems in the region. During inclement weather/significant event situations, the procedures and notifications used are at <https://gateway.kctcs.edu/news/notices-and-closures.aspx>

WITHDRAW POLICY:

From the end of the drop/add period through the official midterm or midsession date for that course, a student may withdraw from the course and receive a "W." From the first day after midterm or midsession until the last day to withdraw of the session, a student may, at the instructor's discretion, withdraw from a course, and the instructor may assign a grade of "W." The student must initiate the official withdrawal by filling out an online drop form. No grade will be reported for a student who withdraws by the last day to drop without a grade. If receiving financial aid, please consult with the Financial Aid Office prior to withdrawing from classes to understand how your aid may be affected.

The GCTC's drop and add form and process can be found at

<https://gateway.kctcs.edu/current-students/academic-resources/registrar/dropping-adding-classes.aspx>

ACCOMMODATIONS POLICY:

Gateway Community & Technical College strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodations for all persons with disabilities. If you are seeking accommodations for this course under the Americans with Disabilities Act (ADA), you are required to contact the Accessibility Services Office
<https://gateway.kctcs.edu/current-students/student-life/accessibility-services/>

To request accommodations, complete the online Accommodation Request Form
https://cm.maxient.com/reportingform.php?GatewayCTC&layout_id=4 Please do not request accommodations directly from your Instructor without a letter of accommodation from the Accessibility Services Office.

If you are a student from a KCTCS college other than Gateway, contact your Home College for establishing disability accommodations. You can find your Home College's Accessibility/Disability Services Office contact information on the KCTCS Disability Services website <https://kctcs.edu/current-students/academic-resources/disability-services.aspx> Your Home College will communicate with your Instructors and Accessibility Services Office to provide you with reasonable and appropriate accommodations. Your accommodations will begin after the Instructor has received confirmation of your accommodations from the Accessibility/Disability Services Office. Accommodations cannot be applied to your course retroactively.

Please contact Gateway Accessibility Services at gw-disabilityservice@kctcs.edu or (859) 442-4120 for more information.

LIBRARY INFORMATION:

Gateway Library resources are mostly online and include electronic books and digital databases. Visit the Gateway Library's website to access these electronic resources anytime and anywhere you have access to the internet: <https://gateway.kctcs.edu/current-students/student-resources/library/index.aspx> Should students require access to physical library materials such as print books and magazines not available at the Gateway Library, Information Commons and Library staff can help students request an Interlibrary Loan, or obtain a library card and materials from our partner libraries, the Kenton County Public Library and Grant County Public Library. There are physical reference collections on each campus for students to access at their convenience. The collection is for on-campus use only.

STARFISH: We care about your success!

Throughout the term, you may receive emails from Starfish regarding your course grades or academic performance. Please pay attention to these emails and consider taking the recommended actions. They are sent to help you be successful!

<https://gateway.kctcs.edu/current-students/academic-resources/starfish-retention-tool.aspx>

FREE GATEWAY TUTORING SERVICES:

To access Gateway tutors, visit our page for the Tutoring Schedule or Chat with a Tutor
<https://gateway.kctcs.edu/current-students/academic-resources/tutoring/index.aspx> Email us gw-cas@kctcs.edu. Text us (859) 765-1125. Times don't work for you? Take advantage of a free 24/7 tutoring service available to Gateway students. Find the link in your Blackboard course listed as "Online Tutoring" to access. Paper drop-off service or live chat with a tutor to get real time support."

CLASSROOM ETIQUETTE/RULES/REGULATIONS OF THE CLASSROOM:

Please conduct yourself online (email, other forms of communication) the same as you would in the classroom. Here are some other guidelines:

Don't type in all caps

Do not use online "chat" language or abbreviations, but write complete sentences.

Use respectful language, and refrain from off-color jokes, threats, and rudeness.

You may use emoticons (smiley face) to add personality, when appropriate.

Mistakes happen; try to be understanding

Greetings: Begin with a friendly greeting and always end with your first name

Anything you post online is your digital footprint; be selective with information that you reveal.

ACADEMIC HONESTY POLICY:

The college affirms that it will not tolerate academic dishonesty including, but not limited to, violation of academic rights of students and student offenses. Please note that use of Artificial Intelligence (AI) Writing tools or programs such as ChatGPT are prohibited.

The KCTCS Code of Student Conduct found on-line at

<https://kctcs.edu/current-students/academic-resources/code-of-student-conduct.aspx>

PROCEDURES RELATING TO SEXUAL MISCONDUCT/TITLE IX STATEMENT:

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits gender discrimination. It covers pregnancy, childbirth, termination of pregnancy, miscarriage, recovery from childbirth, lactation, students parenting children that require medical attention, and student that have or are experiencing sexual harassment, sexual violence, stalking, domestic violence, dating violence, and any forms of retaliation. If any of these situations apply to you, you may be entitled to various classroom accommodations and support. Documentation is required and accommodations are not retroactive. It is important to communicate to your instructor, so we can support you!

Once you communicate your situation to your instructor, he or she will follow up with the Title IX Coordinator. Our Title IX Coordinator will contact you through email to discuss your rights, options and next steps.

For additional information, please contact our school's Title IX coordinator, Mallis Graves at 859-442-1608 or email at **mallis.graves@kctcs.edu**.

If you would like to learn more about sexual misconduct or report an incident, please visit

<https://gateway.kctcs.edu/current-students/student-life/title-ix/index.aspx>

COMMUNICATION/TECHNOLOGY COMPONENTS:

Students are required to use official KCTCS email for all academic correspondence.

INFORMATION TECHNOLOGY RESPONSIBLE USE POLICY:

Students are required to ensure the privacy of personal information. User account information, including but not limited to user passwords, may not be transferred to or shared with another. Students are expected to read and follow the acceptable use policy.

<https://policies.kctcs.edu/administrative-policies/4-2-5.aspx>

BLACKBOARD:

Students and faculty with questions about the technology or use of Blackboard may contact Gateway eLearning by email at **gateway.elearning@kctcs.edu** or submit a ticket and review helpful items at the eLearning website: **<https://gateway.kctcs.edu/current-students/academic-resources/online-learning/>**

NPN 106 Syllabus

Instructor: Jennifer Wilson, MSN, APRN, FNP-C
Office Hours: by appointment
Office Location: SCC North Campus Alton Blakley 308
Office Phone number: (606) 451-6884
Instructor e-mail: jenniferk.wilson@kctcs.edu

Instructor: Lorna Huffaker, MSN
Office Hours: by appointment
Office Location: SCC North Campus Alton Blakley 306
Office Phone number: (606) 451-6801
Instructor e-mail: lorna.huffaker@kctcs.edu

Immediate Supervisor of the Course: Ruth Martin, DNP, RN
Office Location: SCC North Campus Alton Blakely 303
Office Phone number: 606-451-6813
Instructor e-mail: ruth.martin@kctcs.edu

Administrative Assistant: Joshua Roberts, Administrative Assistant/Health Sciences Department
Office Location: SCC North Campus Alton Blakley Office Suite 302
Telephone: (606) 451-6841
Email: Joshua.Roberts@kctcs.edu

Dean of Health Sciences: Ron Meade, PT, DPT
Office Location: Blakley Building Room 301-D
Telephone: 606-451-6842
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Course Description:

NPN 106 Fundamentals of Nursing Care. Provides a historical overview of health care system and roles and responsibilities of members of the health care team. Introduces the four competencies of nursing practice including human flourishing, nursing judgement, professional identify, and spirit of inquiry and Quality and Safety Education for Nurses (QSEN). Emphasizes application of the nursing process in the context of Maslow's hierarchy of needs to meet the needs of diverse patients across the life span at the practical nursing student level. Establishes the foundational knowledge for competency-based nursing practice by introducing basic nursing concepts, fundamentals of nursing skills, and critical thinking as a framework for organizing care delivery.

Credit Hours: 6 Credit hours. Lecture 4 credits (60 contact hours) Lab/Clinical: 2 credits (90 contact hours).

Pre-requisites: Admission to the Practical Nursing Program. Proof of active status on Kentucky Medicaid Nurse Aide Registry or its equivalent. (BIO 135 or BIO 137) and ENG 101 and (AHS 115 or CLA 131) with a grade of "C" or better in each course.

Pre-requisite or Co-requisite: (BIO 135 or BIO 137) with a grade of "C" or better

Required Textbooks

Taylor, Lillis, & Lynn. Fundamentals of Nursing, The Art and Science of Nursing Care. (10th ed.). Philadelphia: Lippincott.

Taylor, Lillis, Lynn. Study Guide to Accompany Fundamentals of Nursing, The Art and Science of Nursing Care (10th ed.). Philadelphia: Lippincott.

Doenges, M. E.; Moorhouse, M. F. & Murr, A. C. Nurses Pocket Guide (16th ed.). Philadelphia: F. A. Davis Co.

Pagana, K. D. & Pagaana, T.J. Diagnostic and Laboratory Test Reference (10th ed.).

Ignatavicius, D. D. Developing Clinical Judgment for Practical/Vocational and the Next-Generation NCLEX-PN Examination (1st ed.).

Current Drug Guide

Bundle
Evolve SLS (Simulation Learning Systems) Access Code – Comes with Pharmacology Textbook

ATI Review and Testing materials

Practical Nursing Student Handbook

Other Resources:

Mosby's PDQ for LPN Mosby/Elsevier

Laptops with webcams and mics

Earphones for ATI and Evolve/Elsevier Nursing Computer Programs

Resources: There are many resources available to you in the Practical Nursing Lab and College Library. Please take advantage of these as they are introduced to you. Utilizing these resources, will only strengthen your knowledge and confidence of the material. ATI (Assessment Technologies Institute), a computerized nationally standardized assessment and review program will also be utilized throughout the course. ATI helps you to succeed in nursing courses, prepare you for exams, and build a successful NCLEX score. Evolve products will also be utilized, including Simulation Learning Systems, and Case Studies. You will be receiving more information regarding ATI and the Evolve products and how to best take advantage of these wonderful resources as we move through the course.

Supplies: You are expected to bring appropriate textbooks, pen/pencil, and notebook paper as well as any handouts provided to you for each class period. Always watch your KCTCS student email and Bb to see if there are any lecture guides you need to print and bring to class with you. Appropriate supplies must accompany you to lab and clinical as well. Examples of lab and clinical supplies are lab kits (for lab days), second hand watch, stethoscope, pen (black ink only), paper, clipboard, lab coat, penlight, scissors, drug book, care plan book, and appropriate clinical forms. Clipboards are very handy as you are in the lab, so keep one with you at all times. There will many times that a laptop will be handy in order to use online resources such as Evolve Simulation Learning Systems and ATI. Refer to the Practical Nursing Student handbook for further instructions regarding clinical attire, expectations, etc. You will obtain and wear a Health Division Student specific ID card that must be worn during all lab/clinical activities.

General Education Competencies

Students should prepare for twenty-first century challenges by gaining:

- A. Knowledge of human cultures and physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.
- B. Intellectual and practical skills, including:
 - a. inquiry and analysis
 - b. critical and creative thinking
 - c. written and oral communication

- d. quantitative literacy
- e. information literacy
- f. teamwork and problem solving
- C. Personal and civic responsibility, including
 - a. civic knowledge and engagement (local and global)
 - b. intercultural knowledge and competence
 - c. ethical reasoning and action
 - d. foundations and skills for lifelong learning
- D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

Course Competencies: Upon completion of this course, the student can

1. Recognize assessment skills needed to contribute to patient centered plans of care for patients across the lifespan with common health related issues. (1A, 3B, 4A) *
2. Perform identified fundamental of nursing skills in a safe manner and according to evidenced based critical criteria documented in the Essential Skills. (2B, 2C, 3B, 4A)*
3. Identify at a beginning level the principles of the nursing process to nursing judgment and the holistic management of care for patients experiencing common alterations in health status. (1A, 2A, 2C, 3B, 4A)*
4. Recognize factors and situations that interfere with adult teaching-learning. (1B, 2A, 4A, 4B)*
5. Review evidence-based literature/research for use in nursing practice and be aware of the need for life-long learning in maintain professional competence. (4A, 4B)*
6. Identify and apply basic communication techniques with clients, families, peers and members of the health care team. (1A, 2B, 3C)
7. Document correctly significant client data utilizing proper medical terminology. (1A, 2C, 3B, 3C)*
8. Demonstrate a beginning knowledge of legal and ethical professional behaviors of the Practical Nurse and how it varies from the roles of the other health care professionals according to the state's Nurse Practice Act and standards of nursing practice. (2C, 3A, 3B, 3C, 4A, 4B)*
9. Demonstrate digital literacy with ethical and responsible knowledge, behavior, and skills (including communication) required for nurses to collect, store, retrieve, and process information. (1A, 1B, 2A, 2B, 3A, 3B, 3C, 4A)*
10. Recognize the need for teamwork/collaboration with the patient, family, significant others and members of the health care team in the delivery of safe, quality, cost effective health care. (1A, 1B, 2C, 3A, 4A)*
11. Examine the difference between own cultural beliefs and those of the patient. (1A, 3A)*
12. Recognize caring behaviors in self and others. (1A, 2B, 3B)*

**This indicated which end of program student competency that the course competency reflects.*

Lab Activities: The lab component will consist of several days of introducing and practicing new skills as well as refreshing the skills you have learned in previous courses, like nurse aide. The following lab skills may be practiced during this level of the PN Program. As students are taught concept and skill, they perform them in the clinical area. Skills not completed safely and competently in the lab will NOT be performed in the clinical setting. Lab prescriptions will be given to those students needing further practice for any skill unsuccessfully completed. A student is granted two (2) opportunities to successfully check-off on a skill. If a third time is warranted, it may be in the presence of the program coordinator or her designee. The following skills are introduced during NPN 106

In addition to the critical criteria identified for each skill, the following will be used in the evaluation of the student's performance. * Denotes required individual faculty check-off. All others may be evaluated in the labs/clinical setting.

***General Principles**

1. Personal protective equipment must be utilized and appropriate medical asepsis must be maintained at all times
2. Correct supplies/equipment must be assembled and organized
3. Client instruction must be provided
4. The client must not be placed in physical jeopardy
5. The client must not be placed in emotional jeopardy
6. Pertinent information must be reported and/or documented

***Safety Practices**

1. Verifies care/order for client
2. Performs hand hygiene before and after performing any client care or handling supplies
3. Verifies facility policy and procedure and assembles appropriate equipment/supplies
4. Consults manufacturer's recommendations when equipment is involved
5. Knocks on the client's door
6. Identifies client using two identifiers
7. Notes overall condition of the client
8. Explains procedure to the client and provides for privacy
9. Elevates bed to promote good body mechanics
10. Dons PPE if indicated
11. Upon completion, lowers bed, applies side rails according to the client's care plan, places call system within reach
12. If any abnormal findings are present, reports findings to charge nurse immediately.

The student is expected to utilize safety practices and provision for privacy when performing all essential skills. Documentation for all skills must include date, time, signature, and other appropriate data. Any action or inaction on the part of the student which jeopardizes the emotional or physical well-being of the client will result in an unsatisfactory grade for the skill.

Essential Skills (Experiments/Activities)

1. General Principles *
2. Safety Practices*
3. Standard Precautions* (Tier One and Tier Two)
4. Physical Assessment* (Adult/Pediatric) to include: Health History, Vital Sign Evaluation, Temperature, Peripheral Pulse, Respiration, Blood Pressure, Pulse Oximetry, Functional Assessment: Inspection, Auscultation & Light Palpation
5. Surgical Asepsis*
6. Dressings*
7. Catheterization*
8. Heat Application
9. Cold Application
10. Crutch/Walker Ambulation
11. Oxygen Administration
12. Glucose Monitoring (may be evaluated in clinical)
13. Enemas
14. Basic Care and Comfort
15. Therapeutic communication
16. Rest and sleep
17. Pain Management
18. Activity & Mobility
19. Application of Soft/Medical Physical Restraints
20. Measuring & Evaluating Intake and Output
21. Assessing, Evaluating, and Facilitating Nutrition Needs

22. Gastrointestinal Gavage*
23. Perioperative Concepts
24. Management of Care (to be evaluated in clinical)
25. Library orientation to health related databases (locating, evaluating, etc.)
26. Technology tools (learning management system, computerized examinations, electronic health records, etc.)
27. Accessing and inputting data through electronic means

Course Outline

- I. Introduction to Nursing
 - A. Introduction to the nursing program
 - B. Essential Concepts of nursing and nursing education
 - C. Collaboration with members of the health care team
- II. Professional Identity: Context of Nursing Practice
 - A. Nursing Professionalism
 - B. Health Care Delivery System
 - C. Legal/Ethical issues and responsibilities
 - D. Professional Organizations
 - E. Cost effective care
- III. Nursing Judgement: Framework for Nursing Practice
 - A. Developing a Framework for Practice: Nursing Process
 - B. Critical Thinking and Clinical Judgement
 - C. Physical Assessment Techniques
 - D. Managing Care of a Patient
- IV. Human Flourishing: The Tools of Practice
 - A. Communication
 - B. Caring Interventions
 - C. Patient Advocacy
 - D. Culturally Competent Care
- V. Spirit of Inquiry
 - A. Evidence Based Practice
 - B. Continuous Learning
- VI. Nursing Informatics
 - A. Tools of Technology
 - B. Ethical/Responsible Use
 - D. Manage information
- VII. Role of the Nurse in the Management of Care
 - A. Documentation
 - B. Infection Control
- VIII. Growth and Development and Health Promotion
 - A. Young Adult
 - B. Middle Adult
 - C. Older Adult
 - D. Variability in the Adult Lifespan
- IX. Basic Nursing Care Concepts and Maslow's Basic Human Needs
 - A. Oxygen/Circulation/Perfusion
 - B. Fluid and Electrolyte Balance
 - C. Metabolism/Nutrition

- D. Urinary Elimination
- E. Bowel Elimination
- F. Activity/Exercise
- G. Sleep/Rest
- H. Pain/Comfort
- I. Skin Integrity
- J. Safety
- K. Psychosocial (Love and Belonging, Self-Esteem, Self-actualization)
- X. Nursing Care of Patients with an emphasis on wellness/common problems in Immunity
 - A. Providing safe, effective care to patients with common communicable diseases and allergies
 - B. Providing safe, effective care to patients with common problems of the immune system
- XI. Nursing Care of Patients Undergoing a Surgical Procedure
 - A. Providing safe, effective care to patients in the pre-operative phase
 - B. Providing safe, effective care to patients in the post-operative phase

Special Notes:

The objectives will be provided as noted above. Refer to the attached course outline and schedule for specific topics for lecture. Recommended readings are also included to facilitate your preparation for class. Lecture, demonstrations, audio-visual aids, class discussion, group work, practice sessions in lab, return demonstrations, clinical experience, virtual clinical experience, lab simulations, pre and post clinical conferences, and various assignments will all be methods of instruction during this course. You are expected to take the primary role in the process of learning. The key to your success in this course is that you take the responsibility for your own learning.

In this class, you have the freedom to express your thoughts and share your ideas. With this freedom comes the responsibility to do your best work, turn in assignments on time, and to treat others with courtesy and respect. This syllabus is a written agreement between you and the instructor(s) regarding the purpose, direction, and your responsibility in this course. Any changes will be communicated to you in writing. Please make sure that you understand important course requirements and dates.

You are strongly encouraged to meet with the instructor(s) at any time during the course to discuss your progress. Please take advantage of this opportunity early on and avoid finding yourself “in a bind” at the end of the course. It is our goal that you succeed, but you must make the first step in that process.

Grading Criteria

Exams: There will be five exams throughout this course (NPN 106). A sixth exam, a comprehensive final, will be scheduled during the week of final exams, and will include topics covered in this particular course, comprehensively from beginning to end. You must pass each with a 77% or higher. If a 77% proficiency is not obtained in any area of this course, a review may be scheduled at the discretion of the instructor. The dates for the five exams are tentative and scheduled as follows:

Exam #1	Tuesday, September 10th
Exam #2	Wednesday, September 25th
Exam #3	Wednesday, November 6th
Exam #4	Wednesday, November 20th
Exam #5	Tuesday, December 3rd
Comprehensive Final Exam	Monday, Dec 9th

Exams will be scheduled per individual instructor. Faculty will provide a variety of questions that are NCLEX- style questions in order to prepare the student for the board licensure exam. Exams will be timed and the student must complete the exam in the amount of time designated by the instructor.

Students absent for the scheduled exam will be required to take a make-up exam as rescheduled per instructor. Make up exams will be in alternate format which may include essay-type questions, fill in the blank as well as alternate formats as recommended by NCSBN for NCLEX. Students who arrive late for an exam may begin the exam as long as a student testing has not exited the testing area. The student will have the remaining time allotted to complete the exam or may choose to schedule an alternative exam with the instructor.

The student must make a 77% or higher on all exams or will be required to review/remediate as scheduled per instructor. The student's name should be written at the top of every exam. All exams and answer keys must be returned to the instructor at the end of testing or test review period. A student has 3 days from the exam review day to challenge or discuss an exam question or grade with the instructor. After the 3 days, the window of discussion for that particular exam is closed.

Testing Environment

In order to preserve the integrity of the testing environment and maintain consistent practices among faculty, the following classroom testing policies apply:

1. All personal items (backpacks, purses, phones, earphones, smartwatches, computers, unless being used for testing, food/drink) must be placed the front of the room.
2. Jackets, sweaters, hoodies with pockets or brimmed hats must be removed in the testing environment.
3. Once a student is finished with their exam, they may leave the room quietly, but will not be permitted to re-enter until all students have completed their testing.
4. Faculty will proctor the exams and walk around the room.
5. If the faculty observes evidence of academic dishonesty, the student's exam will be stopped immediately. See KCTCS standards on Academic Dishonesty. <https://policies.kctcs.edu/code-of-conduct/>
6. Video surveillance may be used during testing.

Exam Results

The grading of exams is a very time-consuming process. The usual routine of the instructor with exam grading involves checking for eraser marks, miss-keyed answers, and doing an item analysis. Because of the quality of time the instructor needs in order to grade the exam, the student should expect to receive his/her results no earlier than the next class day. Exam results will be posted in Blackboard for the student to view, then on the day(s) following the exam, the student will have an opportunity to review and analyze their responses.

Evaluation: A "C" average (77%) must be maintained in each subject area during each semester of the Practical Nursing Program. Failure in any subject area (below a 77% average) means a student will be unable to enroll in the next level of training. Students must pass both the didactic (lecture) and lab/clinical components of the course. Exam scores are recorded as a "raw score" without rounding. The final grade will be rounded to the next whole number. (For example a 72.4% would be rounded to 72% and a 76.5% would be rounded to 77%).

Following is the grading scale for academic classes in the Practical Nursing Program:

100 – 92% = A
91 – 84% = B
83 – 77% = C
76 - 72% = D
71 – below = E

NOTE: Nursing involves the provision of direct care to individuals and is characterized by the application of verified knowledge in the skillful performance of nursing functions. A student whose unit exam average is 72% or less at midterm or thereafter will be deemed to have an insufficient knowledge base to safely implement patient care and will be required to meet with nursing faculty to form a plan for improvement.

NPN 106 Class/Lecture Evaluation: The following demonstrates the point system that will be used in NPN 106 (lecture portion). At the end of the course, the points earned, as described below, will be added for a final grade, according to the grading scale that accompanies:

Exams (5 at 100 points each)	500 points
<u>Comprehensive Final Exam</u>	<u>100 points</u>
Total	600 points

Point Scale for NPN 106

A = 549 – 600 (91.5%)

B = 501 – 548 (83.5%)

C = 459 – 500 (76.5%)

D = 429 – 458 (71.5%)

E = 428 or <

Lab/Clinical Evaluation: Students are evaluated by:

1. Clinical performance (See Clinical Evaluation tool for NPN 106)
2. Preparation for and participation in lab and clinical
3. Pre and post conference participation
4. Pre and post lab/clinical assignments

The student will have the opportunity to work in the Practical Nursing lab learning new skills, and then advancing into the clinical area. The student will receive a clinical schedule at the beginning of each course showing the student's specific assignment(s). The student must make a satisfactory rating in the lab/clinical experience in order to pass the course. Regardless of the theory grade, the student must satisfactorily complete the lab/clinical portion in order to advance to the next level in the Practical Nursing Program. Unsatisfactory lab/clinical performance earns a grade of "E" (non-passing), regardless of the theory grade. A clinical evaluation tool is used daily to "grade" the student's activities in the lab and clinical area. Evaluation of the lab and clinical experience is determined by the student's performance, by the preparation of the student, and the student's completion of each lab/clinical objective. The evaluation process is completed daily and is based upon direct observation by the instructor(s) and other members of the health care team as well as any written lab/clinical assignment. Each clinical objective is evaluated and a point value (0-4) is assigned according to the level of performance. The points received for all objectives will be added together for a total clinical grade. The points will NOT be added to the theory grade and are used for lab/clinical evaluation purposes only. The student will receive the clinical evaluation tool at the beginning of each course. The following describes the four areas of point distribution found on the clinical evaluation tool:

I = Independent (4 points)

Student is safe and accurate each time a standard procedure is implemented. Quality of performance is proficient, coordinated and confident. Completes assignments within the expected time period. Able to identify situations that require supervision.

S = Supervised (3 points)

Student is safe and accurate each time a standard procedure is implemented. Quality of performance is satisfactory and coordinated, but lacks confidence. Completes assignments within the expected time period. Able to identify situations that require supervision. Requires occasional assistance as demonstrated by cues. **Students in Level II and III are expected to perform minimally at this level.**

M = Marginal (2 points)

Student is safe but unable to function independently. Performs at risk and not always accurate. Demonstrates skillful behaviors, but lack coordination and efficiency. Assignments completed in untimely manner. Delays noted in daily tasks. Frequently requires both verbal and physical cues from instructor. **Students in Level I are expected to perform minimally at this level.**

D = Dependent (1 point)

Student is unsafe. Quality of performance is unacceptable in most circumstances. Lacks confidence, coordination, and efficiency. Does not complete assignments within expected period of time. Requires assistance in order to complete assignments. Needs continual and constant supervision.

A point of **0** is given when the student did not meet the objective. The assignment or task was not completed.

The points the student has earned for each objective are added together for a final score. For **Level I (NPN 106, 107, 125)**, a score of **50-67 is Satisfactory**. In the event a student scores less than a Satisfactory score on any given day, the student and instructor(s) will devise a plan for improvement. If the student continues to function clinically below the satisfactory level, termination from the program may be warranted.

Daily Satisfactory Lab/Clinical Performance

The student will earn a satisfactory clinical score for the day when the following occurs:

1. A score of **50 points or above for Level I** is earned on the clinical day;
2. The student functions safely and demonstrates the ability to meet the clinical competencies for that specific nursing course as described on the clinical evaluation tool; and
3. Satisfactory performance (3 points or above) on each critical objective marked by an asterisk (*) on the clinical evaluation tool.

Satisfactory Lab/Clinical Performance for the Course

The student will earn a satisfactory clinical grade for the course when the student:

1. Scores satisfactory scoring
2. Consistently demonstrates safe and accurate performance as well as growth in the clinical area;
3. Provides quality work as demonstrated by the care of assigned clients as well as written assignments;
4. Consistently scores 3 points or above on each critical objective marked by an asterisk (*) on the clinical evaluation tool; and
5. Completes clinical conferences as scheduled with the faculty.

Daily Unsatisfactory Lab/Clinical Performance

The student will earn an unsatisfactory clinical score for the day when the following occurs:

1. A score of **less than 50 points for Level I** is earned for the clinical day; and/or
2. The student earns 2 points or below on any one critical objective marked with an asterisk (*)

on the clinical evaluation tool

After the **first** day of receiving an unsatisfactory rating, the student will be placed on clinical probation as well as meet with the faculty to discuss a plan for performance improvement. A contract will be developed between the student and faculty to determine steps for improvement, and prevention of future unsatisfactory ratings. If the student fails to show progress toward improvement as specified on the clinical contract by the specified date, the student will receive a failing grade for the course.

Unsatisfactory Lab/Clinical Performance for the Course

The student earns an unsatisfactory clinical grade for the course when the student:

1. Scores less than satisfactory scoring on more than one clinical day; and/or
2. Earns 2 points or less on one (1) or more critical objectives, which are denoted with an asterisk (*) on the clinical evaluation tool on more than one clinical day. Upon the first unsatisfactory clinical day, the student will be placed on clinical probation and a remediation plan will be developed. Upon a second day of receiving unsatisfactory scores in the clinical area, the student will be terminated.

Conferences

Once lab and clinical begins, clinical conferences will be scheduled to discuss lab and clinical progress. At this time, written and verbal feedback is given to the student regarding performance in the lab and clinical area. The student is also asked to provide feedback as well.

Clinical Probation

The student will be placed on clinical probation for the following:

- Failure to notify the appropriate instructor of an absence (no call, no show)
- Obtaining greater than one (1) of absences from lab and/or clinical, regardless of the reason
- Receiving an Unsatisfactory Lab/Clinical Performance rating

Program Termination related to lab/clinical

Termination from the Practical Nursing Program may occur if the following occurs:

- Total absences from lab/clinical exceeding (1) hour
- Second occurrence of failing to notify the appropriate instructor of an absence
- Receiving a second Unsatisfactory Lab/Clinical Performance rating with no progress toward improvement
- Unsuccessful academic progression through the course(s)

Attendance Statement:

The content of each course is fast paced; therefore, attendance is critical to the success of the student through the Practical Nursing Program. The student is responsible for obtaining any announcements, handouts, assignments, etc. from a peer when an absence has occurred. The following attendance policy relates to class (lecture) hours only. See attendance policy under Clinical and Laboratory Procedures for clinical and laboratory attendance.

The student is allowed to miss 3 absences per class, per semester. An absence being defined as missing greater than 1 hour per class.

At the 4th absence – written warning

At the 5th absence –termination

This can only be waived due to extreme circumstances as decided by nursing faculty.

Lab/Clinical Attendance Policy

The lab and clinical experience provides opportunity for students to experience and practice first hand information and skills for the practical nursing profession. Any absence in lab or clinical could be detrimental to the student's success. Therefore, students are expected to arrive promptly and stay until the day ends. Arriving late or leaving early are both considered tardies. It is recommended that students plan to arrive a few minutes early so that tardies do not occur. Lab and clinical time is counted together.

Tardy

Any time a student is as much as five minutes late, the student will be considered tardy. Three tardies, regardless of excuse, will be equal to one (1) hour of lab or lecture time and will be considered one (1) absence.

Lab Attendance

Students should not be absent from labs because of the limited time available to make up lab time missed prior to clinicals. The student is responsible for obtaining any missed information from a missed lab and making up that time. In the event the student does not successfully complete skills check-offs prior to the first day of clinicals, he/she will not be allowed to attend clinicals, resulting in an unexcused absence. All missed and unsuccessful lab days and skills check-offs **MUST** be rescheduled with the appropriate instructor. Remember it will be **the student's** responsibility to make arrangements to reschedule. Rescheduling must be done on the first day the student returns to class. Rescheduled labs will **NOT** be done during regular classroom hours. Skills not completed safely and competently in the lab **WILL NOT** be performed in the clinical setting. Lab prescriptions will be given to those students needing further practice for any skill unsuccessfully completed. **Be reminded that Lab and Clinical time are counted together.**

Excused/Unexcused Absences

Attendance is critical for successfully completing the clinical learning component. Absences should not occur unless extreme situations exist; for example, serious personal illness or injury, death of immediate family member (spouse, mother, father, child, brother, sister, or grandparent), or serious personal emergencies. Any lab/clinical time missed is to be made up at the discretion of the instructor(s). **An absence for lab and/or clinical is defined as missing one (1) hour/60 minutes or more of lab and/or clinical time. A student is allowed ONE (1) absence per published and/or amended clinical/lab calendar per semester.**

On a second occurrence, the student must meet with the PN absences committee before continuing in the PN Program. Supporting documentation for absences must be presented to the committee at the appointed time. In the event the committee finds the absences are inexcusable, the student will be terminated from the program.

Notification of Absence

In the event of an impending absence, notify the appropriate instructor **PRIOR** to the absences. Messages left with the clinical facility's staff or untimely messages by fellow students or family members are **NOT** acceptable. Failure to notify the appropriate instructor will result in automatic clinical probation. If the instructor cannot be reached the student should notify the nursing coordinator. If the student will be absent from a clinical observation site it is the student's responsibility to notify either an instructor or the

program's Administrative Assistant and the clinical site they were to attend of the absence. Being a "no call-no show" will result in the student being placed on clinical probation. A second occurrence of not notifying the appropriate instructor of an absence will result in program termination.

Written work Policy:

Throughout the semester, written work will be assigned that corresponds to lecture and lab/clinical. The due dates as well as details of these assignments are seen on the tentative course schedule under readings and assignments. Clinical work is due within 24 hours of the clinical. (For example, if clinical is on Monday, the clinical work is due Wednesday). Work that will be assigned a grade should be handed to the appropriate instructor before or after class, or put under the instructor's door. This assures timeliness and security of turning in assignments that require a grade.

Late Assignments/Make-up Exam Policy

Any late work that has a point value or grade will have a deduction of 2 points for every day past the assigned day. Any clinical work that is late will result in an Unsatisfactory rating on the clinical evaluation. If for some unforeseen reason you are unable to attend an exam, an essay form of the exam will be administered in lieu of the original exam. In the event of an absence on a scheduled make-up exam, a zero will be recorded. If a student must be absent from lecture, that student is responsible for obtaining handouts, notes, announcements, etc. that may have been missed.

Withdrawal Policy

A student may officially withdraw from any class up to and including the date of midterm with a W grade. After the date of midterm and through the last class of the semester or session, any student may officially request to withdraw from a course and receive a W, which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining if a student will be allowed to withdraw during the discretionary period. An instructor shall not assign a student a W for a class unless the student has officially withdrawn from that class in a manner prescribed by the college. The grade of W may be assigned by the College Appeals Board in classes involving a violation of student academic rights or for academic offenses. Please refer to the [Student Records Office](#) for more information.

Withdrawal Dates

- August 25, 2024 - last day to drop course without grade. Last day to drop with 100% refund.
- September 16, 2024 - last day to withdraw and receive 50% refund
- October 14, 2024 - (Midterm) last day to withdraw with grade of "W"
- December 6, 2024 - last day to withdraw with Instructor permission

Issuance of Incomplete Grades: A grade of "I" shall be given if part of the work of the course remains unfinished. It shall be given only when there is a reasonable possibility that a passing grade will result from completion of the work. The instructor shall not give an "I" grade when the reason for incompleteness is unsatisfactory performance

Academic Integrity

Students may be subject to disciplinary proceeding resulting in an academic penalty or disciplinary penalty for academic dishonesty. Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism and/or collusion. Please refer to this link for more information regarding the SCC Student Code of Conduct: Please refer to the [SCC Student Code of Conduct](#) for more information.

Policies: Refer to the *Practical Nursing Student Handbook* and the *Student Code of Conduct* for specific policies and procedures pertinent to your academic career. All students are expected to abide by the KCTCS Code of Student Conduct. Please refer to the [SCC Student Code of Conduct](#) for more information. A hard copy is also located in the office of the Dean of Academic Affairs. It is especially important that you familiarize yourself with the clinical policies such as use of cell phones, dress code and attendance in the Practical Nursing Student Handbook.

You are expected to read the assigned chapters and be prepared to participate in each class. You are responsible for material presented in class as well as material in the textbook. It is advised that you take advantage of the study questions at the end of each chapter as well as the workbook that accompanies the textbook. There are many resources available to you. Please take advantage of these as they are introduced to you. Utilizing these resources will only strengthen your knowledge and confidence of the material.

Social Media Use Policy: As the use of social media continues to increase, students enrolled in the SCC PN Program must continually keep professionalism as a priority and recognize the dangers that social media may have on one's career. Social networking is not limited to named sites (Facebook, Twitter) as new sites are always being added. Private patient information must be kept confidential and can only be disclosed or used for specific purposes related to an individual's care. Students may not post comments that would compromise another person's or organizations privacy (HIPAA) or comments that do not conform to professional ANA nursing standards, state, federal laws and KCTCS policy. Students should also be aware that postings and pictures on social networking sites may be viewed by KCTCS and potential employers and could reflect negatively on the individual and or school and may be a violation of school policy. Confidentiality of medical information on patients and information regarding the conduct of health care personnel must be honored. Please refer to your PN Student Handbook on more guidance regarding social media usage

Classroom Policies

Cell phones are not to be used during class. They should be placed in the off or silence position. Breaks will be given approximately every hour so students can check messages and make phone calls during that time. If an emergency arises that requires immediate attention, then a message should be left with Cheryl Ping at 606-451-6841. See PN Handbook for Technology use in the classroom.

During exams, phones and smart watches must be left in your bag along the wall in the front of the room.

In the event a student must leave during an exam, the student may not return to finish the exam. Alternative arrangements regarding the exam must be made with the instructor and/or PN Coordinator. On the day of an exam, the classroom is considered a "Quiet Zone" for studying. Socialization must be conducted outside of the classroom as students remaining in the classroom are conducting a final review of the material.

Accessibility Services

Accessibility Services for Students with Disabilities

Somerset Community College strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodation for all persons with disabilities. If you are seeking accommodations for this course under the Americans with Disabilities Act

(ADA), you are required to contact the [Accessibility/Disabilities Services Office](#).

To request accommodations, complete the [Student Request for Services form](#). Please do not request accommodation directly from your Instructor without a letter of accommodation from the Accessibility/Disability Services Office.

If you are a student from a KCTCS college other than Somerset Community College, contact your Home College for establishing disability accommodations. You can find your Home College's Accessibility/Disability Services Office contact information on the [KCTCS Disability Services site](#). Your Home College will communicate with your Instructors and Accessibility/Disability Services Office to provide you with reasonable and appropriate accommodation. Your accommodations will begin after the Instructor has received confirmation of your accommodation from the Accessibility/Disability Services Office. Accommodation cannot be applied to your course retroactively.

SCC Coordinator of Accessibility Services:

Contact Information: amanda.vanhook@kctcs.edu

606-451-6706

SCC-Accessibility@kctcs.edu

In-person, virtual & phone appointments are available.

Office Locations:

Somerset Campus Hal Rogers Student Commons Building Office 116

Laurel Campus North Building 3, Office 103B

Procedures relating to Discrimination, Harassment, and Sexual Misconduct

Students may direct complaints of discrimination or harassment to Dean of Student Affairs Tracy Casada at tracy.casada@kctcs.edu or 606-451-6631 for resolution pursuant to the [Code of Student Conduct](#). Sexual misconduct matters should be directed to the Title IX Coordinator Tracy Casada to be handled in accordance with the [Sexual Misconduct Procedure](#). Any responsible employee who receives information related to sexual misconduct is required to report it to the Title IX Coordinator. Please refer to the [KCTCS Title IX](#) procedures for more information.

Student Academic and Technical Support

Somerset Community College offers support to all its students, whether enrolled in classes on campus or online. Your instructor is your primary resource, but the Learning Commons branches are available for assistance with research, tutoring, and computer services.

[Tutoring appointments](#) can be made online but are not necessary. Walk-ins are welcome. Students can also access contact information and hours of operation for all

the branches of the [Learning Commons](#). For more information, call 606-451-6710.

Blackboard technical support is available by telephone at 855-664-6722 (option 4).

Starfish

SCC is dedicated to your academic success. Starfish is a program available to all students to enhance communication among students, instructors, and advisors. To access Starfish, just log in to Blackboard and click Starfish link. Ask your instructor or advisor for details. Check out SCC's website for more details and helpful instructions.

SNAP

Safety Notification Alert Process (SNAP) is the official notification system for the Kentucky Community and Technical College System (KCTCS). SNAP alerts users to on-campus emergencies (including closures for inclement weather) for all 16 KCTCS colleges and the System office. With SNAP you can:

- Find out if classes are cancelled or delayed due to weather, power outages or other unexpected events impacting campus.
- Get severe weather notifications so you can take shelter when a storm hits.
- Receive emergency messages when something or someone could be a threat to your personal safety.

Visit the [KCTCS SNAP site](#) to sign up and/or update your mobile and email information.

KCTCS/SCC Tobacco Free Policy

"Tobacco use, including chewing (oral), smoking, and electronic cigarettes are NOT permitted on the properties of Somerset Community College campuses and centers, including buildings, sidewalks, and parking lots. *KCTCS Tobacco Free Policy, Administrative Policies, Section*

3.3.14." Please refer to the [KCTCS Administrative Policies](#) for additional information.

Additional Information

The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and employees. The College will attempt to make these changes as minimally disruptive as possible, but the College reserves the sole right to alter the particular type, place, or time for their classes.

NSG 212 Syllabus

Instructor: D. Angie Wheet
Office: Somerset North Blakley 304
Office Hours: Monday 8 am to 12 pm; Tuesday
& Thursday 12 pm-3pm
Telephone: 606-451-6954
Email: : angie.wheet@kctcs.edu

Instructor: Cara Whalen
Office: Somerset North Blakley 313
Office Hours: Monday 8:30 am to 3 pm;
Thursday 12 pm – 3:30 pm; Tuesday,
Wednesday and Friday by appointment only
Telephone: 606-451-6749
Email: : car.whalen@kctcs.edu

Immediate Supervisor of the Course: Ruth Martin
Office: Somerset North Blakley 301C
Office Hours: By Appointment
Telephone: 606-451-6813
Email: ruth.martin@kctcs.edu

Catalog Course Description

Focuses on the application of the core components of nursing practice to adult patients experiencing actual or potential alterations in mental health. Strengthens the four competencies of nursing practice including human flourishing, nursing judgment, professional identity, and spirit of inquiry and Quality and Safety Education for Nurses (QSEN).

Components: Lecture: 2 credit hours (30 contact hours). Laboratory: 1 credit hour (45 contact hours).

Pre-requisite: NSG 101 and BIO 139 with a grade of “C” or higher

Pre- or Co-requisite: NSG 219 with a grade of “C” or higher, and ENG 101.

Required Textbook/ISBN

- All textbooks are e-books that are purchased in the Elsevier Evolve 360 package. The e-books included are:
 - Varcarolis, E.M & Fosbre, C.D. (2023) Essentials of Psychiatric-Mental Health Nursing: a communication approach to evidence-based care, 5th ed. ISBN: 978-0-323-81030-2

Supplies

Uniform, name tag, stethoscope, penlight, watch with second hand, bandage scissors, medical ruler with pupil sizes, lab coat, and goggles, lab kit. Students are also required to have a laptop with an integrated web camera and microphone. The device must be owned by the student as they will need permission to download software needed to meet course needs. Devices should be compatible with Windows 11. The student is responsible for technical issues regarding the electronic device. Mac Books, Chromebooks and Tablets are not recommended.

General Education Competencies

Students should prepare for twenty-first century challenges by gaining:

- E. Knowledge of human cultures and physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.
- F. Intellectual and practical skills, including:
 - a. inquiry and analysis
 - b. critical and creative thinking
 - c. written and oral communication
 - d. quantitative literacy
 - e. information literacy
 - f. teamwork and problem solving
- G. Personal and civic responsibility, including
 - a. civic knowledge and engagement (local and global)
 - b. intercultural knowledge and competence
 - c. ethical reasoning and action
 - d. foundations and skills for lifelong learning
- H. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

Course Competencies

Upon completion of this course, the student can:

1. Interpret assessment data to develop and implement a patient centered plan of care for the adult and gerontologic patient experiencing actual or potential alterations in mental health. (1A, 3B, 4A) *
2. Provide safe nursing care while demonstrating competency with previously learned skills and acquiring additional essential skills that adhere to evidence based critical criteria. (2B, 2C, 3B, 4A) *
3. Apply the nursing process as a basis for nursing judgment and the management of care of patients with actual or potential alterations in mental health. (1A, 2A, 2C, 3B, 4A) *
4. Utilize therapeutic communication techniques with patients, families, significant others and members of the health care team. (1A, 2B, 3C) *
5. Translate caring by exhibiting spontaneous caring behaviors in nursing practice. (1A, 2B, 3B) *
6. Demonstrate professional behaviors according to the standards of nursing practice in the delivery of patient care and self-improvement. (2C, 3A, 3B, 3C, 4A, 4B) *
7. Implement teaching-learning processes in the management of patient care. (1B, 2A, 4A, 4B) *

8. Demonstrate teamwork/collaboration with the patient, family, significant others and members of the health care team in the delivery of safe, quality, cost effective health care. (1A, 2B, 2C, 3A, 4A) *
9. Apply information technology in an ethical and responsible manner to enhance the delivery of safe and quality patient care. (1A, 1B, 2A, 2B, 3A, 3B, 3C, 4A) *

**This indicates which end of program student competency that the course competency reflects.*

Course Outline

I. Introduction to Behavioral Health Nursing

- A. Legal/ethical issues
- B. Theorists
- C. Therapeutic communication

II. Managing Care for Patients with an emphasis on wellness/illness related to concepts of Mental Health

- A. Nursing management of stress disorders
- B. Nursing management of anxiety disorders
- C. Nursing management of somatoform/dissociative/non-dissociative disorders

III. Managing Care for Patients with an emphasis on wellness/illness related to concepts of Role Relationship

- A. Nursing management of altered role-relationship alterations
- B. Nursing management of adult clients experiencing personal/family violence
- C. Nursing management of personality disorders
- D. Nursing management of affective disorders
- E. Nursing management of cognitive impairment
- F. Nursing management of schizophrenia
- G. Nursing management of clients experiencing self-destructive behaviors
- H. Nursing management of sexual alterations

Experiments/Activities:

- *General Principles (overriding)
- *Safety Practices (overriding)
- *Focused Psychosocial Assessment
- *Therapeutic Communication
- De-Escalation Techniques
- Emergency Behavioral Interventions
- Psychiatric Physical Restraint

***Requires individual faculty check off.**

Teaching Modalities

Teaching methodologies include: PowerPoint presentations, lecture, interactive lecture guides, video presentations, interactive computer programs, small group activities, student

presentations, talking PowerPoint presentations, and skill demonstrations. This course will be web-enhanced with the use of Blackboard and other online resources.

ANY FORM OF RECORDING WHETHER AUDIO OR VISUAL IS PROHIBITED

Clinical Experiences

Clinical experiences will be evaluated on a satisfactory/unsatisfactory basis. Evaluation conferences will be scheduled between the instructor and student after most clinical experiences and prior to the next experience. Both verbal and written feedback concerning the student's performance will be given by the instructor at this time. The student will also have the opportunity to provide verbal and or written comments. A student must earn a satisfactory rating in the clinical experience to pass the course. Unsatisfactory clinical performance gains a grade of "E" (non-passing) regardless of the theory grade earned.

All students are required to have all practice time for skills completed by 11/22/24. Uniforms must be approved and student clinical ID made by 9/26/24. All Castlebranch and course requirements must be completed by 8/30/24 at 4pm. Failure to do so, will result in a clinical unsatisfactory

Evaluation of Essential Skills/Critical Criteria for Course

Each student is required to spend a certain amount of time practicing assigned skills for the course. Practice times are specified for individual skills (refer to Summary of Requirements for required practice time and due dates). Completion of practice time must be documented. If the required practice time is not completed prior to the scheduled skill check-off, the student will receive an unsatisfactory clinical rating. If a student fails to successfully check off on a skill, the student will receive a lab prescription with a designated time for remediation. The student will have a maximum of three attempts at a skill. Failure to meet that expectation will result in an "E" for the course and must withdraw from any corequisite nursing courses.

Lab Prescriptions

If during a clinical skill performance, a student is observed to need additional lab practice to enhance skill performance, a lab prescription may be given by the clinical instructor. The prescriptions are not intended as a punitive measure, but to assist the student in skill competency and efficiency. If a lab prescription is issued, then the student must practice the skill and make an appointment with the clinical instructor to check-off in the lab by the specified due date.

Guests

Non-students are not permitted in the nursing skills lab, classrooms, or clinical settings.

Dress Code

Somerset Community College Associate Degree Nursing Program's dress code for nursing students in the clinical setting includes the following:

1. The standard SCC student uniform:

- a. program approved white scrub top with SCC ADN logo embroidered, navy scrub pants (or skirt), white under shirt/tank must be worn under scrub top
 - b. skirt length must be at least knee length; pant legs must not touch the floor
 - c. student uniform must always be worn while engaged in clinical activities
2. Lab coats are to be all white:
 - a. cannot be worn while giving direct care
 - b. must have three-quarter or longer sleeves
 3. Shoes must be all white (small logos are acceptable, e.g., Nursemates); no canvas tennis shoes or open toe/heels; shoes should be clean, polished, and in good general condition.
 4. SCC ID Badge (SCC Student ID with SCC ADN Program caption)
 5. Hair should be secured so that it does not fall forward when bending over; simple barrettes or small plain bows can be worn; hair color should be of a natural color
 6. Stud earrings only (no larger than a pencil eraser and no more than 1 earring per earlobe); ear gauging must be removed, and earlobes covered in an appropriate manner
 7. Undergarments should cover entire buttocks (i.e. thongs or other distracting garments are not appropriate)
 8. No rings with stones; plain bands only
 9. No perfume or perfumed products
 10. Fingernails should be short (a general guideline is if you can see the tips of your nails over the fingertips, they probably are too long). Non-chipped clear nail polish may be worn. Acrylic nails and nail extensions are not allowed.
 11. White nylons or white socks.
 12. All tattoos must be covered.
 13. Body piercing rings, studs, and gemstones (other than earrings) are prohibited during clinical activities.
 14. Discrete gum chewing is permitted; if gum chewing is distracting, you may be asked to dispose of it. Breath mints are acceptable.

15. Personal appearance must be of a professional nature. Unprofessional or distracting appearance such as low-cut tops or wrinkled uniforms will be addressed.

16. Agency policy dress code will be adhered to.

Criminal Background Check and Drug Screening:

Completion of criminal background checks and drug screen reports will be required annually for all students in order to maintain compliance with clinical agency policies. Reports for NSG 212 must be received immediately if updated items are required in order to begin the clinical rotation. If reports are missing/not up-to-date by the time the clinical rotation is due to begin, the student will not be able to attend clinical experiences and will receive an unsatisfactory clinical rating per clinical experience until the reports are completed/updated. Somerset Community College and its faculty are not responsible for lost / unavailable records because the student did not follow directions provided by the Castle Branch liaison.

Instructions will be provided regarding the procedure you must follow. No other agency or lab information will be accepted unless approved by nursing faculty. Random screening may be required at any time at the student's expense. In the event a clinical agency denies a student clinical privileges due to the results of a criminal background check or a drug screen, the student will be unable to fulfill course objectives. Therefore, a student will be given the option to withdraw or receive a failing grade for the course.

Clinical Journals

Each student will be required to submit a journal entry for each individual experience in the clinical area unless otherwise notified by the student's clinical instructor. The purposes of the journals are to help the student develop an awareness of self, identify and enhance critical thinking through reflection, as well as to serve as a method of communication between the instructor and student, and as such, is confidential. Journal entries are to be submitted via the appropriate link in Blackboard; specific instructions on using the Journal function in Blackboard, as well as clinical journal guidelines, will be provided. Journal entries are to be submitted within 48 hours of the clinical experience. Failing to submit the clinical journal entry within 7 days will result in a Clinical Unsatisfactory.

Personal Work Schedule

It is not acceptable for a student to work the night before a clinical experience. In the event of such an occurrence the student will be dismissed from the clinical setting and will make up the clinical experience. A clinical warning will be issued. In the event of an additional occurrence, an unsatisfactory clinical rating will be issued.

Clinical Agency Policies

Students are expected to comply with specific clinical agency policies when engaged in clinical experiences (i.e. related to smoking, use of equipment, safety policies, dress code, professional conduct, etc.)

Cell Phones/Electronic Devices

Cell phones and other electronic devices must be in silent mode or turned off during class time and are not permitted in the clinical setting. Cell phones are not to be used during lecture; in the event of an emergency, students should notify the instructor and step outside of the classroom during any cell phone use so as to not disturb other students. Possession of cell phones, “smart” watches, or other electronic devices is not permitted during exams, quizzes, and/or test reviews. See the Somerset Associate Degree Nursing Student Handbook for further information regarding this policy.

Social Networking Statement

Social networking is not limited to named sites (Facebook, Twitter) as new sites are always being added. All patient information must be kept confidential and can only be disclosed or used for specific purposes related to an individual’s care. Students may not post comments that would compromise another person’s or organizations privacy (HIPAA) or comments that do not conform to professional ANA nursing standards, state, federal laws and KCTCS policy. Students should also be aware that postings and pictures on social networking sites may be viewed by KCTCS and potential employers and could reflect negatively on the individual and or school and may be a violation of school policy. Confidentiality of medical information on patients and information regarding the conduct of health care personnel must be honored. Failure to adhere to this policy may result in termination from the program.

Social Media Policy

The Social Media Policy is designed to help SCC Associate Degree Nursing students and faculty practice responsible, acceptable behaviors by clearly stating expectations in a healthcare and educational environment characterized by the increased integration of technological advances. Social media is an electronic platform supported by the internet or specific software, which is used to connect, collaborate, and communicate.

Procedure

1. The Health Information Portability and Accountability Act (HIPAA) & Federal Educational Rights and Privacy Act (FERPA) Guidelines are always to be adhered to. Protected Health Information (PHI), which includes patient/client names, diagnoses, location, images, etc. are not to be posted on personal or other social networking site(s).
2. SCC logos and graphics are not to be used on personal social networking media sites or elsewhere without the written authorization of the SVP of Student Affairs. In addition, students are not to post insults or derogatory remarks such as ethnic or sexual slurs, personal insults, obscenity, and/or pornographic images involving self or patients, staff in healthcare affiliations, SCC administration, faculty, and/or other students.
3. Videotaping or taking photographs of professors, guest speakers or peers is prohibited without written authorization by the affected party. At no time shall patients or members of the public be

videotaped or photographed by students while participating in learning experiences through SCC ADN Program.

4. Avoid copyright and fair use infringement. Be mindful of intellectual property rights of others and of the college.

5. Audiotaping, videotaping, and/or photos of classroom lectures is permitted only if the instructor/presenter consent is granted.

6. The expectation is that the use of electronic devices in the classroom will not be distracting to faculty and other students. Use of electronic devices for non-class learning activities is not allowed during classroom/lab/clinical time unless permission has been given by the assigned course faculty member.

Potential Consequences

1. Students who share confidential information or engage in unprofessional remarks or posts risk disciplinary action including failure in a nursing course and/or dismissal from the program.

2. Violations may be reported to the Kentucky Board of Nursing (KBN), possibly resulting in delay or refusal by KBN to permit the student's registration for the nursing licensure exam (NCLEX) upon graduation.

3. Each student will be held accountable and legally responsible for all violations related to the use of social media and is subject to dismissal from the program

Testing Policies:

Methods of Administration

Exams may be administered on paper or computer. Exam questions may be multiple choice, fill in the blank, select all that apply, matching, short answer or any other alternative format, at the discretion of the faculty member and without prior notice. Students who fail to bring their laptop on exam days will not be allowed to take the exam and this will be the same as a missed exam. The student is responsible for technical issues regarding the electronic device.

Academic Integrity

Test Etiquette: Persons arriving late to the test/quiz will be expected to complete the test/quiz at the same time as the rest of the class. Any activity that may be perceived by the instructor as cheating or attempting to cheat will result in a zero for the test/quiz score and action as described in the KCTCS *Student Code of Conduct* will be implemented. Please refer to this link for more information regarding the SCC Student Code of Conduct:

<https://somerset.kctcs.edu/current-students/academic-resources/code-of-conduct.aspx>

Proctoring Software

Proctoring software may be utilized in this course. The information regarding the specific software

to be utilized will be discussed in class.

Late Assignments/Make-up Exam Policy

Testing Policies:

Missed Exams

Exams will be scheduled per individual instructor. Students absent for the scheduled exam will be required to take a make-up exam as rescheduled per instructor. Make up exams will be an alternate exam which will include different types of questions (ie. essay or fill in the blank). In order to take a make-up exam, students must present documentation of the absence (ie. a doctor's statement or funeral announcement).

If a student is late for an exam for any reason, the student will be allotted the remaining time left for the exam.

Missed Quizzes

Make-up quizzes are not administered. A student will receive a zero on any missed quiz.

Methods of Administration

Exams may be administered on paper or computer. Exam questions may be multiple choice, fill in the blank, select all that apply, matching, short answer or any other alternative format, at the discretion of the faculty member and without prior notice. Students who fail to bring their laptop on exam days will not be allowed to take the exam and this will be the same as a missed exam. The student is responsible for technical issues regarding the electronic device.

Exam Review

Exams will not be reviewed in class or by appointment.

Highly missed questions will be reviewed, briefly, in class and by concept only. Computerized tests will offer the rationale to missed questions.

All attempts will be made by the instructor to make test grades available within 24 hours; however, posting may take up to 48 hours. Once a test grade is posted to Blackboard the grade will be considered permanent after 48 hours and will not be changed for any reason after this time. This same policy will apply to all other grades in the course.

Grading Criteria

The grading scale for this course is as follows:

92.00 - 100.00% = A

84.00 - 91.99% = B

77.00 - 83.99% = C

72.00 - 76.99% = D

0 - 71.99% = E

If a student attains a satisfactory clinical rating, the course grade will be determined by the following:

Unit Tests:	Test #1	–	16%
	Test #2	–	16%
	Test #3	–	16%
	Test #4	–	16%

Chapter 4 Quiz			5%
Movie Night Presentation			2%
PTSD and Bipolar Lab			2%
Simulation			
Death & Simulation			1%
EAQ's (4 at 0.25% each)			1%
Final Exam			25%

Total	–	100%
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Test/quiz grades are calculated by the following method: The number of answers correct divided by the total number of questions, converted to a percentage. Percentages are calculated to the hundredth place with no rounding up or down. A student must have a cumulative theory grade minimum of 77.00% and a satisfactory clinical rating to continue in the nursing program. Students are responsible for skills and knowledge acquired in prerequisite courses.

Students should refer to the course Summary of Requirements (available on Blackboard) for additional details regarding classroom/clinical/lab requirements and due dates.

All attempts will be made by the instructor to make test grades available within 24 hours; however, posting may take up to 48 hours. Once a test grade is posted to Blackboard the grade will be considered permanent after 48 hours and will not be changed for any reason after this time. This same policy will apply to all other grades in the course.

Clinical Judgment Exams

Clinical Judgment Exams through Nurse Tim is a computerized nationally standardized assessment review program that is utilized throughout the Associate Degree Nursing Program. This resource helps the student not only to assess knowledge of the course content, but also to prepare for the final exam of each course and build a successful NCLEX score.

Students purchase the ExamSoft package which includes exams for each content area in the package. This course review material is required, and the charge each semester will be added to the student's tuition at the beginning of the semester. This includes two proctored exams for each content area and an open check exam. The exams will be given TBA. These are considered program requirements and must be completed but do not count toward the grade. The purpose is to identify individual student and program weaknesses/strengths to facilitate remediation and program evaluation.

Attendance Statement

Lecture Attendance Policy

The content of each course is fast paced; therefore, attendance is critical to the success of the student through the Associate Degree Nursing Program. The student is responsible for obtaining any announcements, handouts, assignments, etc. from a peer when an absence has occurred. The following attendance policy relates to class (lecture) hours only. See attendance policy under Clinical and Laboratory Procedures for clinical and laboratory attendance.

The student is allowed to miss 3 absences per class, per semester. An absence being defined as missing greater than 1 hour per class.

At the 4th absence – written warning

At the 5th absence –termination

This can only be waived due to extreme circumstances as decided by nursing faculty.

Lab/Clinical Attendance

The lab and clinical experience provides opportunity for students to experience and practice first hand information and skills for the nursing profession. Any absence in lab or clinical could be detrimental to the student's success. Therefore, students are expected to arrive promptly and stay until the day ends. Arriving late or leaving early are both considered tardies. It is recommended that students plan to arrive a few minutes early so that tardies do not occur. Lab and clinical time is counted together.

Tardy

Anytime a student is as much as five minutes late, the student will be considered tardy. Three tardies, regardless of excuse, will be equal to one (1) hour of lab or lecture time and will be considered one (1) absence.

Lab Attendance

Students should not be absent from labs because of the limited time available to make up lab time missed prior to clinical. The student is responsible for obtaining any missed information from a missed lab and making up that time. In the event the student does not successfully complete skills check-offs prior to the first day of clinical, he/she will not be allowed to attend clinical, resulting in an unexcused absence. All missed and unsuccessful lab days and skills check-offs MUST be rescheduled with the appropriate instructor. Remember it will be YOUR responsibility to make arrangements to reschedule. Rescheduling must be done on the first day the student returns to class. Rescheduled labs will NOT be done during regular classroom hours. Skills not completed safely and competently in the lab WILL NOT be performed in the clinical setting. Lab prescriptions will be given to those students needing further practice for any skill unsuccessfully completed. Be reminded that Lab and Clinical time are counted together.

Excused/Unexcused Absences

Attendance is critical for successfully completing the clinical learning component. Absences should not occur unless extreme situations exist; for example, serious personal illness or injury, death of immediate family member (spouse, mother, father, child, brother, sister, or grandparent), or serious personal emergencies. Any lab/clinical time missed is to be made up at the discretion of the instructor(s). An absence for lab and/or clinical is defined as missing one (1) hour/60 minutes or more of lab and/or clinical time. A student is allowed ONE (1) absence per published and/or amended clinical/lab calendar per semester.

On a second occurrence, the student must meet with the ADN absences committee before continuing in the ADN Program. Supporting documentation for absences must be presented to the committee at the appointed time. In the event the committee finds the absences are inexcusable, the student will be terminated from the program

Communication/Student Email Accounts:

Students are expected to check their SCC student email account frequently, as important announcements and other information regarding the nursing program and nursing courses are sent via email. Additionally, clinical and/or classroom warnings regarding a student's class standing or clinical performance will be sent to the student email account in the event the student cannot be personally contacted. Student email accounts should be cleaned out regularly to ensure that new messages can be received.

Students are expected to check their Blackboard account frequently as well.

Withdrawal Policy

A student may officially withdraw from any class up to and including the date of midterm with a W grade. After the date of midterm and through the last class of the semester or session, any student may officially request to withdraw from a course and receive a W, which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining if a student will be allowed to withdraw during the discretionary period. An instructor shall not assign a student a W for a class unless the student has officially withdrawn from that class in a manner prescribed by the college. The grade of W

may be assigned by the College Appeals Board in classes involving a violation of student academic rights or for academic offenses. Please refer to the [Student Records Office](#) for more information.

Academic Integrity

Test Etiquette: Persons arriving late to the test/quiz will be expected to complete the test/quiz at the same time as the rest of the class. Any activity that may be perceived by the instructor as cheating or attempting to cheat will result in a zero for the test/quiz score and action as described in the *KCTCS Student Code of Conduct* will be implemented

Please refer to the [SCC Student Code of Conduct](#) for more information.

Accessibility Services for Students with Disabilities

Somerset Community College strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodation for all persons with disabilities. If you are seeking accommodations for this course under the Americans with Disabilities Act (ADA), you are required to contact the Accessibility/Disabilities Services Office.

To request accommodations, complete the Student Request for Services form. Please do not request accommodation directly from your Instructor without a letter of accommodation from the Accessibility/Disability Services Office.

If you are a student from a KCTCS college other than Somerset Community College, contact your Home College for establishing disability accommodations. You can find your Home College's Accessibility/Disability Services Office contact information on the KCTCS Disability Services site. Your Home College will communicate with your Instructors and Accessibility/Disability Services Office to provide you with reasonable and appropriate accommodation. Your accommodations will begin after the Instructor has received confirmation of your accommodation from the Accessibility/Disability Services Office. Accommodation cannot be applied to your course retroactively.

SCC Coordinator of Accessibility Services: Contact Information: amanda.vanhook@kctcs.edu

606-451-6706 SCC-Accessibility@kctcs.edu

In-person, virtual & phone appointments are available.

Office Locations:

Somerset Campus Hal Rogers Student Commons Building Office 116

Laurel Campus North Building 3, Office 103B

Procedures relating to Discrimination, Harassment, and Sexual Misconduct

Students may direct complaints of discrimination or harassment to Dean of Student Affairs Tracy Casada at tracy.casada@kctcs.edu or 606-451-6631 for resolution pursuant to the Code of Student Conduct. Sexual misconduct matters should be directed to the Title IX Coordinator Tracy Casada to be handled in accordance with the Sexual Misconduct Procedure. Any responsible employee who receives information related to sexual misconduct is required to report it to the Title IX Coordinator. Please refer to the KCTCS Title IX procedures for more information.

Student Academic and Technical Support

Somerset Community College offers support to all its students, whether enrolled in classes on campus or online. Your instructor is your primary resource, but the Learning Commons branches are available for assistance with research, tutoring, and computer services. Tutoring appointments can be made online but are not necessary. Walk-ins are welcome. Students can also access contact information and hours of operation for all the branches of the Learning Commons. For more information, call 606-451-6710.

Blackboard technical support is available by telephone at 855-664-6722 (option 4).

Starfish

SCC is dedicated to your academic success. Starfish is a program available to all students to enhance communication among students, instructors, and advisors. To access Starfish, just log in to Blackboard and click Starfish link. Ask your instructor or advisor for details. Check out SCC's website for more details and helpful instructions.

SNAP

Safety Notification Alert Process (SNAP) is the official notification system for the Kentucky Community and Technical College System (KCTCS). SNAP alerts users to on-campus emergencies (including closures for inclement weather) for all 16 KCTCS colleges and the System office. With SNAP you can:

- Find out if classes are cancelled or delayed due to weather, power outages or other unexpected events impacting campus.
- Get severe weather notifications so you can take shelter when a storm hits.
- Receive emergency messages when something or someone could be a threat to your personal safety.

Visit the KCTCS SNAP site to sign up and/or update your mobile and email information.

KCTCS/SCC Tobacco Free Policy

“Tobacco use, including chewing (oral), smoking, and electronic cigarettes are NOT permitted on the properties of Somerset Community College campuses and centers, including buildings, sidewalks, and parking lots. KCTCS Tobacco Free Policy, Administrative Policies, Section 3.3.14.” Please refer to the KCTCS Administrative Policies for additional information.

Additional Information

The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and employees. The College will attempt to make these changes as minimally disruptive as possible, but the College reserves the sole right to alter the particular type, place, or time for their classes.

POL 212 Syllabus

Class Information	
Class:	POL 212-19Z1 (48944)
Class type:	Online
Class days/times:	N/A
Class Materials:	Blackboard
Student Success	Click the link access to BCTC Academic Services/Student Resources
Starfish	Click the link to check out notifications from your instructor
Instructor Information	
Office/Office Hours	Online: Monday, Wednesday, Thursday: 9:00 am to 11 am; Also Available Other Times
BCTC Information	
BCTC Website:	Bluegrass.kctcs.edu
KCTCS Blackboard:	https://elearning.kctcs.edu
KCTCS MyPath:	https://mypath.kctcs.edu (access to Email, Student Self-Service, etc.)
Health & Safety:	BCTC establishes health and safety guidelines based on recommendations from the CDC, KCTCS, and state and local agencies. Changes to classes may also occur per the Campus Contingency Policy . Check KCTCS email and #HealthyAtBCTC frequently for updates!
BCTC Accommodations:	Students who would like to request academic accommodations and/or auxiliary aids/services for a course must contact BCTC's Student Accessibility Services(SAS) . Students should not request accommodation directly from the instructor. <ul style="list-style-type: none"> • SAS Email: BL-SAS@kctcs.edu • SAS Phone: (859) 246 – 6534 To Request Services, complete SAS Online Form .

COURSE DESCRIPTION :

POL 212—Culture and Politics of Developing Nations
Examines and compares the politics of selected states in Africa, Asia, and Latin America analyzing such issues as culture, ethnicity, language, social class, and ideology. (Attributes: Social Interaction, Cultural Studies)

POL 212 COURSE COMPETENCIES

Student Learning Outcomes for Social and Behavioral Sciences POL 212: Culture and Politics of Developing Nations

1. Demonstrate knowledge of at least one area of the social and behavioral sciences. (General Education Competencies A and D)
 - Describe the major institutions of the selected states in Africa, Asia, and Latin America.
2. Apply knowledge, theories, and research methods, including ethical conduct, to analyze problems pertinent to at least one area of the social and behavioral sciences. (General Education Competencies A, B, C and D)
 - Discuss how the histories of the selected states in Africa, Asia, and Latin America have impacted their political, social, and economic development.
 - Assess the values and procedures which are the foundations of the selected states in Africa, Asia, and Latin America.
3. Understand and demonstrate how at least one area of the social and behavioral sciences conceptualizes diversity and the ways it shapes human experience. (General Education Competencies A, B, C and D)
 - Contrast the political cultures of the selected states in Africa, Asia, and Latin America and their effects on citizens and their interactions with their government.
4. Integrate knowledge of at least one area of the social and behavioral sciences into issues of personal or public importance. (General Education Competencies A, B, C and D)
 - Discuss how the histories of the selected states in Africa, Asia, and Latin America have impacted their political, social, and economic development.
 - Contrast the political cultures of the selected states in Africa, Asia, and Latin America and their effects on citizens and their interactions with their government.
5. Communicate effectively using the language and terminology germane to at least one area of the social and behavioral sciences. (General Education Competencies A and D)

- Assess the values and procedures which are the foundations of the selected states in Africa, Asia, and Latin America. • Describe the major institutions of the selected states in Africa, Asia, and Latin America.
- Contrast the political cultures of the selected states in Africa, Asia, and Latin America and their effects on citizens and their interactions with their government.

** Kentucky's Statewide General Education Student Learning Outcomes are mapped to the American Association of Colleges and Universities' (AAC&U) Liberal Education for America's Promise (LEAP) Essential Learning Outcomes—as a guiding vision and national benchmarks for college learning and liberal education in the 21st century.*

GENERAL EDUCATION COMPETENCIES

Students should prepare for the twenty-first century by gaining:

- A. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.
- B. Intellectual and practical skills, including inquiry and analysis, critical and creative thinking, written and oral communication, quantitative literacy, information literacy, teamwork, and problem-solving.
- C. Personal and social responsibility, including civic knowledge and engagement (local and global), intercultural knowledge and competence, ethical reasoning and action, foundations and skills for lifelong learning.
- D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

CLASS MATERIALS

Required Technology/Equipment:

This course requires regular and consistent access to a computer, and high-speed internet, and Microsoft Office products. Mobile devices such as cellphone and some tablets are not sufficient to access all components of the course. Access to required technologies is necessary and expected, even when open computer labs or public library access might be limited, so please make arrangements as needed. If you need assistance meeting this requirement, please contact your instructor immediately

Please see [BCTC Student Technology Tools](#) for BCTC Minimum Equipment Requirements and BCTC Required Software.

Required Textbook/Supplies:

“Challenges of the Developing World”. 9th Edition. The Rowman and Littlefield Publishing Group, Inc. Authors: Howard Handelman and Rex Brynen. ISBN 978-1-5381-1666-1. Students are welcome to purchase the paperback or the ebook.

Required Technology:

This course requires regular and consistent access to a computer and high-speed internet. Even if open computer labs or public library access might be limited,

students should plan other ways to access to technologies as needed. **Mobile devices such as cellphones and some tablets may not be sufficient to access all components of the course.**

- **Failure to access technology does not excuse you from class assignments or tests.** This includes power outages, computer issues, etc.

If you need assistance meeting the computer and high-speed internet requirement, **please contact your instructor within 24 hours of the issue.** Please see [BCTC Student Technology Tools](#) for BCTC Minimum Equipment Requirements, BCTC Required Software, and information about the BCTC Laptop Loaner program.

CLASS POLICIES AND EXPECTATIONS

Participation/Attendance

This is an online course. **Attendance verification is required for all BCTC classes and is essential for financial aid distribution.** If the attendance verification activity is not completed by **August 22**, then I will be required to declare you a “No Show” and you will no longer be eligible to continue working in the class.

- **To fulfill this requirement, see the “No-Show” folder in our Module One. Read and follow the instructions.**

Preparation and Participation:

The course will be accomplished in a variety of ways, such as: reading the textbook, module quizzes, videos, and module assignments.

Academic Integrity Policy:

It is an expectation for all college classes that all academic work, written or otherwise, submitted by a student to an instructor or other academic supervisor, is the result of the student’s own thought, research, or self-expression. However, all submitted work should be completed solely by the student. **This class follows the policies outlined in the [KCTCS Code of Student Conduct](#).**

More on Use of Artificial Intelligence (AI)

Any time you submit academic work where you use an outside source and present its content as your own, it is a form of Academic Dishonesty (cheating). This includes, but is not limited to, (1) all forms of plagiarism, such as copying or paraphrasing work from another source without using proper citation; (2) turning in someone else’s paper, a tutor’s work, or your own paper from a different course; (3) submitting work generated through the utilization of technological tools, such as AI Content Generators (e.g. ChatGPT) or applications (e.g. apps such as Mathway), without acknowledging their use. Cheating in any form violates KCTCS and BCTC Academic Integrity policies and you will be subject to Article IV Sanctions for Standards of Conduct Violations of the KCTCS Code of Student Conduct. All work submitted should be a product of your own critical thinking and ideas, and written in your own voice, with all sources clearly

acknowledged and cited, including technology-based sources. Outside sources and tools are best used as intended and not to replace student learning or perspective.

In this class, do not use any Artificial Intelligence program to prepare your work. Do not submit any material that was prepared by Artificial Intelligence. There will be very serious consequences for not following these instructions, including but not limited to ---receiving a zero on the assignment, being reported to the college, and perhaps even failing or being removed from the class.

Class Communications/Email Policy:

Your KCTCS email address is the only email address to which I can respond. Please ensure all email communications take place through the KCTCS email system and **include POL 101-online on the subject line**. I will answer all emails within 24 hours, but often much sooner. Since emails are official academic communications, please use proper English and grammar and avoid “text-speak.” Communications that do not adhere to these policies may not receive a timely response.

Students are welcome to contact the instructor through text message. The student should include his or her name in the text (first and last name). Do not use text language as the instructor does not understand text language. The instructor will text you back. If necessary, the instructor will call the student to answer the question. Please do not text after 8:30 pm at night (yes, that’s right. The instructor is old and needs her rest or she is watching baseball). The instructor’s cell number is 502-383-1432. Text message is the preferred method of communication as the instructor is able to address concerns more immediately this way.

Please do not use the “Message Board” in our online class. This Message Board does not always work correctly and I do not want to miss your message.

BCTC Equity and Unity Statement

BCTC welcomes and respects people of all cultures, religions, ages, socio-economic statuses, sexual orientations, gender identities, national origins, languages, and abilities. We celebrate individual differences as we evolve to be the face of a unified world. Our differences strengthen our resolve to deliver the highest standard of education in the Bluegrass Region. (Endorsed by BCTC Board of Directors – 3/1/2017) In this class, we build an inclusive culture that encourages, supports, and celebrates diversity.

You belong. You should engage and participate. You matter.

CLASS REQUIREMENTS COURSE GRADE

Important Information:

See “Final Course Grades” section of the syllabus for all assignments and points possible. Students will be required to complete reading quizzes, as well as expanded, researched discussion boards this semester. All assignments will be explained in great detail on the Blackboard. See the “Forum Grading Rubric” and the “Sample Format: Reflection Assignment” documents in the “Start Here” section of Blackboard. See the instructions in each module.

- NO PROCTORED EXAMS ARE REQUIRED IN THIS CLASS.
- STUDENTS ARE REQUIRED TO COMPLETE ALL QUIZZES AND DISCUSSION BOARDS BY THE DUE DATES ON THE CLASS SCHEDULE.

Midterm Grades and Official Course Grades:

Midterm grades will be posted as indicated on the [BCTC Academic Calendar](#). Blackboard shows in- progress grades only. Official Midterm and Final Course Grades are accessed through your Student Self- Service account. See [instructions for accessing grades](#).

Final Course Grade:

Module Format: Throughout the semester, the instructor will open SEVEN modules. Each module will include three assignments: A Note Assignment, a Project Discussion Board, and a short Quiz.

NOTE ASSIGNMENT. Students will submit SEVEN Note Assignments. Students will be instructed to read an assignment (a section of the textbook, a document or an article. Each Note Assignment is worth 100 points. **TOTAL POINTS POSSIBLE:** 700 points

PROJECT ASSIGNMENT. Students will submit SEVEN Project Assignments. Prior to the first Project Assignment, students will select a developing nation from a pre-approved list. For each project, students will do research on that developing nation, using questions in the Instructions. Students will submit their answers to each Project Assignment as an initial post in a Discussion Board and then reply to a minimum of three classmates' posts. Each project assignment will be worth 100 points. **TOTAL POINTS POSSIBLE—700 points.**

MODULE QUIZZES. Students will take SEVEN Module Quizzes. These quizzes will consist of multiple choice questions and true-false statements. Each quiz will include multiple questions. There is no time limit for the quiz. However, once you open the quiz, you must complete the quiz and submit the quiz by the due date. Each quiz will be worth 30 points. **TOTAL POINTS POSSIBLE—210 points.**

TOTAL POINTS POSSIBLE: 1610 points

This course uses the standard 90%, 80%, 70%, 60% grading scale for A, B, C, D grades, respectively.

MAKE-UP WORK/LATE WORK:

Make-up Work:

It is in your best interest to complete all the assignments by the due date. Each Module is opened so that students have multiple days to complete that Module's assignments. **Since you have multiple days to complete assignments, you must have an excused absence for missing an assignment.**

An excused absence is a death in the immediate family, a Dr.'s note explaining why you could not complete the assignment in the five-plus days given, etc. **An excused absence does not include work issues, technology/internet problems, forgetting,**

or not referring to the syllabus due dates. See below for information on the “Stuff Happens” Late Work Excuses.

Late Work:

Late work will be accepted with an **excused absence**. I do not extend deadlines.

It is your responsibility, not “Blackboard reminders”, to be aware of due dates and test dates.

Late work will be accepted with an **excused absence** (see above).

“Stuff Happens” Late Work Excuses:

Each student is granted **two “Stuff Happens” Late Work excuses**. Students must follow the instructions below. No reason needed for these two excuses.

Reminder: The instructor of this class has a B.A. in political science and an M.A. in political science (this is a Bachelor of Arts and a Master of Arts). The instructor attended college while working full-time. She was a single mother of three boys. She lived almost two hours away from campus. Oh, and she was poor as a church mouse! It was hard. It was really really hard! Almost every Friday evening, the instructor would decide she was going to quit school. By Monday morning she was up and running again because she knew that if she stayed in school, it would change her sons’ lives forever! And it did! All three of her boys have multiple college degrees and good careers! But it did not come easy! This is not easy! So buckle up and focus! And, by the way, your instructor’s professors did not allow “Stuff Happens” excuses.

With the exception of the excused absences (see above), each student will have two “Stuff Happens” Late Work excuses. When they’re gone, they’re gone. Do not ask for exceptions to this policy.

To be granted a Stuff Happens excuse, students must email the instructor PRIOR to the deadline for the assignment and request to use the excuse. In the subject line of the email (email only for this; “Messages” on our Blackboard Class are NOT email.), write “POL 101-19R1 Stuff Happens”. In the body of the email, indicate the name of the assignment and the due date and that you understand you will have five days to complete the assignment or the assignment will not be available to you. Failure to follow these instructions will result in not receiving the excuse. This is a gift from the instructor; she does not have time to “fix” problems with the emails. The instructor will respond to the email with the extended deadline to complete the assignment. Students who do not understand the instructions above should attend one of our “virtual meetings” and ask questions about this.

WITHDRAWAL POLICY:

Students may withdraw from the class until midterm without the instructor’s permission.

After that time, students may only withdraw with instructor permission by **11/21/23**.

Instructor permission will be granted only if the student maintains active participation in the course.

For more information and instructions on how to withdraw from a class see [BCTC Withdrawal Procedures](#).

BCTC CLOSED CAMPUS – REMOTE INSTRUCTION CONTINGENCY PLAN

Please see [BCTC Academic Policies and Resources](#) section III. BCTC Emergency and Contingency Policies for important information about campus closures.

An extended campus closure will not have any impact on our original online course content delivery or policies.

ADDITIONAL OFFICIAL COURSE INFORMATION:

Weblink	Description
<u>BCTC Website</u>	BCTC Home Website.
<u>KCTCS Blackboard</u>	Blackboard is our learning management system. All classes include a Blackboard course where you can find important class information.
<u>KCTCS MyPath</u>	Online portal to KCTCS email, Blackboard, and Student Self-Service
<u>Early Alert and Starfish</u>	See notices from your instructors and “Raise Your Hand” in Starfish to ask questions or get assistance from across the college.
<u>BCTC Academic Services & Student Resources</u>	One-Stop Access to BCTC Academic Services & Student Resources for success both inside and outside of class, including: IT assistance, Tutoring, Student Success Hub, Spotlight Instruction Series, Student Handbook, Personal Counseling, Community Resources, and more!

POL 235 Syllabus

Class type:	Standard online
Class Meetings:	N/A
Student Success	Your one-stop access to BCTC Academic Services (Tutoring, Technology, etc.) and Student Resources (Counseling, Childcare, etc.)
Starfish	Check out notifications from your instructor and Raise Your Hand to get help from across the college, including financial aid, tutoring, and counseling.

Instructor Information:

Instructor:	
Email (Preferred Contact):	
Campus/Office/Mailbox:	
Phone:	
Office Hours:	Mo 1-3, Wed. 1-3, Thur. 2:30-3:30 for any virtual meeting on Microsoft Teams (if need be), email me to set up time.

Accommodations:

BCTC strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodations for all persons with disabilities. Students who would like to request academic accommodations and/or auxiliary aids or services for a course must contact BCTC's [Student Accessibility Services\(SAS\)](#). Students should not request accommodation directly from the instructor.

- SAS Email: BL_SAS@kctcs.edu
- SAS Phone: (859) 246 – 6534
- [SAS Request Services Online Form](#)

OFFICIAL COURSE INFORMATION:

POL 235

World Politics (3) credits (45) credit hours

Presents: A study of the most significant problems of world politics including the fundamental factors governing international relations, the techniques and instruments of power politics, and the conflicting interests in organizing world peace.

General Education Course Information

Students should prepare for twenty-first century challenges by gaining:

- A. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.
- B. Intellectual and practical skills, including:
 - inquiry and analysis

- critical and creative thinking
 - written and oral communication
 - quantitative literacy
 - information literacy
 - teamwork and problem solving
- C. Personal and social responsibility, including
- civic knowledge and engagement (local and global)
 - intercultural knowledge and competence
 - ethical reasoning and action
 - foundations and skills for lifelong learning
- D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

(For Kentucky's Statewide General Education Student Learning Outcomes mapped to the American Association of Colleges and Universities' (AAC&U) Liberal Education for America's Promise (LEAP) Essential Learning Outcomes.)

Student Learning Outcomes for Arts and Humanities: POL 235: World Politics

1. Utilize basic formal elements, techniques, concepts and vocabulary of specific disciplines within the Arts and Humanities. (General Education Competencies A and B)
 - Identify the major events, persons, and ideas of World Politics.
 - Describe the social, economic, cultural, and political developments of World Politics.
2. Distinguish between various kinds of evidence by identifying reliable sources and valid arguments. (General Education Competency B)
 - Discuss historical literature significant to particular eras and develop an awareness of historical sources.
3. Evaluate the significance of human expression and experience in shaping larger social, cultural, and historical contexts. (General Education Competencies A, B and C)
 - Discuss historical controversies using critical and analytical skills.
 - Analyze significant issues in World Politics.
 - Describe the social, economic, cultural, and political developments of World Politics .
 - Discuss historical literature significant to particular eras and develop an awareness of historical sources.
4. Evaluate enduring and contemporary issues of human experience. (General Education Competencies A and D)
 - Discuss historical controversies using critical and analytical skills.

Class Materials

Upon registration, a digital course fee was added to your student bill. This fee

grants you access to the eText and online content from the first day of class for less cost than the standard text. The Ebook and online content can be accessed through Blackboard. No hard copy of the text is required. No additional purchases required for Ebook access.

Required Technology: This Course requires constant access to High-Speed Internet, (and Web Cam with microphone-speaker-for any virtual meetings). Mobile devices such as cellphones and some tablets are not sufficient to access all components of this course.

Class Policies and Expectations

Attendance/Participation:

This course is an online course for which you are required to have access to a computer, and high-speed internet. There are assigned chapters to read in the textbook, and discussion board questions for peer- to-peer discussion, Chapter Review Quizzes (RQ), and InQuizitive Assignments (IQ) to do. For attendance roll call, post a brief autobiographical sketch of yourselves on 'Getting to know you', (located in module 1), and on the discussion board, by due date stated. Otherwise, you will be dropped from the class roster as no show.

Academic Integrity Policy:

This class follows the policies outlined in the [KCTCS Code of Student Conduct](#).

It is an expectation for all college classes that all academic work, written or otherwise, submitted by a student to an instructor or other academic supervisor, is the result of the student's own thoughts, research, or self-expression. Utilizing outside resources, technology, study groups, and tutoring for the guidance of learning concepts is strongly encouraged. However, all submitted work should be completed solely by you, the student.

Plagiarism is defined in Merriam-Webster's Collegiate Dictionary, 10th edition (Springfield, Mass.: Merriam-Webster, 1994), p. 888, as meaning "to steal or pass off (the ideas or words of another) as one's own: use (a created production) without crediting the source" and also means "to commit literary theft: present as new and original an idea or product derived from an existing source." Please keep this definition in mind as you prepare for any formal written assignments in my classes.

Any time you submit academic work where you use an outside source and present its content as your own, it is a form of Academic Dishonesty (cheating). This includes but is not limited to: (1) all forms of plagiarism; (2) turning in someone else's paper, a tutor's work, or your own paper from a different course; (3) submitting work generated through the utilization of

technological tools, such as AI Content Generators (e.g., ChatGPT) or applications (e.g., apps such as Mathway), without acknowledging their use. Cheating in any form violates KCTCS and BCTC Academic Integrity policies and is subject to Article IV Sanctions for Standards of Conduct Violations of the KCTCS Code of Student Conduct. All work submitted should be a product of your own critical thinking and ideas, and written in your own voice, with all sources clearly acknowledged and cited, including technology-based sources. Outside sources and tools are best used as intended and not to replace student learning or perspective.

Email

All email communication with your instructor must take place through the KCTCS email system and include your **name** and the **course title, number, and section**. You should also try to use proper English and grammar and avoid "text-speak" and/or "chat-speak". Communications that do not adhere to these policies may not receive a response in a timely manner. The instructor will make every effort to answer emails within 24 hours, except on weekends and holidays.

BCTC Equity and Unity Statement

BCTC welcomes and respects people of all cultures, religions, ages, socio-economic statuses, sexual orientations, gender identities, national origins, languages, and abilities. We celebrate individual differences as we evolve to be the face of a unified world. Our differences strengthen our resolve to deliver the highest standard of education in the Bluegrass Region. (endorsed by BCTC Board of Directors – 3/1/2017)

In this class, we build an inclusive culture that encourages, supports, and celebrates diversity. You belong. You should engage and participate. You matter.

Class Requirements:

Discussion Boards:

You will have six (6) discussion board topics which are posted on Blackboard. You are required to post a comprehensive response to each topic, which should be in the form of a detailed narrative that addresses different perspectives on the subject and avoids citing personal opinions, (see "Sample Discussion Topic answer" on Bb course menu. Each discussion board topic is valued at 10 points and is graded on merit and quality.

InQuizitive Assignment (IQ) and Chapter Review QUIZ (RQ):

"Chapter Review Quiz" on Bb course Modules (1-4) menu, worth 10 points per chapter (12 chapters in the textbook, so 120 points total). **IQ**, (which is a standalone tab on course content) is also worth 10 points per chapter (12 chapters in the textbook, thus 120 points total). The InQuizitive Assignments will

stay open till April 25, at midnight, thereafter, it will close, and all unsubmitted assignments will get a zero grade!

You will have **two (2) Multiple Choice Exams**, which will be made visible to you 52 hours prior to their due dates, with Exam 1 in Module 2, and Exam 2 in Module 4. Each exam is valued at 60 points, timed with 4 attempts-last attempts with a grade possible, thus, 120 total points for both exams. Please be advised that I will respond to your email queries within 24 hours.

Make-Up Work/Late Work:

No late work, excused, or not excused will be accepted, and will receive a zero grade!

Course Grade:

Midterm Grades and Official Course Grades:

Midterm grades will be posted as indicated on the [BCTC Academic Calendar](#).

Blackboard shows in- progress grades only. Official Midterm and Final Course Grades are accessed through your Student Self- Service account. See [instructions for accessing grades](#).

Grades are based upon a 100-point scale, to wit:

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- E = Below 60, a failing grade

Since 300 points are possible in the course, applying the above 100-point scale to that number yields:

- A = 420 – 378
- B = 377 - 336
- C = 335 – 294
- D = 293 – 252
- E = 251 – 0

Coursework	Total Points
Exams (2)	120
Discussion Topics (6)	60
InQuizitive Assignments	120
Chapter Review Quiz	120
Total	420

Withdrawal Policy:

Withdrawing from this class may be made up the last day approved of by the college. Please consult your registration materials, or the academic calendar of Bluegrass Community and Technical College, for specific dates. Those of you at different sites than Bluegrass should pay attention to this since you might be enrolled in a college with a schedule different from that of Bluegrass. Go to the Academic Calendar on the Bluegrass website for specific information:

Students may withdraw without instructor permission until midterm, as indicated on the [academic calendar](#). After that date, students require instructor permission to withdraw. Permission will be granted as long as the student maintains active participation in the course, the student has not yet taken the last Exam, and the student submits the withdrawal request no later than the last day of classes before the Final Exam.

For more information and instructions on how to withdraw from a class: [BCTC Withdrawal Procedures](#)

ADDITIONAL RESOURCES

Helpful BCTC Resources:

Weblink	Description
BCTC Website	BCTC Home Website.
KCTCS Blackboard	Blackboard is our learning management system. All classes include a Blackboard course where you can find important class information.
KCTCS MyPath	Online portal to KCTCS email, Blackboard, and Student Self-Service
Early Alert and Starfish	See notices from your instructors and "Raise Your Hand" in Starfish to ask questions or get assistance from across the college.
BCTC Academic Services & Student Resources	<p>One-Stop Access to BCTC Academic Services & Student Resources for success both inside and outside of class, including:</p> <p>IT assistance, Tutoring, Student Success Hub, Spotlight Instruction Series, Student Handbook, Personal Counseling, Community Resources, and more!</p>

PSY 110 Syllabus

Instructor: Dr. Marti S. Bonne-DeMuth

Office Hours:

If you would like to virtually meet with me, please email me with days and times that work for you. We'll set something up and I'll send you a meeting invitation on Microsoft Teams. Feel free to ask questions about the class or just to say hello!

Email: Marti.BonneDeMuth@kctcs.edu

Henderson Community College's General Phone Number: (270) 827-1867 or toll free (800) 696-9958; Admin Asst. (270) 831-9684

Course Pre-requisite or Co-requisite: Current placement scores for college level reading established by KCTCS or completion of, or concurrent enrollment in, transitional reading course(s).

Components: Online lecture (3 credit hours)

Attributes: SB – Social Behavior Science

Required Textbook: Coon, D. (2019). *Introduction to psychology: Gateways to mind and behavior* (16th ed.). Cengage.

Technical Requirements: Daily reliable internet access; a word processing program (Microsoft Word strongly recommended); a modern web browser.

Course Description: Introduces the history, methods and content of modern psychology. Covers the history and systems of psychology, psychological research, physiological psychology, psychological processes, developmental psychology, personality, abnormal behavior and social psychology.

Course Objectives: Upon successful completion of this course, students should be able to do the following:

1. Identify the major schools and systems (both historic and modern) of psychology.
2. Describe the goals and methods of psychological research.
3. Identify the structures and functions of the nervous system, including the neuron, central system and peripheral nervous system.

5. Demonstrate an understanding of memory, including: short-term(working) memory, long-term memory, implicit memory and explicit memory and measurement of memory.

6. Demonstrate an understanding of how organisms learn through classical conditioning, operant conditioning, and social learning (imitation/observational learning).

7. Identify the basic theories of emotion to behavior.

8. Identify the basic theories of motivation to behavior.

9. Demonstrate an understanding of the major personality theories including how they conceptualize the development of human personality.

10. Recognize the traits of abnormal behavior.

Student Learning Outcomes:

Students should prepare for twenty-first century challenges by gaining:

A. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.

B. Intellectual and practical skills, including

- inquiry and analysis
- critical and creative thinking
- written and oral communication
- quantitative literacy
- information literacy
- teamwork and problem solving

C. Personal and social responsibility, including

- civic knowledge and engagement (local and global)
- intercultural knowledge and competence
- ethical reasoning and action
- foundations and skills for lifelong learning

D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

The faculty of Henderson Community College have defined these competencies with a series of measurable Student Learning Outcomes (SLOs). Each SLO has a rubric which describes the criteria for determining the level of student performance for the

outcome. Click on the links below to view the SLOs and rubrics.

[Integration of Cultural and Historical Context](#)

[Quantitative Reasoning](#)

[Scientific Method and Inquiry](#)

[Social, Behavioral, and Diversity Concepts](#)

[Written and Oral Communications](#)

Kentucky's Statewide General Education Student Learning Outcomes are mapped to the American Association of Colleges and Universities (AAC&U) Liberal Education for America's Promise (LEAP) Essential Learning Outcomes as a guiding vision and national benchmarks for college learning and liberal education in the 21st Century.

GRADING

Grading Policy: A grade of "I" will be given only when a student is unable to complete the course for a reason that is satisfactory to the instructor. It shall be given only when there is a reasonable possibility that a passing grade will result from the completion of the work. For a student to receive an incomplete, he or she must be passing and have completed a significant portion of the course.

Semester points will be assessed as follows:

Four exams: 40 points each

Weekly required assignments: 140 points

Total semester points: 300

Grading Scale:

270 and above = A (90%-100%)

240-269 = B (80%-89%)

210-239 = C (70%-79%)

180-209 = D (60%-69%)

179 and below = E (59% and below)

Attendance Policy/Make-up Policy: Because this is an asynchronous online course, there is not required attendance on any specific day or time. You are, however, expected to frequently log on to the class website and participate in the course activities each week.

Ordinarily, I do not accept late assignments or exams. I have allotted at least one week's worth of days in which each of the exams and assignments for this class must be taken and submitted. Throughout the semester, I send out reminder emails every Thursday. Therefore, it is of the utmost importance that you frequently check your KCTCS email.

If an emergency or other extreme situation arises that prevents you from turning in required coursework on time, you must contact me and provide me with relevant information after which I will determine if you will be allowed to make up the exam or assignment. Please understand that this is not something that occurs on a regular basis.

Exams: There are four tests in this class, each covering a specific number of chapters. The date ranges during which the tests will be taken are noted in the calendar section of this syllabus and are also stated in the course modules. Test formats consist of true/false and multiple-choice items. Exam questions come from the textbook and instructor-written information detailed in each of the study guides provided for this course. You may use the study guides, your book, your notes and any other study materials you have while you are taking the exams.

Each exam in this class is timed. You will have 60 minutes to complete each exam. There are no retakes allowed on the exams in this class and I do not allow makeup exams for missed tests.

You will be able to review the correct answers to the test items immediately after you complete each exam.

Other Evaluation Components: In addition to the four exams, there are eleven required assignments in this class. The assignments are all in either discussion board or drop box format. After you have completed the components of each assignment, I will post your score on the assignment and some comments about your work in the online gradebook in Blackboard. I do not allow do-overs or resubmissions of assignments.

In general, I should be able to grade your coursework within a week after you complete it. You may check your grades 24/7 in the online gradebook on the course's website.

There is no extra credit option in this class and I do not accept late work.

TOPICAL OUTLINE/CALENDAR

Module One: Chapters 1-3

- Read the parts of Ch.1 (Psychology, Critical Thinking and Science); Ch. 2 (Brain and Behavior) and Ch. 3 (Human Development) that are specified in the Module One study guides.
- Complete the following course requirements. Please note the due dates!

(Discussion Board) Assignment 1: Icebreaker (10 points) available on Monday, 8/14; your answer and replies to at least two other students must be posted any day before 11:59 p.m. on Sunday, 8/20.

(Writing) Assignment 2: The Association for Psychological Science (10 points) available on Monday, 8/14; your answers must be submitted any day before 11:59 p.m. on Sunday, 8/27.

(Discussion Board) Assignment 3: Pseudosciences (10 points) available on Monday, 8/14; your answer and replies to at least two other students must be posted any day before 11:59 p.m. on Sunday, 9/3.

(Discussion Board) Assignment 4: Piaget's Preoperational Stage (15 points) available on Monday, 8/14; your answer and replies to at least two other students must be posted any day before 11:59 p.m. on Sunday, 9/10.

Test One (Chapters 1-3) available on Monday, 8/14; must be taken any day before 11:59 p.m. on Sunday, 9/17. **(40 points)**

Module Two: Chapters 4, 6 and 7

- Read the parts of Ch.4 (Sensation and Perception); Ch. 7 (Conditioning and Learning) and Ch. 7 (Memory) that are specified in the Module Two study guides.
- Complete the following course requirements. Please note the due dates!

(Writing) Assignment 5: The Cave of Magic (10 points) available on Monday, 9/18; your answers must be submitted any day before 11:59 p.m. on Sunday, 9/24.

(Writing) Assignment 6: Operant Conditioning (10 points) available on Monday, 9/18; your answers must be submitted any day before 11:59 p.m. on Sunday, 10/1.

(Discussion Board) Assignment 7: Memory (10 points) available on Monday, 9/18; your answer and replies to at least two other students must be posted any day before 11:59 p.m. on Sunday, 10/8.

No Assignment Week of 10/9-10/15: Fall Break

Test Two (Midterm Exam) [Chapters 4, 6 and 7] available on Monday, 9/18; must be taken any day before 11:59 p.m. on Sunday, 10/22. **(40 points)**

Module Three: Chapters 9, 12, 16 and 17

- Read the parts of Ch.9 (Intelligence); Ch. 12 (Personality); Ch. 16 (Social Thinking and Social Influence) and Ch. 17 (Prosocial and Antisocial Behavior) that are specified in the Module Three study guides.
- Complete the following course requirements. Please note the due dates!

(Writing) Assignment 8: IQ (15 points) available on Monday, 10/23; your answers must be submitted any day before 11:59 p.m. on Sunday, 10/29.

(Discussion Board) Assignment 9: Personality (10 points) available on Monday, 10/23; your answer and replies to at least two other students must be posted any day before 11:59 p.m. on Sunday, 11/5.

Test Three (Chapters 9, 12, 16 and 17) available on Monday, 10/23; must be taken any day before 11:59 p.m. on Sunday, 11/12. **(40 points)**

Module Four: Chapters 14 and 15

- Read the parts of Ch.14 (Psychological Disorders) and Ch. 15 (Therapies) that are specified in the Module Four study guides.
- Complete the following course requirements. Please note the due dates!

(Discussion Board) Assignment 10: Movie/TV Show (20 points) available on Monday, 11/13; your answer and replies to at least two other students must be posted any day before 11:59 p.m. on Sunday, 11/19.

No Assignment Week of 11/20-11/26: Thanksgiving

(Writing) Assignment 11: Phobias (20 points) available on Monday, 11/13; your answers must be submitted any day before 11:59 p.m. on Sunday, 12/3.

Test Four (Final Exam) [Chapters 14 and 15] available on Monday, 11/13; must be taken any day before 11:59 p.m. on Sunday, 12/10, which is the very last day of this class. **(40 points)**

HCC Administrative Syllabus Policies:

<https://henderson.kctcs.edu/current-students/academic-resources/admin-syll-policies.aspx>

ADA Policy: If you need an accommodation because of a documented disability, you are required to register with Accessibility (Disability) Services each semester. Please email [Dr. Chad Phillips](mailto:Dr.Chad.Phillips), Interim ADA Coordinator, for assistance. If you require assistance during an emergency evacuation, notify Dr. Phillips immediately.

Safety Notification Alert Process (SNAP): SNAP is the official Safety Notification Alert Process for KCTCS. SNAP alerts users to on-campus emergencies, closings or delays. Your kctcs.edu e-mail, preferred phone number, and mobile phone number listed in PeopleSoft are automatically registered to receive SNAP messages. You can opt out by completing the opt-out form at: <https://kctcs.edu/about/safety-security/snap/snap-contact.aspx>.

HCC Student Handbook: <https://henderson.kctcs.edu/current-students/student-resources/hcc-student-handbook.aspx>

Community Services

HCC compiles a listing of several local community agencies that offer various services that may assist students with potential barriers to their success. This resource can be found at <https://henderson.kctcs.edu/current-students/counseling/index.aspx>.

A comprehensive resource for Henderson and surrounding counties is Dial 211 powered by United Way of the Ohio Valley & United Way of Henderson County. This is truly a comprehensive resource for students and community members to get the help they need in a *free, confidential and convenient way*.

Dial 211 Services offered

- Rent Assistance
- Food Pantries
- Utility Assistance
- Affordable Housing
- Health & Mental Health Assistance
- Crisis Intervention
- Tax Preparation

- Early Learning Opportunities
- Job Training Programs
- Legal Services

All individuals need to do is dial "211" (open 24/7) to talk with a trained specialist who will assess their needs and identify the best solution. All information provided is confidential.

Alternative contact numbers for 211 in case your phone will not support calling 3-digit lines:

844-965-1596 OR Text your 5-digit zip code to 898211 (texting services available 8 a.m.-8 p.m. daily) OR go online at <https://greenriver211.org/> to request assistance and/or set up an account. There is also a smart phone app for this service. For more information, contact Angie Watson in the Start Center or by phone at 270-831-9671.

Therapy Assistance Online (TAO), is a suite of online, self-help tools free for all KCTCS students that focus on topics of well-being, resilience and behavioral health.

TAO includes interactive sessions, mindfulness exercises and practice tools all aimed at helping you achieve your goals. Learn more and register at <https://henderson.kctcs.edu/current-students/counseling/therapy-assisting-online.aspx>. Be sure to use your kctcs.edu email address.

Additional Support Services

Career Services Angie Watson (270) 831-9671 angie.watson@kctcs.edu

Veterans Services Whitney Laird (270) 831-9791 whitney.laird@kctcs.edu

Financial Aid Whitney Laird (270) 831-9791 whitney.laird@kctcs.edu

Disability Services Mallory Lisembee (270) 831-9783 mallory.lisembee@kctcs.edu

Tutoring Services Allison Horning (270) 831-9760 allison.horning@kctcs.edu

Writing Center Katherine Woods (270) 831-9646 katherine.woods@kctcs.edu

TutorMe: Henderson Community College is again partnering with TutorMe.com to offer online tutoring assistance for students. Instructions for accessing this service are available at <https://henderson.kctcs.edu/current-students/academic-resources/tutoring.aspx>. If assistance is needed, please contact the library at 270-831-9760 or hencclibrary@kctcs.edu.

PSY 180 Syllabus

Instructor Information

Jessica Kitchen – Instructor, Psychology
Mathematics and Sciences Division
Email: jessica.kitchen@kctcs.edu
Phone Number: 270-901-1038
Office Location: Glasgow Campus, B bldg. Room 202
Office Hours:
Monday/Wednesday 9:15AM-2:00PM
Tuesday/Thursday 10:45AM-1:15PM
Friday 8:00AM-11:00AM (virtual)

My preferred method of communication is email (jessica.kitchen@kctcs.edu). I will do my best to respond within 24 hours Monday-Friday; 48 hours Saturday & Sunday. I also accept phone calls during business hours on my personal google voice number 502-849-5667; however, I prefer text messages. Please include your name and specific class/section you are in when you call or text.

Healthy at SKYCTC

The health and safety of our students, employees, and communities is our highest priority. The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human- influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and employees. The College will attempt to make these changes as minimally disruptive as possible, but the College reserves the sole right to alter the particular type, place, or time for their classes.

Course Description and Structure

Structure: This course is a lecture-based course. 3 Credits.

Description: Explores the sociological and psychological forces that affect interpersonal relationships as individuals work and live together.

Instructor's Role: Instructor will provide videos and recordings each week to assist in learning psychological concepts. The instructor will provide feedback to students from written works and facilitate guide discussion in online discussion board ensuring the atmosphere remains respectful and inclusive.

Course Prerequisites

ACT, COMPASS, or ASSET scores for college level reading OR completion of Transitional reading course(s)

Required Textbook(s) & Materials

For this course you are required to use an ebook with Connect exercises by McGraw Hill. There are looseleaf versions of the book available in the bookstore if you prefer a physical copy in addition to the online elements.

Textbook

Lamberton, L. H., Minor, L., & Zeigler, D. (2021). Human relations: Strategies for success (Seventh Edition). McGraw Hill LLC.

ISBN: 9781260681345

You already have access to an eBook version of the Lamberton textbook through Blackboard. A course fee was added to your tuition to give you the least expensive option for the textbook plus McGraw Hill's Connect online learning content. If you would also like to have an optional print version of the textbook, you can purchase one online using this link: [Bookstore website](#).

Technology Statement

To make sure you can complete your assignments online, a newer model PC is best. In most cases, a Mac can work, but some courses use software that is not compatible. Chromebooks also are not compatible with many course requirements. A mobile phone or tablet can be used to check your email and announcements, but these devices alone usually are not the best for completing most coursework.

If you plan to enroll in courses like CAD, GIS, 3D modeling, video editing, etc. we recommend that you have a computer with the minimum preferred specs (see below). If you are unsure of the requirements, please contact your instructor or your college's IT Department before purchasing a device.

Recommended Technology Specs¹

Hardware	Minimum	Preferred
Processor	Intel Core i3 or higher	Intel Core i5 or higher
Memory	8GB or higher	16GB or higher
Disk	256 GB Solid State	256 GB Solid State or higher
Camera	Integrated or standalone webcam	Integrated or standalone webcam
Peripherals	Speakers and microphone ²	Speakers and microphone ²
Operating System	Windows 10 or MacOS ³	Windows 10 or MacOS ³
Network	Wireless (802.11g/n/ac) Gigabit Ethernet	Wireless (802.11g/n/ac) Gigabit Ethernet
Internet Speed	Minimum 3.0 Mbps (up/down) ⁴	Minimum 5.0 Mbps (up/down) ⁴
Software	Microsoft Office 365 + any additional course required applications ⁵	Microsoft Office 365 + any additional course required applications ⁵

¹If purchasing a new computer, it is recommended that you verify the warranty

provided is sufficient for your needs. Warranties vary from as little as 6 months to multi-year. It is recommended that a minimum of 1 year warranty be included with the computer.

²Built-in speakers and microphone are usually standard on newer laptops. Add-on earbuds or headsets with a microphone will produce a higher quality experience when participating in live or recorded classes and materials.

³The operating system should be kept up to date with the most recent updates for the best experience. ⁴These speeds are assuming a dedicated internet connection with no other devices in use, or streaming, on your network. If you are unsure of your current speed, you can [run a test](#) while connected to your network. ⁵All KCTCS students are eligible for a [free license of Microsoft Office 365 applications](#).

Course Competencies

Upon completion of this course, the student can:

1. Describe the major influences and contexts for socialization.
2. Compare and contrast individual differences and their contributing factors.
3. Identify and describe the dynamics of living and working together.

Online Workplace Ethics Agreement

Southcentral Kentucky Community and Technical College (SKYCTC) is committed to student success and improving the employability of the students. Based on feedback from educators, community leaders, and business and industry partners, workplace ethics practices promoting success in the classroom are incorporated into course expectations. In addition to course and program competencies, student success will be measured by:

- being present and punctual
- participating in academic activities
- maintaining professional behavior

Present, Punctual, and Participating

Students are expected to demonstrate a strong work ethic by being present regularly in their online courses, punctual in submitting work and responding to communication, and participating per course expectations. Regular presence and participation in an online course consist of more than logging into Blackboard and/or linked third-party software; students must complete learning activities, assignments, and/or demonstrate progress toward completion of the course goals. **Refer to the Instructor Guidelines in this syllabus for the participation measurement used for this course as defined by the course instructor.**

If students do not demonstrate active participation or timely completion of coursework according to the guidelines specified by the instructor, the student will be withdrawn from the course. Generally, these parameters consist of a specified number of consecutive days of non-participation that is equivalent to 15% of the term. Students who are withdrawn for inactivity prior to the mid-point of the term will earn a “W” for the course. After the mid-point of the term, students will earn a failing grade and an “E” will be issued on their transcript.

**Note: Due to programmatic requirements, some programs may require students to be*

present and participate for a higher percentage of coursework (more than 85 percent).

Professional Conduct

Students are expected to conduct themselves professionally, as outlined in [KCTCS Student Code of Conduct](#). Professional conduct includes but is not limited to:

- engaging instructors, college employees, and students with respect;
- using appropriate online etiquette;
- utilizing technology appropriately; and
- modeling behavior appropriate to their chosen profession.

**Note: Any conduct within a course that disrupts the learning environment will result in the student being dismissed and may result in further disciplinary action.*

Proctored Exam

This course does NOT require a proctored exam.

Withdrawal Policy

Through the midterm of the session, a student may officially withdraw from a course and receive a

“W.” After this period, a student may officially request to withdraw from a course and receive a W, which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining if a student will be allowed to withdraw during the discretionary period. The student must initiate the official withdrawal. Withdrawal from a course or courses is a serious decision and, in many cases, affects financial assistance and academic progress. In addition, withdrawal does not relieve students from their financial obligation. The last day to withdraw is listed on the academic calendar. Students can [request a withdrawal](#) using their self-service account.

Financial Aid Statement

PELL, SEOG, and Student Loan recipients (Title IV) who stop attending or withdraw prior to the 60% point in the semester may be obligated to repay a portion of their financial aid.

Inquiries and Other Class Concerns

Most difficulties can be resolved by talking to someone. Therefore, students are encouraged to discuss these problems promptly and candidly. Students are encouraged to attempt to resolve academic complaints informally with the faculty member.

If you have questions or concerns about your class, 1) direct them to your instructor. If this is not possible or if your instructor is not able to address your concern, 2) you may contact the Dean of Mathematics and Sciences Division, Dr. Jennifer Shoemake, at Jennifer.Shoemake@kctcs.edu. If you would like to schedule an appointment with the dean, please contact the administrative assistant at 270-901-4376.

The formal academic appeal process can be found in the [KCTCS Code of Student Conduct](#).

Freedom from Retaliation

Faculty and staff shall not retaliate against any student for bringing a concern or complaint.

Student Discrimination and Grievance Procedures

The Kentucky Community and Technical College System has zero tolerance for illegal discrimination of any kind. Any student who thinks they may have been discriminated against or subjected to harassment by students or employees because of his or her race, color, national origin, sex, sexual orientation, marital status, religion, beliefs, political affiliation, veteran status, age, or disability (including denial of a request for an accommodation), has the right to pursue an informal and/or formal discrimination grievance. The informal student discrimination grievance procedure is described below. Most difficulties can be resolved by talking to someone. Therefore, students are encouraged to discuss these problems promptly and candidly with the Director of Student Life and Engagement.

1. If a student thinks that they have been discriminated against, the student shall inform the Director of Student Life and Engagement within thirty (30) calendar days of the alleged incident. The Director of Student Life and Engagement shall conduct a preliminary investigation of the discrimination grievance.
2. The student, Director of Student Life and Engagement, and the other involved parties shall work informally to negotiate a solution within fourteen (14) calendar days. The informal student discrimination grievance procedure shall be completed within forty-four (44) calendar days of the alleged incident.
3. If the grievance is not resolved to the satisfaction of the student through the informal grievance procedure, the student may file a formal appeal according to the [KCTCS Code of Student Conduct](#).

Contact information:

Dr. David Travis

Southcentral Kentucky Community and Technical College

1845 Loop Drive

Bowling Green, Kentucky 42101

Office: (270) 901-4348

Email: david.travis@kctcs.edu

Accessibility Services (ADA)

If you need an accommodation because of a documented disability, you are required to register with Accessibility Services Coordinator at 270-901-1088 or [email the accessibility office](#). Please do not request accommodations directly from your instructor. If you require assistance during an emergency evacuation, notify the Accessibility Services Coordinator.

Plagiarism or Cheating

KCTCS has a policy on plagiarism and cheating. Students may refer to the policy found in the [KCTCS Code of Student Conduct](#), Article II, Standard 1.

The use of Artificial Intelligence (AI) text-generation tools or chatbots may constitute

academic dishonesty. Work in this class is expected to be original and your own. Submitting AI-generated work as original work is deemed academically dishonest and is recognized as a form of cheating and held to the standards found in the KCTCS student code of conduct.

Privacy and Security Commitment

The SKYCTC's Registrar's Office ensures the safety and security of your academic record. Personnel in the Registrar's Office adheres to [FERPA \(Family Educational Rights and Privacy Act\) guidelines](#). Each KCTCS college maintains the confidentiality of student educational records in accordance with the provisions of the Act and shall accord all the rights under the Act to students who are declared independent and who are or have attended a KCTCS college. This policy shall apply to all applicable students, regardless of mode of course delivery.

Grades

Your grade will be calculated using the following scale:

90-100% - A
80-89% - B
70-79% - C
60-69% - D
0-59% - E

Grading

Participation – 5%
Connect Homework – 20%
Discussions (14) – 20%
Quizzes (14) – 20%
Journals (4) – 15%
Exams (2) – 20%

All assignments will be found in Blackboard and submitted in Blackboard. Grading is weighted according to the percentages above. Do know that I will try to have smaller assignments graded within 48 hours of the due date. However, if it is a bigger assignment such as the papers, it may take up to 5 business days to complete the grading to ensure that I am able to provide feedback.

Participation – 5% - This category contains the Syllabus Quiz. To remain on the roster, you must submit the Syllabus Statement of Understanding by **Sunday, August 20th at 11:59PM CST**. Failure to submit the quiz by the due date will result in you being dropped from the course for “non-attendance”.

Connect Homework – 20% - For each chapter you will have Connect assignments. There will be a variety of assignments, **at least** one for each chapter.

Discussions – 20% - You will have a discussion due each week except during midterm and finals week. For each discussion, you will be required to post your initial response to the prompt no later than **the Friday of the week it is due**. You

will also be required to respond to at least one classmate with at least **150 words** before the official due date on **Sunday at 11:59PM CST** of that week.

In addition, students are expected to be respectful of their fellow classmates and instructor while participating in these discussion boards. Offensive language and disrespectful behavior of any kind will result in a "0" grade for the assignment. It is okay to disagree and engage in an intelligent debate; it is not okay to argue. Plagiarism will also result in a "0" for the assignment.

Quizzes – 20% - You will have 8 quizzes, one for each module of the course except finals week. Each quiz will be 20 questions and cover whatever chapter(s) from that module. The quizzes will be multiple choice, with unlimited attempts ensuring that you understand the information. This means you could earn 100% on every quiz. They will always be due by **Sunday at 11:59PM CST** of the week they are assigned.

Journals – 15% - You will be given 4 journals to complete. Journals are only between you, and me the instructor. These journals will cover a variety of topics that will allow you to dive deeper into your own personal experiences and understand them on a psychological level. These journals will always be due by **Sunday at 11:59PM CST of the week they were assigned.**

Exams – 20% - You will have 2 exams this semester. The exams will be **100 multiple choice questions** each, and you will have 120 minutes (**2 hours**) to complete the exam once you begin. You have 2 attempts at the exam – this means that if you are not satisfied with your first attempt, you can try again for a better score. The highest score is the one which will be recorded. The midterm exam will be in week 8 and will cover **chapters 1-8**. The final exam will be in week 16 and will cover **chapters 9-12 & 14-16**.

You must complete the exams on or before the due date. I recommend taking the exams early to eliminate potential problems. You will not be allowed to make up a missed exam except under extreme circumstances approved by the instructor.

Important Dates

Please refer to [SKYCTC's academic calendar](#) for important information regarding this semester's academic calendar, deadlines, registration, tuition dates, and holidays.

Blackboard Time Zone

For this class we are in the Central Time Zone (-6:00GMT). This is what Blackboard goes by as well. If you are in a separate time zone, plan accordingly.

Course Outline & Weekly Schedule

Our Blackboard course is in Blackboard Ultra. This means that any time stamps or due date times are shown in the time zone associated with your Blackboard profile. Remember, our campus is in Central Time Zone (-6:00 GMT) so you must plan accordingly.

Fall 2023 Weekly Schedule

Week	Dates Monday through Sunday	Topics Covered	Read/Review	Assignment(s) Due on Sunday night at 11:59PM CST.
1	Aug 14 – 20 th	Course Welcome. Syllabus Review. Go over Blackboard shell Introduction to Human Relations Course Housekeeping	Read Chapter 1 Read Syllabus Watch Welcome Video	Syllabus Quiz Chapter 1 Connect Week 1 Discussion Chapter 1 Quiz
2	Aug 21-27 th	Self-Concept and Self-Esteem in Human Relations	Read Chapter 2	Chapter 2 Connect Week 2 Discussion Chapter 2 Quiz
3	Aug 28 - Sep 3	Self-Awareness and Self- Disclosure	Read Chapter 3	Chapter 3 Connect Week 3 Discussion Chapter 3 Quiz Self-Awareness Journal
4	Sept 4 – 10 th Labor Day is Sept 4 th , no in person class – campus is closed.	Attitudes and Values in Human Relations	Read Chapter 4	Chapter 4 Connect Week 4 Discussion Chapter 4 Quiz
5	Sept 11 - 17 th	Motivation: Increasing Productivity	Read Chapter 5	Chapter 5 Connect Week 5 Discussion Chapter 5 Quiz Motivation Journal
6	Sept 25 – Oct 1st	Communication and Human Relations Teamwork and Leadership	Read Chapter 6 Read Chapter 7	Chapter 6&7 Connect Week 6 Discussion Chapter 6&7 Quiz
7	Sept 25 – Oct 1st	Achieving Emotional Control	Read Chapter 8	Chapter 8 Connect Week 7 Discussion Chapter 8 Quiz
8	Oct 2 – 8 th	Chapters 1-8 Review Midterm Week		Midterm Exam
NA	Oct 9 – 15 th	Fall Break – Enjoy and Be Safe!		

9	Oct 16 – 22 nd	Individual and Organizational Change	Read Chapter 9	Chapter 9 Connect Week 9 Discussion Chapter 9 Quiz Change Journal
10	Oct 23 – 29 th	Creativity and Human Relations	Read Chapter 10	Chapter 10 Connect Week 10 Discussion Chapter 10 Quiz
11	Oct 30 – Nov 5 th	Conflict Management	Read Chapter 11	Chapter 11 Connect Week 11 Discussion Chapter 11 Quiz
12	Nov 6 – 12 th	Stress and Stress Management	Read Chapter 12	Chapter 12 Connect Week 12 Discussion Chapter 12 Quiz
13	Nov 13 – 19 th	Human Relations in a World of Diversity	Read Chapter 14	Chapter 14 Connect Week 14 Discussion Chapter 14 Quiz Diversity Journal
14	Nov 20 – 22 nd	Business Ethics and Social Responsibility	Read Chapter 15	Chapter 15 Connect Week 15 Discussion Chapter 15 Quiz
15	Nov 27 – Dec 3 rd	A productive Workplace and Success	Read Chapter 16	Chapter 16 Connect Week 16 Discussion Chapter 16 Quiz
16	Dec 4 – 10 th	Final Review Chapters 9-12 & 14-16		Semester Review Journal Final exam due 12/10 at 11:59 PM CST

THIS COURSE SYLLABUS/SCHEDULE IS SUBJECT TO CHANGE WITH NOTICE.

Instructor Guidelines

Online Workplace Ethics Agreement Expectations

For this course, if you go **2 weeks** without being active in the course (submitting assignments) you will be in violation of the online workplace ethics agreement. The expectation is that you are completing all assignments every week and being

present within the course every week.

Late Work

I do accept late work; however, each day it is late it is losing 10% of the total grade. After 3 days, the highest grade you can possibly earn is 70% but this is only if the assignment is done completely, correctly and well.

Extra Credit

Extra credit is not usually given within this course. If there is an opportunity for extra credit, it will be available for all students and apply to a specific grading category.

Make-up Work

I understand that emergencies happen. Make-up work is permitted on a case-by-case basis if communication is had with your instructor, and you are given explicit permission. Communication is the key.

Instructor Withdrawal Guidelines

There are times when a student finds a need to withdraw from a course. Withdrawals may be necessary for many reasons, including the coursework being too much for the semester, a family emergency, or personal reasons. Students may withdraw themselves without instructor permission until the mid-point of the semester. A withdrawal after the mid-point of the semester requires instructor approval.

For this course, withdrawals after the mid-point of the semester are only approved if the student is experiencing an emergency. Students must notify the instructor in a timely manner. Withdrawals will not be approved due to low scores, missing assignments, or forgetting a due date resulting in a low or failing grade. If you are having issues impacting your success in this course, please contact me as soon as possible.

PSY 185 Syllabus

Instructor Information

Teresa Ward, Associate Professor of
Psychology Mathematics & Sciences
Division

Email:

teresa.ward@kctcs.edu

Phone

number: 270-
901-1238

Office Location: Main

Campus, Building F, Room

28 Office Hours:

Mondays: 9:00 – 10:45 a.m.; 12:30 – 1:00 p.m.; 2:45 – 4:00 p.m.

Tuesdays: 9:00 – 9:15 a.m.; 12:30 – 1:00 p.m.; 2:45 – 3:30 p.m.

Wednesdays: 9:00 – 10:45 a.m.; 12:30 – 1:00 p.m.; 2:45 – 4:00 p.m.

Thursdays: 9:00 – 9:15 a.m.;

2:45 – 3:30 p.m. Fridays:

9:00 a.m. – 12:00 p.m.

(Virtual)

Email is my preferred method of communication outside of class. I will do my best to respond within 24 hours Monday-Fridays. I check my email for online classes at least once on Saturdays and Sundays. You must use your KCTCS email address when communicating with me by email. When sending email to me, please help me out by identifying in the subject line what class you are in (e.g., PSY 185 Online).

Please do not use the Messages feature in Blackboard, as this will delay my response time.

Virtual office hours will be offered through Microsoft Teams on Fridays. The instructor will host optional weekly class meetings specifically for this class on Wednesdays 3:00 – 4:00 p.m. on Microsoft Teams.

Instructions for accessing Friday virtual office hours and weekly class meetings are available on Blackboard. You can schedule an individual appointment for assistance using my [Calendly link](#).

Healthy at SKYCTC

The health and safety of our students, employees, and communities is our highest priority. The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical

classroom/lab/activity spaces and common areas to protect students and employees. The College will attempt to make these changes as minimally disruptive as possible, but the College reserves the sole right to alter the particular type, place, or time for their classes.

Course Description and Structure

Structure: Lecture

Description: Introduces the principles of relating to self and others and focuses upon self-growth. Instructor's Role: Your instructor is here to facilitate learning in the course. Each week, students will be completing assignments and other activities and interacting with their instructor as laid out in the Course Outline & Weekly Schedule in this syllabus. Students are encouraged to actively participate with classmates and the instructor in discussions and virtually on Microsoft Teams. Ways to participate in class are: 1) Answering questions in discussions; 2) Furthering the discussion by offering additional questions and offering sources, academic journals, or videos to support claims. Students are also encouraged to email the instructor with questions or comments they have regarding the readings, assignments, and discussions.

Regular and Substantive Interaction

Distance education at SKYCTC involves instruction delivered to students who are not physically with the instructor. It requires meaningful interaction between students and instructors, either in real-time or not. Substantive interaction involves teaching, assessing, responding to questions, facilitating discussions, or other approved activities. Regular interaction is frequent and predictable, ensuring student engagement and success. Direct instruction is faculty-initiated, and feedback is timely, substantial, and offers improvement suggestions. For information on how this course will provide regular and substantive interaction see Instructor Guidelines.

Course Prerequisites

None

Required Textbook(s) & Materials

Textbook

- Kearns, Tori and Lee, Deborah, *Psychological Adjustment* (2018). Psychology, Sociology, Anthropology, and Social Work Open Textbooks. 11.

There is no **ISBN** for this textbook, as it is an open-source textbook written by the authors under a Creative Commons License. Students enrolled in college courses using the textbook may access the book free here:

<https://oer.galileo.usg.edu/psychology-textbooks/11>. The textbook is also available to students in a different format here:

<https://ega.libguides.com/ALGTextPSYC2101>. You can download individual modules or the full textbook at either site. Check out both formats and see which one you like the best.

Technology Statement

To make sure you can complete your assignments online, a newer model PC is best.

In most cases, a Mac can work, but some courses use software that is not compatible. Chromebooks also are not compatible with many course requirements. A mobile phone or tablet can be used to check your email and announcements, but these devices alone usually are not the best for completing most coursework.

If you plan to enroll in courses like CAD, GIS, 3D modeling, video editing, etc. we recommend that you have a computer with the minimum preferred specs (see below). If you are unsure of the requirements, please contact your instructor or your college's IT Department before purchasing a device.

Recommended Technology Specs¹

Hardware	Minimum	Preferred
Processor	Intel Core i3 or higher	Intel Core i5 or higher
Memory	8GB or higher	16GB or higher
Disk	256 GB Solid State	256 GB Solid State or higher
Camera	Integrated or standalone webcam	Integrated or standalone webcam
Peripherals	Speakers and microphone ²	Speakers and microphone ²
Operating System	Windows 10 or MacOS ³	Windows 10 or MacOS ³
Network	Wireless (802.11g/n/ac) Gigabit Ethernet	Wireless (802.11g/n/ac) Gigabit Ethernet

Hardware	Minimum	Preferred
Internet Speed	Minimum 3.0 Mbps (up/down) ⁴	Minimum 5.0 Mbps (up/down) ⁴
Software	Microsoft Office 365 + any additional course required applications ⁵	Microsoft Office 365 + any additional course required applications ⁵

¹If purchasing a new computer, it is recommended that you verify the warranty provided is sufficient for your needs. Warranties vary from as little as 6 months to multi-year. It is recommended that a minimum of 1 year warranty be included with the computer.

²Built-in speakers and microphone are usually standard on newer laptops. Add-on earbuds or headsets with a microphone will produce a higher quality experience when participating in live or recorded classes and materials.

³The operating system should be kept up to date with the most recent updates for the best experience. ⁴These speeds are assuming a dedicated internet connection with no other devices in use, or streaming, on your network. If you are unsure of your current speed, you can [run a test](#) while connected to your network. ⁵All KCTCS students are eligible for a [free license of Microsoft Office 365 applications](#).

Course Competencies

Upon completion of this course, the student can:

1. Identify and explain choices and opportunities that enable a meaningful life.
2. Describe the role of personal responsibility in life choices and decision-making.
3. Describe the effect of choices and decisions related to gender,

- relationships, and sexuality upon fulfillment of potential.
4. Describe the impact of stress and lifestyle choices upon health potential.
 5. Describe the impact of normative and idiosyncratic childhood and adolescent life experiences and adult challenges upon the fulfillment of potential.

Online Workplace Ethics Agreement

Southcentral Kentucky Community and Technical College (SKYCTC) is committed to student success and improving the employability of the students. Based on feedback from educators, community leaders, and business and industry partners, workplace ethics practices promoting success in the classroom are incorporated into course expectations. In addition to course and program competencies, student success will be measured by:

- being present and punctual
- participating in academic activities
- maintaining professional behavior

Present, Punctual, and Participating

Students are expected to demonstrate a strong work ethic by being present regularly in their online courses, punctual in submitting work and responding to communication, and participating per course expectations. Regular presence and participation in an online course consists of more than logging into Blackboard and/or linked third-party software; students must complete learning activities, assignments, and/or demonstrate progress toward completion of the course goals. **Refer to the Instructor Guidelines in this syllabus for the participation measurement used for this course as defined by the course instructor.**

If students do not demonstrate active participation or timely completion of coursework according to the guidelines specified by the instructor, the student will be withdrawn from the course. Generally, these parameters consist of a specified number of consecutive days of non-participation that is equivalent to 15% of the term. Students who are withdrawn for inactivity prior to the mid-point of the term will earn a “W” for the course. After the mid-point of the term, students will earn a failing grade and an “E” will be issued on their transcript.

**Note: Due to programmatic requirements, some programs may require students to be present and participate for a higher percentage of coursework (more than 85 percent).*

Professional Conduct

Students are expected to conduct themselves professionally, as outlined in [KCTCS Student Code of Conduct](#). Professional conduct includes but is not limited to:

- engaging instructors, college employees, and students with respect;
- using appropriate online etiquette;
- utilizing technology appropriately; and
- modeling behavior appropriate to their chosen profession.

**Note: Any conduct within a course that disrupts the learning environment will result in the student being dismissed and may result in further disciplinary action.*

Proctored Exam

This course does NOT require a proctored exam.

Withdrawal Policy

Through the midterm of the session, a student may officially withdraw from a course and receive a

“W.” After this period, a student may officially request to withdraw from a course and receive a W, which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining if a student will be allowed to withdraw during the discretionary period. The student must initiate the official withdrawal. Withdrawal from a course or courses is a serious decision and, in many cases, affects financial assistance and academic progress. In addition, withdrawal does not relieve students from their financial obligation. The last day to withdraw is listed on the academic calendar. Students can [request a withdrawal](#) using their self-service account.

Financial Aid Statement

PELL, SEOG, and Student Loan recipients (Title IV) who stop attending or withdraw prior to the 60% point in the semester may be obligated to repay a portion of their financial aid.

Inquiries and Other Class Concerns

Most difficulties can be resolved by talking to someone. Therefore, students are encouraged to discuss these problems promptly and candidly. Students are encouraged to attempt to resolve academic complaints informally with the faculty member.

Students who have questions or concerns about their class should speak with their instructor. If the instructor is not able to address the concern, the student may contact Dr. Jennifer Shoemake, Dean of Mathematics & Sciences, at jennifer.shoemake@kctcs.edu. To schedule an appointment with the dean, please contact the administrative assistant at 270-901-4376.

If the concerns are not addressed after speaking with the Division Dean, students may refer to the formal academic appeal process in the [KCTCS Code of Student Conduct](#).

If the concerns are not addressed after speaking with the Division Dean, students may refer to the formal academic appeal process in the [KCTCS Code of Student Conduct](#).

Freedom from Retaliation

Faculty and staff shall not retaliate against any student for bringing a concern or complaint.

Student Discrimination and Grievance Procedures

The Kentucky Community and Technical College System has zero tolerance for illegal discrimination of any kind. Any student who thinks they may have been discriminated against or subjected to harassment by students or employees because

of his or her race, color, national origin, sex, sexual orientation, marital status, religion, beliefs, political affiliation, veteran status, age, or disability (including denial of a request for an accommodation), has the right to pursue an informal and/or formal discrimination grievance. The informal student discrimination grievance procedure is described below. Most difficulties can be resolved by talking to someone. Therefore, students are encouraged to discuss these problems promptly and candidly with the Director of Student Life and Engagement.

1. If a student thinks that they have been discriminated against, the student shall inform the Director of Student Life and Engagement within thirty (30) calendar days of the alleged incident. The Director of Student Life and Engagement shall conduct a preliminary investigation of the discrimination grievance.
2. The student, Director of Student Life and Engagement, and the other involved parties shall work informally to negotiate a solution within fourteen (14) calendar days. The informal student discrimination grievance procedure shall be completed within forty-four (44) calendar days of the alleged incident.
3. If the grievance is not resolved to the satisfaction of the student through the informal grievance procedure, the student may file a formal complaint according to the [KCTCS Code of Student Conduct](#).

Contact information:

Dr. David Travis
Southcentral Kentucky Community
and Technical College 1845 Loop
Drive
Bowling
Green,
Kentucky
42101
Office:
(270)
901-4348
[Email: david.travis@kctcs.edu](mailto:david.travis@kctcs.edu)

Accessibility Services (ADA)

Students needing accommodation(s) because of a documented disability are required to register with the Accessibility Services Coordinator by calling 270-901-1088 or [emailing the Accessibility Services office](#). Students should not request accommodations directly from faculty. Students who believe they would need assistance during an emergency evacuation should notify the Accessibility Services Coordinator at the beginning of each term.

Plagiarism or Cheating

KCTCS has a policy on plagiarism and cheating. Students may refer to the policy found in the [KCTCS Code of Student Conduct](#), Article II, Standard 1.

The use of AI text-generation tools or chatbots may constitute academic dishonesty.

Work in this class is expected to be original and your own. Submitting AI-generated work as original work is deemed academically dishonest and is recognized as a form of cheating and held to the standards found in the KCTCS student code of conduct.

Privacy and Security Commitment

The SKYCTC's Registrar's Office ensures the safety and security of your academic record. Personnel in the Registrar's Office adheres to [FERPA \(Family Educational Rights and Privacy Act\) guidelines](#). Each KCTCS college maintains the confidentiality of student educational records in accordance with the provisions of the Act and shall accord all the rights under the Act to students who are declared independent and who are or have attended a KCTCS college. This policy shall apply to all applicable students, regardless of mode of course delivery.

Grades

Grades will be calculated using the following scale:

- 90-100% - A
- 80-89% - B
- 70-79% - C
- 60-69% - D
- 0-59% - E

Grading

Points will be allotted for each of the course requirements listed below:

Class Activities – 27 @ 15 points each = 405 points (40.5% of final grade)

The activities will consist of discussions with no more than four randomly assigned wellness partners (classmates), discussions boards with the entire class and random interaction with the instructor, short reflection writing assignments, and personality assessments. Wellness partner groups will meet with the instructor virtually on Microsoft Teams at least once during the semester during Week 6. Initial responses for each discussion will be due on Wednesdays and responses to peers will be due on Sundays. Further details on requirements for the class activities will be provided on Blackboard.

3 Exams @ 125 points each = 375 points (37.5% of final grade)

The three exams will consist primarily of critical thinking (application and analysis) multiple-choice questions on learning objectives for specific textbook modules. You will complete Exam 1 (Modules 1-6) during Week 7, Exam 2 (Modules 7-10) during Week 12, and Exam 3 (Modules 11-14) during Week 16. A study guide will be provided on Blackboard for each exam.

Reflection Paper = 200 points (20% of final grade)

You will write a 3–5-page paper in which you discuss how well you did during the semester

improving upon/growing/making changes in one or more of the eight domains of wellness. The eight domains of wellness are emotional, environmental, financial, intellectual, occupational, physical, social, and spiritual. In the

discussions with your wellness partners, you will report on your progress in obtaining your goals on a self-care action plan. Keeping a written journal to track your progress will help make the paper less difficult to write. **The paper is due on Blackboard on Sunday, April 21, by 11:00 p.m.**

Syllabus Quiz = 20 points (2% of final grade)

You must read all the information on Blackboard in Course Content > Students Start Here – Course Information and **complete the syllabus quiz and score 100% by 11:00 p.m. Sunday, January 14.**

Failure to complete the quiz on time will result in your being reported as a “no-show” and being dropped from the class.

Total points: 1,000

Important Dates

Please refer to [SKYCTC's academic calendar](#) for important information regarding this semester's academic calendar, deadlines, registration, tuition dates, and holidays.

Blackboard Time Zone

Our Blackboard course is in Blackboard Ultra. This means that any time stamps or due date times are shown in the time zone associated with your Blackboard profile.

Course Outline & Weekly Schedule

All due date times are 11:00 p.m. Central Time. Weeks run Monday-Sunday. Changes in these guidelines and plans will be announced as appropriate on Blackboard.

Week 1 – January 8-14

1. Carefully read all the information on Blackboard in Course Content > Students Start Here – Course Information and **complete the syllabus quiz and score 100% by 11:00 p.m. Central time on Sunday, January 14. Failure to complete the quiz by this date and time will result in your being reported as a “no-show” and being dropped from the class.** You have unlimited attempts on the quiz so keep taking it until you score 100%.
2. Reading: Module 1 - Concepts of Adjustment.
3. Complete Activities #1 and #2.

Week 2 – January 15-21

College closed on January 15 for Martin Luther King, Jr. holiday.

1. Reading: Module 2 - Theories of Humanistic and Personality Psychology.
2. Complete Activities #3 and #4.

Week 3 – January 22-28

1. Reading: Module 3 - The Self.
2. Complete Activities #5, #6, and #7.

Week 4 – January 29 – February 4

1. Reading: Module 4 - Stress: The Slayer of Sanity.
2. Complete Activities #8 and #9.
3. Individual student virtual meetings with the instructor on Microsoft Teams. Details will be provided by the instructor.

Week 5 – February 5-11

1. Reading: Module 5 - Coping and Mental Illness.
2. Complete Activities #10 and #11.
3. Prepare for Exam 1 using the study guide on Blackboard.

Week 6 – February 12-18

1. Reading: Module 6 - Positive Psychology's Approach to Wellness.
2. Complete Activities #12 and #13. Activity #13 is a virtual meeting on Microsoft Teams with wellness partners and the instructor. Details will be provided by the instructor.

Week 7 – February 19-25

College closed on February 19 for President's Day holiday.

1. **Complete Exam 1 (Modules 1-6) by 11:00 p.m. on Sunday, February 25.**
2. Complete Activity #14.

Week 8 – February 26 – March 3

1. Reading: Module 7 - Interpersonal Communication: Friendships and Family.
2. Complete Activities #15 and #16.

SKYCTC Spring Break – March 4-10

The last day to withdraw with a "W" without instructor permission is March 5.

Week 9 – March 11-17

1. Reading: Module 8 - Romantic Relationships and Love.

2. Complete Activities #17 and #18.

Week 10 – March 18-24

1. Reading: Module 9 – Sexuality.
2. Complete Activity #19.
3. Prepare for Exam 2 using the Study Guide on Blackboard.

Week 11 – March 25-31

College closes at 11:00 a.m. on March 29 for Good Friday.

1. Reading: Module 10 - Understanding Gender.
2. Complete Activities #20 and #21.

Week 12 – April 1-7

1. **Complete Exam 2 (Modules 7-10) by 11:00 p.m. on Sunday, April 7.**
2. Reading: Module 11 - Work and Choosing a Career.
3. Complete Activity #22.

Week 13 – April 8-14

1. Reading: Module 12 - Understanding Loneliness and Solitude.
2. Complete Activities #23 and #24.
3. Prepare for Exam 3 using the study guide provided on Blackboard.

Week 14 – April 15-21

1. Reading: Module 13 - Coping with Death and Loss.
2. Complete Activities #25 and #26.
3. **Reflection paper is due on Blackboard by 11:00 p.m. on Sunday, April 21.**

Week 15 – April 22-28

1. Reading: Module 14 - Finding Meaning.
2. Complete Activity #27.

Week 16 – April 29 – May 5 (Final Exam Week)

Complete Exam 3 (Modules 11-14) by 11:00 p.m. Sunday, May 5.

THIS COURSE SYLLABUS/SCHEDULE IS SUBJECT TO CHANGE WITH NOTICE.

Instructor Guidelines

Regular and Substantive Interaction

Distance education at SKYCTC involves instruction delivered to students who are not physically with the instructor. It requires meaningful interaction between students and instructors, either in real-time or not. This instructor provides Regular and Substantive Interactions through weekly Blackboard posts (usually on Mondays) that welcomes students to the material for the week, the assignments that are due for that week, and any other items that students should be aware of for that week of the semester. This instructor also provides Substantive Interactions by hosting weekly online meetings on Microsoft Teams specifically for this class to further explore course material and answer student questions. (Please see Instructor Information section of the syllabus for days/times.) Additionally, this instructor will hold individual meetings on Microsoft Teams with students in the class during Week 4 and will meet with growth partner groups on Microsoft Teams during Week 6. Finally, this instructor provides Substantive Interactions by communicating with students on their discussion board posts with follow up questions or comments to assist students in reaching higher learning potentials.

Online Workplace Ethics Agreement Expectations

Please refer to the Online Workplace Ethics Agreement in this syllabus regarding your presence, punctuality, and participation in this online course. To be successful in an online learning environment, you need to be self-motivated to keep up with the pace of the course. While I will facilitate your learning experience, I will not see you face-to-face to remind you of upcoming deadlines. During the semester, you should login to Blackboard every day and check your KCTCS email often for messages from me. I am here for you and want you to be successful in this course, but you must initiate contact with me if you are struggling in the course. **If you fail to complete course work over a two-week period, you are subject to being withdrawn from the course.**

Late Work, Extra Credit, and Make-up Work

I will accept late work or make-up work on a case-by-case basis if you notify me, **preferably ahead of time, but not later than 24 hours after a deadline has passed** the reason you are not able to complete the work by the deadline. I may occasionally offer “grade boosters” or bonus points for the entire class, but **I do not give extra credit to individual students.**

Instructor Withdrawal Guidelines

There are times when a student finds a need to withdraw from a course. Withdrawals may be necessary for many reasons, including the coursework being too much for the semester, a family emergency, or personal reasons. Students may withdraw themselves without instructor permission until the mid-point of the semester. A withdrawal after the mid-point of the semester requires instructor approval.

The last day to withdraw with a “W” without instructor permission is March 5. For this course, withdrawals after the mid-point of the semester are only approved if a student is experiencing an emergency. Examples of emergency situations include an unexpected illness or death of a close family member. Withdrawals will not be approved due to low scores, missing assignments, or forgetting a due date resulting in a low or failing grade. If you are having issues impacting your success in this course, please contact me as soon as possible.

When You Can Expect Grades to Be Entered in Blackboard/MindTap

Blackboard automatically grades exams after you take them. I will enter scores in the Blackboard gradebook for any assignments not automatically graded in Blackboard no later than two weeks after the due date.

Technical Support

The Technology Statement earlier in this syllabus has a wealth of valuable information about technology requirements for completing online course work. You must have reliable computer and Internet access throughout the semester to complete this course successfully. Have a back-up plan for computer crashes and Internet outages. Make a list of nearby locations with free Wi-Fi access. For Blackboard technical support options, refer to Course Content > Spring 2024 SKYCTC - Student Help and Reference on Blackboard.

Commitment to ADA Accessibility

All course content has been carefully designed and deployed to meet basic accessibility standards. Word files and PDFs are formatted to be read with screen readers. Students can also use the ALLY tool in Blackboard to access a variety of alternative formats for these attachments. [Learn more about alternative formats on the Blackboard Help site](#). All videos include captioning. The shading and contrast of content is carefully selected to provide enough contrast for people who may have vision challenges.

Commitment to Equity and Inclusion

One of SKYCTC’s values is respect, inclusion, and equity. This value is critical for all students to learn and grow regardless of race, ethnicity, national origin, family status, veteran status, religious affiliation, political affiliation, sexual orientation, age, disability, socioeconomic status, etc. As humans, we have biases (both conscious and unconscious) based on our past experiences, and we look for information which supports our current worldview. I am no exception. I understand I may unintentionally reinforce systems of oppression by not maintaining an awareness of my biases and place of privilege. I pledge to continue educating myself about these systems and ensure students in my classes feel included and respected.

In my classes, I expect all students to keep an open mind and to engage in discussion both in person and online using a respectful, nonthreatening tone. I also ask you to step outside of your comfort zone and look for information that does not support your current worldview. In this class, we will explore research findings in human potential which may not reflect your personal experience. On the other hand, we will critically analyze limitations in research studies. In addition to an open mind, I ask you to accept ambiguity, as many questions about human potential are still yet to be answered.

If you feel your external stressors, such as familial commitments, are affecting your academic performance, please reach out to me and/or your academic advisor. SKYCTC is committed to helping students successfully complete their program of study and we have resources to help.

PSY 213 Syllabus

Instructor Information

Jessica Kitchen, Instructor Mathematics and Sciences Division Email:

Jessica.Kitchen@kctcs.edu Phone Number: 270-901-1038

Office Location: Glasgow Health Campus, Building B, Room #202 Office Hours:

Monday: 9:15AM – 2:00 PM

Tuesday: 9:00AM – 9:30AM; 10:45AM – 1:15PM

Wednesday: 9:15AM – 1:15PM

Thursday: 9:00AM – 9:30AM; 10:45AM – 1:15PM

Friday: 8:00AM – 11:00AM Virtual

My preferred method of communication is by email – Jessica.Kitchen@KCTCS.edu. I will do my best to respond within 24 hours Mon-Fri; 48 hours Sat & Sun.

Healthy at SKYCTC

The health and safety of our students, employees, and communities is our highest priority. The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and employees. The College will attempt to make these changes as minimally disruptive as possible, but the College reserves the sole right to alter the particular type, place, or time for their classes.

Class Recordings

Class meetings associated with this course may be recorded by the Faculty Member. Students are hereby notified that the content of the recordings may, at times, include their faces and voices. Continued participation in this course establishes consent to be recorded. Recordings will be posted by the Faculty Member so that they are only accessible to the students in this course. If the Faculty Member intends to release or post these recordings for other sections of this course or for any other purposes, the Faculty Member will notify students heard or seen in the recordings and will ask for written permission. Students are advised that the written permission, if granted, will be retained in their Student Record. If students in this class have any questions regarding these recordings or the form they may be asked to sign, students should speak with their Faculty Member.

Course Description and Structure

Structure: Lecture

Description: Research methods applies scientific methods to psychological research. This

course provides practical experience in designing and executing a research project using observational, survey, and/or true experimental design methodologies. This course requires a written scientific paper on a research project which may involve the application of descriptive and inferential statistics.

Instructor’s Role: Your instructor is here to facilitate learning in the course. Each week, students will be completing assignments, quizzes, class discussions, and projects. Your instructor encourages students to actively participate in the online learning environment by replying to classmates’ discussions. Students are also encouraged to email the instructor with questions or comments they encounter while completing assignments. The instructor will respond to those questions in a timely manner.

Course Prerequisites

Current placement scores for college level reading established by KCTCS or completion of, or concurrent enrollment in, transitional reading course(s).

Required Textbook(s) & Materials

For this course you are required to use an ebook with MindTap exercises by Cengage. There are looseleaf versions of the book available in the bookstore if you prefer a physical copy in addition to the online elements.

Textbook

Cozby, P.C., & Bates, S. (2024). *Methods in behavioral research (Fifteenth edition)*. McGraw Hill LLC.

ISBN

978-1-260-88305-3

Technology Statement

To make sure you can complete your assignments online, a newer model PC is best. In most cases, a Mac can work, but some courses use software that is not compatible. Chromebooks also are not compatible with many course requirements. A mobile phone or tablet can be used to check your email and announcements, but these devices alone usually are not the best for completing most coursework.

If you plan to enroll in courses like CAD, GIS, 3D modeling, video editing, etc. we recommend that you have a computer with the minimum preferred specs (see below). If you are unsure of the requirements, please contact your instructor or your college’s IT Department before purchasing a device.

Recommended Technology Specs¹

Hardware	Minimum	Preferred
Processor	Intel Core i3 or higher	Intel Core i5 or higher
Memory	8GB or higher	16GB or higher
Disk	256 GB Solid State	256 GB Solid State or higher

Camera	Integrated or standalone webcam	Integrated or standalone webcam
Peripherals	Speakers and microphone ²	Speakers and microphone ²
Operating System	Windows 10 or MacOS ³	Windows 10 or MacOS ³
Network	Wireless (802.11g/n/ac) Gigabit Ethernet	Wireless (802.11g/n/ac) Gigabit Ethernet
Internet Speed	Minimum 3.0 Mbps (up/down) ⁴	Minimum 5.0 Mbps (up/down) ⁴

Hardware	Minimum	Preferred
Software	Microsoft Office 365 + any additional course required applications ⁵	Microsoft Office 365 + any additional course required applications ⁵

¹If purchasing a new computer, it is recommended that you verify the warranty provided is sufficient for your needs. Warranties vary from as little as 6 months to multi-year. It is recommended that a minimum of 1 year warranty be included with the computer.

²Built-in speakers and microphone are usually standard on newer laptops. Add-on earbuds or headsets with a microphone will produce a higher quality experience when participating in live or recorded classes and materials.

³The operating system should be kept up to date with the most recent updates for the best experience. ⁴These speeds are assuming a dedicated internet connection with no other devices in use, or streaming, on your network. If you are unsure of your current speed, you can [run a test](#) while connected to your network. ⁵All KCTCS students are eligible for a [free license of Microsoft Office 365 applications](#).

Course Competencies

Upon completion of this course, the student can:

1. Explain research methods and designs utilized in psychology, including ethical considerations.
2. Apply the knowledge of methods and ethics to design and implement an actual research project which could be carried out during the semester.
3. Apply and perform the proper statistical calculations as they apply to different research scenarios, including their own research project, if applicable.
4. Calculate statistical analysis of data collected, determine significance level, and discuss what can be inferred from the results of this research and analysis, if applicable.
5. Write a formal scientific paper in American Psychological Association (APA) format.
6. Completion of paperwork and project review by the KCTCS Institutional Review Board (IRB), if applicable.

Online Workplace Ethics Agreement

Southcentral Kentucky Community and Technical College (SKYCTC) is committed to student success and improving the employability of the students. Based on feedback from educators, community leaders, and business and industry partners, workplace ethics practices promoting success in the classroom are incorporated into course

expectations. In addition to course and program competencies, student success will be measured by:

- being present and punctual
- participating in academic activities
- maintaining professional behavior

Present and Punctual, and participating

Students are expected to demonstrate a strong work ethic by being present regularly in their online courses, punctual in submitting work and responding to communication, and participating per course expectations. Regular presence and participation in an online course consist of more than logging into Blackboard and/or linked third-party software; students must complete learning activities, assignments, and/or demonstrate progress toward completion of the course goals.

Refer to the Instructor Guidelines in this syllabus for the participation measurement used for this course as defined by the course instructor.

If students do not demonstrate active participation or timely completion of coursework according to the guidelines specified by the instructor, the student will be withdrawn from the course. Generally, these parameters consist of a specified number of consecutive days of non-participation that is equivalent to 15% of the term. Students who are withdrawn for inactivity prior to the mid-point of the term will earn a “W” for the course. After the mid-point of the term, students will earn a failing grade and an “E” will be issued on their transcript.

**Note: Due to programmatic requirements, some programs may require students to be present for a higher percentage of classes (more than 85 percent).*

Professional Conduct

Students are expected to conduct themselves professionally, as outlined in [KCTCS Student Code of Conduct](#). Professional conduct includes but is not limited to:

- engaging instructors, college employees, and students with respect;
- utilizing technology appropriately;
- Using appropriate online etiquette; and
- modeling behavior appropriate to their chosen profession.

**Note: Any conduct within a course that disrupts the learning environment will result in the student being dismissed and may result in disciplinary action.*

Proctored Exam

This course does NOT require a proctored exam.

Withdrawal Policy

Through the midterm of the session, a student may officially withdraw from a course and receive a

“W.” After this period, a student may officially request to withdraw from a course and receive a W, which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in

determining if a student will be allowed to withdraw during the discretionary period. The student must initiate the official withdrawal. Withdrawal from a course or courses is a serious decision and, in many cases, affects financial assistance and academic progress. In addition, withdrawal does not relieve students from their financial obligation. The last day to withdraw is listed on the academic calendar. Students can [request a withdrawal](#) using their self-service account.

Financial Aid Statement

PELL, SEOG, and Student Loan recipients (Title IV) who stop attending or withdraw prior to the 60% point in the semester may be obligated to repay a portion of their financial aid.

Inquiries and Other Class Concerns

Most difficulties can be resolved by talking to someone. Therefore, students are encouraged to discuss these problems promptly and candidly. Students are encouraged to attempt to resolve academic complaints informally with the faculty member.

Students who have questions or concerns about their class should speak with their instructor. If the instructor is not able to address the concern, the student may contact the Dean of Mathematics and Sciences Division, Jennifer Shoemake at Jennifer.Shoemake@kctcs.edu. To schedule an appointment with the dean, please contact the administrative assistant at 270-901-4376.

If the concerns are not addressed after speaking with the Division Dean, students may refer to the formal academic appeal process in the [KCTCS Code of Student Conduct](#).

Freedom from Retaliation

Faculty and staff shall not retaliate against any student for bringing a concern or complaint.

Student Discrimination and Grievance Procedures

The Kentucky Community and Technical College System has zero tolerance for illegal discrimination of any kind. Any student who thinks they may have been discriminated against or subjected to harassment by students or employees because of his or her race, color, national origin, sex, sexual orientation, marital status, religion, beliefs, political affiliation, veteran status, age, or disability (including denial of a request for an accommodation), has the right to pursue an informal and/or formal discrimination grievance. The informal student discrimination grievance procedure is described below. Most difficulties can be resolved by talking to someone. Therefore, students are encouraged to discuss these problems promptly and candidly with the Director of Student Life and Engagement.

1. If a student thinks that they have been discriminated against, the student shall inform the Director of Student Life and Engagement within thirty (30) calendar days of the alleged incident. The Director of Student Life and Engagement shall conduct a preliminary investigation of the discrimination grievance.
2. The student, Director of Student Life and Engagement, and the other

involved parties shall work informally to negotiate a solution within fourteen (14) calendar days. The informal student discrimination grievance procedure shall be completed within forty-four (44) calendar days of the alleged incident.

3. If the grievance is not resolved to the satisfaction of the student through the informal grievance procedure, the student may file a formal complaint according to the [KCTCS Code of Student Conduct](#).

Contact information:

Dr. David Travis

Southcentral Kentucky Community and Technical College 1845 Loop Drive
Bowling Green, Kentucky 42101 Office: (270) 901-4348

Email: david.travis@kctcs.edu

Accessibility Services (ADA)

Students needing accommodation(s) because of a documented disability are required to register with the Accessibility Services Coordinator by calling 270-901-1088 or [emailing the Accessibility Services office](#). Students should not request accommodations directly from faculty. Students who believe they would need assistance during an emergency evacuation should notify the Accessibility Services Coordinator at the beginning of each term.

Plagiarism or Cheating

KCTCS has a policy on plagiarism and cheating. Students may refer to the policy found in the [KCTCS Code of Student Conduct](#), Article II, Standard 1.

The use of AI text-generation tools or chatbots may constitute academic dishonesty. Work in this class is expected to be original and your own. Submitting AI-generated work as original work is deemed academically dishonest and is recognized as a form of cheating and held to the standards found in the KCTCS student code of conduct.

Privacy and Security Commitment

The SKYCTC's Registrar's Office ensures the safety and security of your academic record. Personnel in the Registrar's Office adheres to [FERPA \(Family Educational Rights and Privacy Act\) guidelines](#). Each KCTCS college maintains the confidentiality of student educational records in accordance with the provisions of the Act and shall accord all the rights under the Act to students who are declared independent and who are or have attended a KCTCS college. This policy shall apply to all applicable students, regardless of mode of course delivery.

Grades

Grades will be calculated using the following scale:

90-100% - A

80-89% - B

70-79% - C

60-69% - D

0-59% - E

Grading

The course average is based on a weighted average. The weighted average is based on the following categories with the following percentages. These percentages will comprise the total and final grade.

<u>Category</u>	<u>Percentage of Final Grade</u>
Participation	5%
Connect Homework	10%
Discussions	15%
Quizzes	10%
Research Project (3 parts)	15%
Research Paper	20%
<u>Exams</u>	<u>25%</u>
Total	100%

All assignments will be found on Blackboard and submitted in Blackboard. Grading is weighted according to the percentages above. I will try to have smaller assignments graded within 48 hours (about 2 days) of the due date. However, if it is a bigger assignment, it may take up to 5 business days to complete the grading to ensure I can provide feedback.

Participation – 5% - This category contains your points from attending class, being prepared, and participating in class discussions and activities. Additionally, the Syllabus Statement of Understanding will also be part of this grade. To remain on the roster, you must submit the Syllabus Statement of Understanding by **Sunday, January 14th at 11:59PM CST**. Failure to submit the quiz by the due date will result in you being dropped from the course for “non-attendance”.

Connect Homework – 10% - For each chapter you will have at least one assignment linked from the textbook within the module to complete in addition to the chapter reading assignment. These assignments will be found within the module for the week. You will have access to every module and are able to work ahead.

Discussions – 15% - You will have a discussion due each module with a prompt related to what is being learned for that week. For each discussion, you must post your initial response to the prompt no later than Friday of the week by 11:59PM CST. You will also be required to respond to at least one classmate with at least 150 words before the official due date on Sunday at 11:59PM CST. In addition, students are expected

to be respectful of their fellow classmates and instructor while participating in these discussion boards. Offensive language and disrespectful behavior of any kind will result in a “0” grade for the assignment. It is okay to disagree and engage in an intelligent debate; it is not okay to argue. Plagiarism will also result in a “0” for the assignment.

Quizzes – 10% - You will have 7 quizzes, one for each module of the course except Module 8. Each quiz will be 20 questions and cover whatever chapter(s) from that module. The quizzes will be multiple choice, with unlimited attempts ensuring that you

understand the information. This means you could earn 100% on every quiz. They will always be due by Sunday at 11:59PM CST unless otherwise specified.

Research Project – 15% - Within the first 8 weeks of the course, you will have 3 deliverables due for the research project. The project will lay the foundation for your research paper which will be the focus of the 2nd half of the semester.

Research Paper - 20% - Based upon the foundation set within the first half of the semester with the Research Project, you will be writing a full research paper in APA format for a study that you have constructed and conducted. You will be required to follow all elements of a psychological study, including the statistical results. The paper will be broken into individual submissions throughout the semester and will culminate with your final paper being due in Week 15 of the semester. This will be a culmination of all the work you have done throughout the semester.

Exams – 25% - You will have 2 exams this semester. The exams will be 100 multiple choice questions each, and you will have 120 minutes (2 hours) to complete the exam once you begin. You have 2 attempts at the exam – this means that if you are not satisfied with your first attempt, you can try again for a better score. The highest score is the one which will be recorded. The midterm exam will be in week 8 and will cover chapters 1-8. The final exam will be in week 16 and will cover chapters 9-14. You must complete the exams on or before the due date. I recommend taking the exams early to eliminate potential problems. You will not be allowed to make up a missed exam except under extreme circumstances approved by the instructor.

Important Dates

Please refer to [SKYCTC’s academic calendar](#) for important information regarding this semester’s academic calendar, deadlines, registration, tuition dates, and holidays.

Blackboard Time Zone

Our Blackboard course is in Blackboard Ultra. This means that any time stamps or due date times are shown in the time zone associated with your Blackboard profile. Remember – our campus is in Central Time Zone (-6:00 GMT) you must plan accordingly.

Course Outline & Weekly Schedule
Spring 2024 Weekly Schedule

Week	Dates <i>Monday through Sunday</i>	Topics Covered	Read/Review	Assignment(s) Due on Sunday night at 11:59PM CST.
1	January 8-14	Course Welcome. Syllabus Review. Go over Blackboard course Scientific Understanding of Behavior	Read Ch. 1 Read Syllabus Watch Welcome Video	Syllabus Quiz Chapter 1 Connect

2	January 15-21 <i>Holiday on 1/15 – college closed</i>	Where to Start – cultivating an idea for a research experiment.	Read Chapter 2	Chapter 2 Connect Discussion Module 1 Chapter 1&2 Quiz
3	January 22-28	Ethics in Behavioral Research Project Part 1	Read Chapter 3	Chapter 3 Connect Research Project Part 1
4	January 29- February 4	Fundamental Research Issues	Read Chapter 4	Chapter 4 Connect Discussion Module 2 Chapter 3&4 Quiz
5	February 5-11	Measurement Concepts Research Project Part 2	Read Chapter 5	Chapter 5 Connect Research Project Part 2
6	February 12-18	Observational Methods	Read Chapter 6	Chapter 6 Connect Discussion Module 3 Chapter 5&6 Quiz
7	February 19-25 <i>Holiday on 2/19 – college closed</i>	Asking People About Themselves: Survey Research Research Project Part 3	Read Chapter 7	Chapter 7 Connect Research Project Part 3
8	February 26- March 3	Experimental Design Midterm Exam	Read Chapter 8	Chapter 8 Connect Chapter 7&8 Quiz Discussion Module 4 Midterm Exam
SB	March 4 – 10	Spring Break	No HW	Enjoy Your Break.
9	March 11-17	Conducting Experiments Title Page and Introduction	Read Chapter 9	Chapter 9 Connect Title Page & Intro
10	March 18-24	Complex Experimental Designs Literature Review	Read Chapter 10	Chapter 10 Connect Discussion Module 5 Literature Review Chapter 9&10 Quiz
11	March 25-31 College closes at 11AM on 3/29 for Good Friday	Single-Case, Quasi-Experimental, and Developmental Research Methods Section	Read Chapter 11	Chapter 11 Connect Methods Section
12	April 1-7	Understanding Research Results Conduct Experiment	Read Chapter 12	Chapter 12 Connect Discussion Module 6 Chapter 11&12 Quiz
13	April 8-14	Understanding Research Results: Statistical Inference Results Section	Read Chapter 13	Chapter 13 Connect Results Section
14	April 15-21	Generalizations Discussion Section	Read Chapter 14	Chapter 14 Connect Discussion Module 7 Discussion Section Chapter 13&14 Quiz
15	April 22-28	Final Paper – combine all sections of the paper with an Abstract for final submission.		Final Paper Discussion Module 8

16	April 29-May 5	Finals Week (Ch 9-14)		Final exam due May 5th, at 11:59 PM CST.
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THIS COURSE SYLLABUS/SCHEDULE IS SUBJECT TO CHANGE WITH NOTICE.

Instructor Guidelines

Students must complete the Syllabus Acknowledgement by 11:59PM on January 14th or be dropped from the course. All assignments are due on Blackboard before 11:59 p.m. on Sundays. Students may do all chapter assignments as many times as desired without penalty up until the due date. The highest score is calculated only.

Students should check grades weekly. Students should check announcements and email at least twice a week. Information will be relayed from the instructor to students by announcements in Blackboard and in class. Due dates do not change in case of inclement weather or in case of an altered format due to a resurgence of COVID-19. Students will need reliable access to the Internet. A Windows-based computer is best for this course.

Students are responsible for all items under the Start Here section in Blackboard. This course uses Blackboard Ultra. There are tutorials under the SKYCTC Student Help and Reference section in Blackboard.

Regular and Substantive Interaction

Students are to be participating weekly within the discussions by responding to classmates with at least 150-word responses that further the conversation. Also, as your instructor, I will send weekly announcements discussing the week's content, what is due, and what to expect. You will receive feedback on submitted assignments that require grading, and it is up to you to go to the gradebook and read the comments provided. Oftentimes this explains how to avoid losing points going forward. I will also post videos throughout the term, lecture notes, and YouTube videos to assist with conveying the information for the week.

Online Workplace Ethics Agreement Expectations

Students are expected to be active within the course every week, however, if you go more than 2 weeks (14 consecutive days) without submitting assignments within blackboard you will be in breach of the Workplace Ethics Agreement and will be subject to being dropped from the course. If this occurs within the first 8 weeks (about 2 months) of the course, you will receive a "W" on your transcript, however, if it occurs after spring break, you will be given a failing grade. Please know that since this is an online class, being ill is not a sufficient excuse for not participating in class.

Late Work and Make-Up Work

Make-up and late work are rarely permitted. If a student has an extenuating circumstance, the instructor should be contacted prior to the due date, and arrangements will be made on a case-by-case basis. Students are HIGHLY encouraged to work ahead, and all assignments are open. Just because an assignment is due on Sunday night does not mean that a student should wait until that weekend to work on it. Something will come up during the semester that will throw students off

track (e.g., illness, technology issues, etc.) – it is inevitable. By working ahead, students can prevent a drop in their grade when this occurs.

Extra Credit

Extra credit is not usually given within this course. If there is an opportunity for extra credit, it will be available for all students and apply to a specific grading category.

Email Guidelines

Emails should be written in a clear, concise, and professional manner. Emails that do not follow these guidelines may not be answered.

- ✓ Use your KCTCS account, not a personal email account (e.g., yahoo, Gmail, etc.)
- ✓ Subject line contains the name of the course
- ✓ Include a greeting (e.g., Hello Ms./Professor Dent)
- ✓ Use correct spelling, capitalization, punctuation, and grammar
- ✓ Write in complete sentences
- ✓ Be polite and professional
- ✓ Provide enough information so the instructor can assist you (e.g., chapter 3, question 6 on the homework)

When writing an email to your instructor, do NOT do the following:

- Do not leave the subject blank
- Do not write an email like a text message or a message on social media
- Do not use abbreviations
- Do not write in all caps or all lowercase

Instructor Withdrawal Guidelines

There are times when a student finds a need to withdraw from a course. Withdrawals may be necessary for many reasons, including the coursework being too much for the semester, a family emergency, or personal reasons. Students may withdraw themselves without instructor permission until the mid-point of the semester. A withdrawal after the mid-point of the semester requires instructor approval.

For this course, withdrawals after the mid-point of the semester are only approved if the student is experiencing an emergency. Students must notify the instructor in a timely manner.

Withdrawals will not be approved due to low scores, missing assignments, or forgetting a due date resulting in a low or failing grade. If you are having issues impacting your success in this course, please contact me as soon as possible.

PSY 223 Syllabus

Instructor Information

Name: Professor Virgil Davis

Office: ACTC, Room 345

Office Hours: 11:00-2:00 Daily. Feel free to contact me by phone or email.

Contact via email at any time.

Phone: 606-326- 2029

Email: virgil.davis@kctcs.edu

Communication Statement

Emails will be answered in 24-48 hours, 72 hours during holidays.

Assignments will be graded within 5 business days.

Course Information

Course Name

Developmental Psychology

Course Number and Section

PSY 223-01Z1

Term

Fall (Full term)

Year

2023

Meeting Time and Location

There will be no class meeting times, all materials and exams are available online.

Course Description

Developmental Psychology (3 Credit Hours)

Examines physical, cognitive, emotional, and social development throughout the lifespan from conception to death. Reviews concepts, principles, and theories of developmental psychology. Explores influences upon psychological development such as heredity, culture, ethnicity, socioeconomic status, and gender.

Components: Online

Attributes: SB – Social Behavior Science

Course Pre-requisites: PSY 100 or PSY 110

Course Text(s)

Robert S. Feldman 4th edition-Life Span Development: A Topical Approach,
ISBN: 9780135188033 Pearson, 2019

*MyDevelopmentLab is NOT required for this course.

To purchase textbooks, visit the ACTC Bookstore located on College and Technology Drive Campuses or [online](#).

Course Materials

Required or Recommended Course Materials:

Paper for taking notes (Recommended)

Index Cards to make study cards (Recommended)

Jump/Flash/Thumb Drive (Recommended)

Minimum Technical Skills

Students are expected to have the following technical skills:

-Create documents in common word processing software including adjusting margins, fonts, and spacing

-Create and send emails with attachments

-Download and Install software

Learning Outcomes and Course Competencies

PSY 223 Competencies

Upon completion of this course, the student can:

1. Demonstrate knowledge of fundamental theories of developmental psychology.
2. Explain research methods and designs utilized in developmental psychology.
3. Describe developmental processes occurring throughout the lifespan within the physical, cognitive, and psycho-social domains.
4. Explain how human development is affected by various influences such as culture, ethnicity, socioeconomic status, and gender.

General Education Outcomes:

Competencies will be met at the level appropriate to the credential. A general education core curriculum will enable KCTCS colleges to graduate men and women who are intellectually flexible, articulate, reflective, creative, and prepared for continuous learning. For all students, this implies some understanding of the value of higher education and the world of work and career fields related to their own abilities, interests, and needs. The general education core competencies will enable students to develop their own values, pursue goals, and contribute to the political, moral, social, and cultural enrichment of society.

Students should prepare for twenty-first century challenges by gaining:

A. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.

B. Intellectual and practical skills, including

- inquiry and analysis
- critical and creative thinking
- written and oral communication
- quantitative literacy

- information literacy
 - teamwork and problem solving
- C. Personal and social responsibility, including
- civic knowledge and engagement (local and global)
 - intercultural knowledge and competence
 - ethical reasoning and action
 - foundations and skills for lifelong learning
- D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.
- Course Competencies and General Education SLOs are assessed through both formal and informal assignments.

Grading and Policies

Grade Distribution

Assignment Type	Weighted Percentage
Exam 1 (Chapters 1-4)	100 points
Exam 2 (Chapters 5-8)	100 points
Exam 3 (Chapters 9-11)	100 points
Exam 4 (Chapters 12-15)	100 points
Final Observational Journal	100 points
2 Mid-Semester Journal Entries	20 points
Discussion Board Questions	100 Points
Introductory Assignment	10 points. Mandatory Assignment Count towards No Show Report.

Grading scale

Letter Grade	Percentage Grade
A	90 – 100
B	80 - 89
C	70 - 79
D	60 - 69
E	0 - 59

[The KCTCS Catalog](#) contains an explanation of grades; descriptions of courses and programs; expectations of students, staff and faculty; and more.

Class Policies

Make-up Work:

Students must submit all assignments by the due date. No make-up work will be accepted.

Test Proctoring

Statement regarding proctored tests. [Proctored Exams website](#)

College Policies

Withdrawal Policy

"W" – Withdrawal represents a withdrawal from class without completing course requirements. A student may officially withdraw from any class up to and including the date of mid-term with a "W" grade. After the date of mid-term and through the last class of the semester or session, the student may officially request a "W" grade which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining the assignment of a "W" grade during the discretionary period. An instructor shall not assign a student a "W" grade for a class unless the student has officially withdrawn from that class in a manner prescribed by the college. The grade of "W" may be assigned by the Community College Appeals Board in cases involving a violation of student academic rights. It may not be assigned to a student found guilty of an academic offense without permission of the instructor in whose class the offense occurred. A president of a college (or designee) may, if the student concurs, assign the grade of "W" to a student who has been reported to the president for unsatisfactory scholarship or excessive absences and who, after being reported, has made no improvement.

The last day to withdraw with a grade of “W” without the instructor’s permission is October 8, 2023. The last day to withdraw with a grade of “W” with instructor’s permission is December 1, 2023.

Incomplete Grade Policy

Grade I mean that part of the work of the course remains unfinished. It shall be given only when there is a reasonable possibility that a passing grade will result from completion of the work. The instructor and student will discuss the requirements for completion of course with the time limit for completion not to exceed a maximum of one year; failure to do so will result in an automatic change of grade from I to an E.

Each college shall maintain a record of incomplete grades recorded in courses of that college. This record, completed by the instructor at the time the I grade is reported, shall include: (1) the name and number of the student, (2) the course number and hours of credit, (3) semester or session and year of enrollment, (4) signature of the instructor, (5) a brief statement of the reason(s) for recording the incomplete grade, and (6) an adequate guide for removal of the incomplete grade. In the instructor's absence, the division chairperson or the designee, shall forward to the college president (or designee) the appropriate letter grade to replace the incomplete grade.

Academic Offenses

Please refer to Article III Subsection B (ii) of the [Code of Student Conduct](#), which is published on the ACTC Webpage under Current Students - Academic Resources, regarding a description of possible sanctions for academic offenses. Subsection D of Article III provides a description of sanctions regarding student behavior.

The *KCTCS Rules of Senate* (see Section VII Rules Relating to Student Academic Affairs Subsection 3 Student Academic Offenses and Academic Sanctions) for definitions of the four academic offenses subject to sanction. These four academic offenses are described below.

Plagiarism

Plagiarism is the act of presenting ideas, words, or organization of a source, published or not, as if they were one's own. All quoted material must be in quotation marks, and all paraphrases, quotations, significant ideas, and organization must be acknowledged by some form of documentation acceptable to the instructor for the course.

Plagiarism also includes the practice of employing or allowing another person to alter or revise the work that a student submits as the student's own. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual material is completed, it must be done by the student and the student alone. The use of the term "material" refers to work in any form including written, oral, and electronic.

All academic work, written or otherwise, submitted by a student to an instructor or other academic supervisor, is expected to be the result of the student's own thought, research, or self-expression. In any case in which a student feels unsure about a question of plagiarism involving the student's work, the student must consult the instructor before submitting the work.

Cheating

Cheating includes buying, stealing, or otherwise obtaining unauthorized copies of examinations or assignments for the purpose of improving one's academic standing. During examinations or in-class work, cheating includes having unauthorized information, and/or referring to unauthorized notes or other written or electronic information. In addition, copying from others, either during examinations or in the preparation of homework assignments, is a form of cheating.

Student Co-Responsibility

Anyone who knowingly assists in any form of academic dishonesty shall be considered as guilty as the student who accepts such assistance. Students should not allow their work to be copied or otherwise used by fellow students, nor should they sell or give unauthorized copies of examinations to other students.

Disabilities Statement

Ashland Community and Technical College strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodations for all persons with disabilities. If you are seeking accommodations for this course under the Americans with Disabilities Act (ADA), you are required to contact the Accessibility/Disabilities Services Office. To request accommodations, complete the Accommodation Request Form. Please do not request accommodations directly from your instructor without a letter of accommodation from the Accessibility/Disability Services Office.

If you are a student from a KCTCS college other than Ashland Community and Technical College, contact your Home College for establishing disability accommodations. You can find your Home College's Accessibility/Disability Services Office contact information on the KCTCS Disability Services website. Your Home College will communicate with your instructors and Accessibility/Disability Services Office to provide you with reasonable and appropriate accommodations. Your accommodations will begin after the instructor has received confirmation of your accommodations from the Accessibility/Disability Services Office. Accommodations cannot be applied to your course retroactively.

If you have questions, please contact the Disability Services Director at 606-326-2051.

Satisfactory Academic Progress

Federal regulations mandate that a student must maintain Satisfactory Academic Progress (SAP) in his/her course of study regardless of whether or not financial aid is awarded each semester.

To receive and to continue receiving financial aid, students must meet the following Financial Aid Satisfactory Academic Progress Standards:

- Students must successfully complete at least 67% of attempted courses.
- Students must maintain at least a cumulative 2.0 GPA; and
- Students must have attempted fewer than 150% of the credits required for their declared program of study. For example, the AA degree requires 60 credit hours and a student cannot attempt more than 90 credit hours to complete this degree.

If at the end of any term, your financial aid is suspended due to not meeting these standards, you have the right to submit an appeal.

TITLE IV FUNDS

If you are receiving Title IV funds (financial aid, grants or loans) and you do not successfully complete or prematurely withdraw from this course, you could owe a portion of the money back. Please check with the financial aid office before dropping this or any class.

Student Loans

Student loan borrowers please remember borrowing a student loan is a legal obligation that you must repay once you drop below half-time (6 credit hours) or stop attending school. You can keep track of the total amount of loans you have borrowed at the [National Student Data Loan System](#). This link will also provide contact information for your loan servicer (the company who will collect your loan payments). You are responsible for repaying your student loans, even if you never receive a bill. When it is time to begin repayment, please contact your loan servicer to discuss your loan repayment options. Please do not miss making your student loan payments. Missing payments can have serious consequences.

Security

Information regarding campus security as well as the college's annual security report and incident log are available on the [campus security page](#) of ACTC's website.

STARFISH

Starfish is a software package that allows college faculty and advisors to maintain contact with students concerning their academic progress during the semester. If academic progress is not satisfactory, "flags" can be issued with suggested improvements. "Referrals" to academic support services can be made and positive comments, called "kudos", may also be issued. These Starfish notices will be sent to students' college email addresses only. Students will also have the opportunity to schedule appointments with their academic advisors through the Starfish calendar feature. Students may access Starfish through a link in Blackboard.

Students should contact their instructor, their advisor, or an advisor in the Advising Center if they have questions about this program.

Students may expect to receive Starfish communications from the following email addresses:

Kudos – will be sent from the instructor's email

Flags and referrals – will be sent from studentsuccess@kctcs.edu

Daily notification summaries – will be sent from notices@starfishsolutions.com

Tobacco-Free Campus

Ashland Community and Technical College became a tobacco-free campus on August 1, 2011. The tobacco-free/smoke-free policy bans the use of all tobacco products, including cigarettes, e-

cigarettes, cigars, pipes, chewing tobacco and snuff, on any campus property, inside and outside.

Inclement Weather Policy

Policy

College policy is to remain open and conduct classes according to the regular class schedule except under extreme weather conditions. In the event of extreme weather, the college may be delayed or closed. Every effort will be made to notify students, employees, and the public as quickly as possible regarding the operating status of the college. A decision to delay can be revised to close depending weather conditions. The decision to delay or close will be the same for all three campus locations (College Drive, Roberts Drive, and Technology Drive).

ACTC students enrolled at the State Fire Rescue Training Site 10 will follow the delay or closing decision of the college. Students enrolled at an off-campus high school site will follow the delayed or closing decision of the respective high school district.

Definitions

Closed: All classes are cancelled, and offices closed.

Delayed: The college will open at 10:00 AM. Classes with a start time of 10:00 AM or later will meet as regularly scheduled. For classes with a start time prior to 10:00 AM, individual instructors will notify students of the expectation for class attendance on days the college implements a delayed opening.

Instructor note: This class will not be effected by a decision to delay since our start time is beyond 10:00 AM. If ACTC is operating under a delay, class will meet as regularly scheduled.

ACTC recognizes that road conditions can vary greatly within our service area. Students are to exercise personal judgement as to whether he or she believes it is safe to travel. Students who decide not to travel for class should notify their class instructors by means identified in the class syllabus.

Notifications

The most accurate closing and delay information is available from the following sources:

- ACTC Website: <https://ashland.kctcs.edu>
- Your KCTCS e-mail account
- The colleges main phone line: 606.326.2000
- Your cell phone (text message). Go to <https://KCTCS.edu/snap> to sign up for SNAP alerts (weather and emergency information).
- ACTC's Facebook and Twitter pages (facebook.com/Ashland CTC and ACTC on twitter)

News media are given the information and you may see closing information in the local media. If you are unsure of the status, is best to double-check one of the college's official sources, as listed above. Media outlets that might be used include: Television (WSAZ-3; WCHS-8; WOWK-13) and radio stations (WCMI, WTCR, WLGC, WGOH, WKEE, and WRVC, among others).

Natural Disasters and Public Health Crisis

The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some

remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and faculty. The College will attempt to make these changes as minimally disruptive as possible, but the College reserves the sole right to alter the particular type, place, or time for their classes.

PSY 230 Syllabus

Instructor: Mary Kinney

Office location: TCE 121

Telephone: 270-686-4434

Email: mary.kinney@kctcs.edu

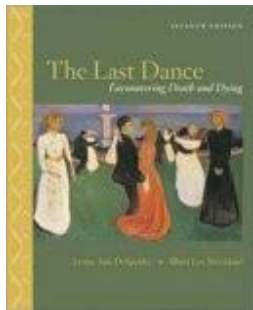
Office hours: By Appointment via email

Cell Phone- 270-929-4585 do not text after 9:00 pm CST

Catalog Course Description

Examines the biophysiological, psychological, sociological, and cultural aspects of death and dying in the evolving global world. Explores variations in the behaviors and attitudes associated with death, dying, and bereavement, with particular attention to the contexts (e.g., cultural, familial, historical, life span developmental) in which these variations occur. Pre-requisite: PSY 110 or SOC 101, or consent of instructor. Lecture: 3 credits (45 contact hours)

Required Textbook/ISBN



The Last Dance

ISBN: 9780072920963

Author(s): Lynne Ann DeSpelder, Albert Lee Strickland

Publisher: McGraw-Hill Humanities, Social Sciences & World Languages

Edition: 11th

General Education Competencies

Students should prepare for twenty-first century challenges by gaining:

A. Knowledge of human cultures and physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts. B.

Intellectual and practical skills, including:

- a. inquiry and analysis
- b. critical and creative thinking
- c. written and oral communication
- d. quantitative literacy
- e. information literacy
- f. teamwork and problem solving

C. Personal and civic responsibility, including

- a. civic knowledge and engagement (local and global)
 - b. intercultural knowledge and competence
 - c. ethical reasoning and action
 - d. foundations and skills for lifelong learning
- D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

Course Competencies

Social Interaction: To demonstrate an awareness of self as an individual, as a member of a multicultural society and/or as a member of the world community.

Upon completion of the course the student should be able to :

1. Communicate the scientific nature of psychology as it relates to death and grieving process.
2. Apply research as it relates to the field of psychology to help the student have a better understanding of how to solve problems.
3. Reflect on diversity as part of individuals lives as it occurs in aspects of culture, familial, and historical contexts.
4. Reflect on various behaviors and attitudes associated with death, dying, and bereavement.

Course Outline

Date	Topic/ Chapters Covered	Assignments
Week 1-	Unit 1 and 2- Chapter 1 – Attitudes Toward Death: A Climate of Change	Lecture Reflection 1- due -8/18- 30 points
Week 2-	Unit 1 and 2- Chapter 2 – Learning about Death: Socialization	Interview about Mean World Syndrome- due 9/1- 50 points Fairy Tale Essay- Due 9/8- 100 points

Week 3- Unit 1 and 2- **Lecture Reflection 2 – Due 9/22- 50 points**

Chapter 3- Perspectives on Death: Historical and Cultural

Week 4- Unit 1 and 2- **Ethical and Personal Death Questions- Due 10/6- 100 points**

Chapter 4- Death Systems and Morality and Society

Unit 3 and 4- **Lecture Reflection on Healthcare Due 10/6**

Chapter 5- Health Care: Patients, Staff, and Institutions **30 points**

Unit 3 and 4- **Lecture Reflection on End of Life Due 10/20- 30 points**

Chapter 6- End- of-Life Issues and Decisions

Unit 3 and 4- **Lecture Reflection on Life Threatening Illness Due on 10/27- 30 points**

Chapter 7- Facing Death: Living with Life-Threatening Illness

INSTRUCTOR JULY 10-17- JUST FYI on VACATION

Week 5-	Unit 5 and 6-	Lecture Reflection on Last Rites Due on: 11/3- 50 points
	Chapter 8- Last Rites: Funerals and Body Disposition	
Week 6	Unit 5 and 6-	
	Chapter 9- Survivors: Understanding the Experience of Loss	
	Unit 7 and 8-	Lecture Reflection on Suicide- Due on 11/17. 30 points
	Chapter 12- Suicide	
Week 7	Unit 7 and 8-	Lecture Reflection on Voices of Elmwood Due on 11/24.- 30 points
	Chapter 13- Risks, Perils, and Traumatic Death	
	With Supplemental PowerPoints	
Week 8	Unit 7 and 8-	
	Chapter 14- Beyond Death/After Life	
	After Life Project Due	DUE 12/1 -200 points

Grading Criteria

Letter grades will be assigned based on the following scale:

A- 90-100

B- 80-89

C- 70-79

D- 60-69

E- 59-0

Grades will be determined based on completion of assignments .

Class Policies

ATTENDANCE:

Attendance points will be determined by reviewing each chapter's power points. Regardless of how you are attending class, whether you are attending in person, or on-line.. You will need to complete the focus question in the lecture reflections. Because this class is, being offered in multiple ways, on-line, and in the classroom- this is the way you will earn your attendance points, even if you attend in person. DO not be afraid to ask questions. Regular attendance is expected. Absence will not be accepted as an excuse for missing assignments about the power points. **You receive points for attendance.**

Late Assignments/Make-up Exam Policy

Separate assignment information will be provided. If you do not understand an assignment do not wait until the last minute to ask questions about the assignment. The final assignment cannot be turned in late. If for some reason there is a compelling reason for any assignment to be late notify me or talk to me about the compelling reason. Do not wait until the end of the semester. *I will be the sole arbiter of what constitutes a "compelling" reason.* **Assignments are expected to be turned in on time. PAY ATTENTION TO DUE DATES. The class is open. IF you want to get done early that is fine.**

Withdrawal Policy

A student may officially withdraw from any class up to and including the date of midterm with a W grade. After the date of midterm and through the last class of the semester or session, any student may officially request to withdraw from a course and receive a W, which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining if a student will be allowed to withdraw during the discretionary period. An instructor shall not assign a student a W for a class unless the student has officially

withdrawn from that class in a manner prescribed by the college. The grade of W may be assigned by the College Appeals Board in classes involving a violation of student academic rights or for academic offenses. NOTE: Withdrawing from classes at OCTC is an online process. Students wishing to withdraw should initiate the process using a form in Student Self-Service— Academic Records.

Emergency Course Delivery Changes

Owensboro Community and Technical College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and employees. The College will attempt to make these changes as minimally disruptive as possible, but the College reserves the sole right to alter the particular type, place, and/or time for their classes. Students will be notified of any necessary modifications as quickly as possible.

Experiential Learning Center - Handshake

Handshake is the #1 way college students find jobs and it is available to you as an OCTC student! This (free) career services platform allows you to see internships, job opportunities, career fairs, and so much more both near and far. Simply login with your OCTC email account [here](#). Need help? Contact OCTC.ELC@KCTCS.EDU.

Academic Integrity

You may contact through e-mail: (mary.kinney@kctcs.edu). E-mails should include the course name and section (PSY 230- A000) in the subject line or body of the e-mail. E-mails that can be answered by reading the syllabus or announcements, or course assignments will be directed back to those resources. I make every attempt to respond to e-mails. **DO NOT USE MESSENGER IN BLACKBOARD.**

Announcements, assignments, class materials, and grades will be posted in Blackboard. Please check Blackboard regularly for announcements. Students are expected to check their student email accounts daily. Please let me know if you have difficulty accessing a computer that gives you reliable access to e-mail and Blackboard. **Computer and Communication**

Requirements: *Electronic work and computer crash:* you are expected to have a working computer throughout the semester. Identify a second computer before the semester begins that you can use if/when your personal computer crashes. *Server Problems:* When Blackboard server needs down time for maintenance, the Blackboard administrator will post an announcement in the course informing the time and date. *Lost/Corrupt/Disappeared Files:* Keep a copy of every project or assignment on a USB/external hard drive/ personal computer. In the event, of electronic failure (e.g.- Blackboard Server Crashes or virus infection, loss of files in cyberspace, etc.) If you submit a document to me, and I do not receive it or it is corrupted or I cannot open it, it is your responsibility

to re-send it in a working format. [OCTC Library is open daily and computers are available for student use.](#)

Academic Integrity is address in the Student Code of Conduct:

Please refer to the [Student Code of Conduct](#) for more information.

Important Dates

//2023 - Last day to drop a course without a grade.

//2023 - Last day to withdraw with a "W" (*without* instructor approval).

//2023 - Last day to withdraw with a "W" (*with* instructor approval) NOTE:

Contact your local Student Services office to withdraw officially.

Student Support Services

OCTC offers support to all its students, on-campus or online. See [Student Support Services | OCTC \(kctcs.edu\)](#) for assistance in these and other areas: Accessibility Services, Campus Safety, Career Services, Cultural Diversity, TRIO Support Services, and Veterans Services. [OCTC's Counseling Center](#) provides assistance with academic and personal counseling, disability services, and crisis intervention.

Starfish:

This course is a part of OCTC's student success initiative using the Starfish Student Success Network. You will find the Starfish application on your MyPath page. Throughout the semester, you may receive emails at your KCTCS email account regarding your grades, attendance, or academic performance. If you receive one of these alerts, please keep in mind they are sent to connect you with campus resources and help you be successful. It is important you check your email regularly and follow up on recommended actions in order to help you succeed at OCTC!

Academic Support / Tutoring

Resources and services for your research and information needs are provided at the [Library](#) (Main Campus, 1st floor, Learning Resource Center; 270-686-4590).

Free tutoring and computer services are provided at the [Teaching and Learning Center](#) (Main Campus, 1st floor, Learning Resource Center; 270-686-4535).

Disability Accommodations

Owensboro Community and Technical College strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodations for all persons with disabilities. If you are seeking accommodations for this course under the Americans with Disabilities Act (ADA), you are required to contact OCTC's [Accessibility Services Office](#).

To request accommodations, complete the [online Accommodation Request Form](#). Please do not request accommodations directly from your Instructor without a letter of accommodation from the Accessibility Services Office.

If you are a student from a KCTCS college other than Owensboro Community and Technical College, contact your Home College for establishing disability accommodations. You can find your Home College's Accessibility/Disability Services Office contact information on the [KCTCS Disability Services website](#). Your Home College will communicate with your Instructors and Accessibility/Disability Services Office to provide you with reasonable and appropriate accommodations. Your accommodations will begin after the Instructor has received confirmation of your accommodations from the Accessibility/Disability Services Office. Accommodations cannot be applied to your course retroactively.

Procedures Relating to Discrimination, Harassment, and Sexual Misconduct

1. If a student thinks that he/she has been discriminated against, the student shall inform the chief student affairs officer Dr. Ashleigh Crowe (ashleigh.crowe@kctcs.edu), or his/her designee within thirty (30) calendar days of the occurrence of the alleged incident. The chief student affairs officer or her designee shall conduct a preliminary investigation of the discrimination grievance.
2. The student, chief student affairs officer Dr. Ashleigh Crowe (ashleigh.crowe@kctcs.edu), or her designee, and other involved parties shall work informally to negotiate a solution within fourteen (14) calendar days. The informal student discrimination grievance procedure shall be completed within forty-four (44) calendar days of the occurrence of the alleged incident.
3. If the grievance is not resolved to the satisfaction of the student through the informal grievance procedure, the student may file a formal appeal according to the [KCTCS Student Code of Conduct](#).
4. If a student feels he/she has been subject to sexual misconduct, those complaints should be made to the College Title IX Coordinator Barbara Tipmore (barb.tipmore@kctcs.edu), or other college administrator. Such complaints shall be handled in accordance with the [Sexual Misconduct Procedure](#).

SNAP

SNAP is the official Safety Notification Alert Process for the Kentucky Community and Technical College System (KCTCS). SNAP alerts users to on-campus emergencies (including closures for inclement weather) for all 16 KCTCS colleges and the System office. With SNAP you can:

- Find out if classes are cancelled or delayed due to weather, power outages or other unexpected events impacting campus.
- Get severe weather notifications so you can take shelter when a storm hits.
- Receive emergency messages when something or someone could be a threat to your personal safety.

Visit the [KCTCS SNAP](#) webpage for more information or to update your contact information.

PSY 297 Syllabus

Instructor Information

Margaret Annelle White, Instructor
Mathematics & Sciences Division
Email: mwhite0179@kctcs.edu
Phone Number: 270-725-5740
Office Location: NA
Office Hours: NA

My preferred method of communication is. I will do my best to respond within 24 hours.

Healthy at SKYCTC

The health and safety of our students, employees, and communities is our highest priority. The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human- influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and employees. The College will attempt to make these changes as minimally disruptive as possible, but the College reserves the sole right to alter the particular type, place, or time for their classes.

Course Description and Structure

Structure: Online

Description: Provides an overview of the demographics of aging, theories of aging and research methods used to study adult development. Examines the biological, psychological, and social impact of aging, longevity, work, retirement, death, and bereavement.

Instructor's Role: The instructor serves as a facilitator to present and expand on the publisher content related to the topic.

Course Prerequisites

PSY 110 or consent of instructor.

Required Textbook(s) & Materials

Our course will follow the “course-fee” model as many of your other courses. The textbook fee will automatically be added to the tuition of this class. To get the cheapest possible price on the textbook. This means that the textbook and all materials will be available online. If you want to purchase a hard copy of the textbook you may do so at the bookstore.

Textbook

Cavanaugh, John. Adult Development & Aging (2019). Cengage.

ISBN

978035701621

Technology Statement

To make sure you can complete your assignments online, a newer model PC is best. In most cases, a Mac can work, but some courses use software that is not compatible. Chromebooks also are not compatible with many course requirements. A mobile phone or tablet can be used to check your email and announcements, but these devices alone usually are not the best for completing most coursework.

If you plan to enroll in courses like CAD, GIS, 3D modeling, video editing, etc. we recommend that you have a computer with the minimum preferred specs (see below). If you are unsure of the requirements, please contact your instructor or your college’s IT Department before purchasing a device.

Recommended Technology Specs¹

Hardware	Minimum	Preferred
Processor	Intel Core i3 or higher	Intel Core i5 or higher
Memory	8GB or higher	16GB or higher
Disk	256 GB Solid State	256 GB Solid State or higher
Camera	Integrated or standalone webcam	Integrated or standalone webcam
Peripherals	Speakers and microphone ²	Speakers and microphone ²
Operating System	Windows 10 or MacOS ³	Windows 10 or MacOS ³
Network	Wireless (802.11g/n/ac) Gigabit Ethernet	Wireless (802.11g/n/ac) Gigabit Ethernet
Internet Speed	Minimum 3.0 Mbps (up/down) ⁴	Minimum 5.0 Mbps (up/down) ⁴
Software	Microsoft Office 365 + any additional course required applications ⁵	Microsoft Office 365 + any additional course required applications ⁵

1If purchasing a new computer, it is recommended that you verify the warranty provided is sufficient for your needs. Warranties vary from as little as 6 months to multi-year. It is recommended that a minimum of 1 year warranty be included with the computer.

2Built-in speakers and microphone are usually standard on newer laptops. Add-on earbuds or headsets with a microphone will produce a higher quality experience when participating in live or recorded classes and materials.

3The operating system should be kept up to date with the most recent updates for the best experience. 4These speeds are assuming a dedicated internet connection with no other devices in use, or streaming, on your network. If you are unsure of your current speed, you can [run a test](#) while connected to your network. 5All KCTCS students are eligible for a [free license of Microsoft Office 365 applications](#).

Course Competencies

Upon completion of this course, the student can

1. Identify the demographics of aging.
2. Compare and contrast the theoretical perspectives of aging.
3. Discuss the research methods and issues related to studying adult development and aging.
4. Explain the biopsychological impacts of aging.
5. Describe the process of death and bereavement.

Online Workplace Ethics Agreement

Southcentral Kentucky Community and Technical College (SKYCTC) is committed to student success and improving the employability of the students. Based on feedback from educators, community leaders, and business and industry partners, workplace ethics practices promoting success in the classroom are incorporated into course expectations. In addition to course and program competencies, student success will be measured by:

- being present and punctual
- participating in academic activities
- maintaining professional behavior

Present, Punctual, and Participating

Students are expected to demonstrate a strong work ethic by being present regularly in their online courses, punctual in submitting work and responding to communication, and participating per course expectations. Regular presence and participation in an online course consists of more than logging into Blackboard and/or linked third-party software; students must complete learning activities, assignments, and/or demonstrate progress toward completion of the course goals. **Refer to the Instructor Guidelines in**

this syllabus for the participation measurement used for this course as defined by the course instructor.

If students do not demonstrate active participation or timely completion of coursework according to the guidelines specified by the instructor, the student will be withdrawn from the course. Generally, these parameters consist of a specified number of consecutive days of non-participation that is equivalent to 15% of the term. Students who are withdrawn for inactivity prior to the mid-point of the term will earn a "W" for the course. After the mid-point of the term, students will earn a failing grade and an "E" will be issued on their transcript.

**Note: Due to programmatic requirements, some programs may require students to be present and participate for a higher percentage of coursework (more than 85 percent).*

Professional Conduct

Students are expected to conduct themselves professionally, as outlined in [KCTCS Student Code of Conduct](#). Professional conduct includes but is not limited to:

- engaging instructors, college employees, and students with respect;
- using appropriate online etiquette;
- utilizing technology appropriately; and
- modeling behavior appropriate to their chosen profession.

**Note: Any conduct within a course that disrupts the learning environment will result in the student being dismissed and may result in further disciplinary action.*

Proctored Exam

This course does NOT require a proctored exam.

Withdrawal Policy

Through the midterm of the session, a student may officially withdraw from a course and receive a "W." After this period, a student may officially request to withdraw from a course and receive a W, which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining if a student will be allowed to withdraw during the discretionary period. The student must initiate the official withdrawal. Withdrawal from a course or courses is a serious decision and, in many cases, affects financial assistance and academic progress. In addition, withdrawal does not relieve students from their financial obligation. The last day to withdraw is listed on the academic calendar. Students can [request a withdrawal](#) using their self-service account.

Financial Aid Statement

PELL, SEOG, and Student Loan recipients (Title IV) who stop attending or withdraw prior to the 60% point in the semester may be obligated to repay a portion of their financial aid.

Inquiries and Other Class Concerns

Most difficulties can be resolved by talking to someone. Therefore, students are encouraged to discuss these problems promptly and candidly. Students are encouraged to attempt to resolve academic complaints informally with the faculty member.

If you have questions or concerns about your class, 1) direct them to your instructor. If this is not possible or if your instructor is not able to address your concern, 2) you may contact the Dean of Mathematics and Sciences, Dr. Jennifer Shoemake, at jennifer.shoemake@kctcs.edu. If you would like to schedule an appointment with the dean, please contact the administrative assistant at 2.70-901-4371

The formal academic appeal process can be found in the [KCTCS Code of Student Conduct](#).

Freedom from Retaliation

Faculty and staff shall not retaliate against any student for bringing a concern or complaint.

Student Discrimination and Grievance Procedures

The Kentucky Community and Technical College System has zero tolerance for illegal discrimination of any kind. Any student who thinks they may have been discriminated against or subjected to harassment by students or employees because of his or her race, color, national origin, sex, sexual orientation, marital status, religion, beliefs, political affiliation, veteran status, age, or disability (including denial of a request for an accommodation), has the right to pursue an informal and/or formal discrimination grievance. The informal student discrimination grievance procedure is described below. Most difficulties can be resolved by talking to someone. Therefore, students are encouraged to discuss these problems promptly and candidly with the Director of Student Life and Engagement.

1. If a student thinks that they have been discriminated against, the student shall inform the Director of Student Life and Engagement within thirty (30) calendar days of the alleged incident. The Director of Student Life and Engagement shall conduct a preliminary investigation of the discrimination grievance.
2. The student, Director of Student Life and Engagement, and the other involved parties shall work informally to negotiate a solution within

fourteen (14) calendar days. The informal student discrimination grievance procedure shall be completed within forty-four (44) calendar days of the alleged incident.

3. If the grievance is not resolved to the satisfaction of the student through the informal grievance procedure, the student may file a formal appeal according to the [KCTCS Code of Student Conduct](#).

Contact information:

Dr. David Travis

Southcentral Kentucky Community and Technical College 1845 Loop Drive

Bowling Green, Kentucky 42101 Office: (270) 901-4348

Email: david.travis@kctcs.edu

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KCTCS has a policy on plagiarism and cheating. Students may refer to the policy found in the [KCTCS Code of Student Conduct](#), Article II, Standard 1.

The use of Artificial Intelligence (AI) text-generation tools or chatbots may constitute academic dishonesty. Work in this class is expected to be original and your own.

Submitting AI-generated work as original work is deemed academically dishonest and is recognized as a form of cheating and held to the standards found in the KCTCS student code of conduct.

Privacy and Security Commitment

The SKYCTC's Registrar's Office ensures the safety and security of your academic record.

Personnel in the Registrar's Office adheres to [FERPA \(Family Educational Rights and Privacy Act\) guidelines](#). Each KCTCS college maintains the confidentiality of student

educational records in accordance with the provisions of the Act and shall accord all the rights under the Act to students who are declared independent and who are or have attended a KCTCS college. This policy shall apply to all applicable students, regardless of mode of course delivery.

Grades

Your grade will be calculated using the following scale:

90-100% -	A
80-89% -	B
70-79% -	C
60-69% -	D
0-59% -	E

Grading

Grades will be based on 40% Mindtap Activities, 40% Discussion Board Activities, 20% Examinations.

Important Dates

Please refer to [SKYCTC's academic calendar](#) for important information regarding this semester's academic calendar, deadlines, registration, tuition dates, and holidays.

Blackboard Time Zone

All Blackboard assignments will be due using Central Time Zone.

Course Outline & Weekly Schedule

Week 1 – August 14-August 19

Introduction and review of syllabus and policies

Weekly Folder Due: Saturday, August 19, 11:59 pm

Week 2-August 21-August 26

Chapter 1 Studying Adult Development

Weekly Folder Due: Saturday, August 26, 11:59 pm

Week 3-August 28-September 2

Chapter 2 Neuroscience as a Basis for Adult Development and Aging

Weekly Folder Due: Saturday, September 2, 11:59 pm

Week 4-September 4-September 9

Chapter 3 Physical Changes

Weekly Folder Due: Saturday, September 9, 11:59 pm

Week 5-September 11-September 16

Chapter 4 Longevity, Health, and Functioning

Weekly Folder Due: Saturday, September 16, 11:59 pm

Week 6-September 18-September 23

Chapter 5 Where People Live: Person-Environment Interactions

Weekly Folder Due: Saturday, September 23, 11:59 pm

Week 7– September 25-September 30

Chapter 6 Attention and Memory

Weekly Folder Due: Saturday, September 30, 11:59 pm

Week 8-October 2-October 7

Chapter 7 Intelligence, Reasoning, Creativity, and Wisdom

Weekly Folder Due: Saturday, October 7, 11:59 pm

Week 9-October 9 -October 16 Fall Break

Week 10-October 16-October 21

Chapter 8 Social Cognition

Weekly Folder Due: Saturday, October 21, 11:59 pm

Week 11-October 23-October 28

Chapter 9 Personality

Weekly Folder Due: Saturday, October 28, 11:59 pm

Week 12-October 30-November 4

Chapter 10 Clinical Assessment, Mental Health, and Mental Disorders

Weekly Folder Due: Saturday, November 4, 11:59 pm

Week 13-November 6-November 11

Chapter 11 Relationships

Weekly Folder Due: Saturday, November 11, 11:59 pm

Week 14-November 13-November 18

Chapter 12 Work, Leisure, and Retirement

Weekly Folder Due: Saturday, November 18, 11:59 pm

Week 15-November 20-November 25

Chapter 13 Dying and Bereavement

Weekly Folder Due: Saturday, November 25, 11:59 pm

Week 16-November 27-December 2

Chapter 14 Healthy Aging

Weekly Folder Due: Monday, December 2, 11:59 pm

Week 17-December 4-December 9

Final

THIS COURSE SYLLABUS/SCHEDULE IS SUBJECT TO CHANGE WITH NOTICE.

Instructor Guidelines Instructor Guidelines

All students are expected to participate in online activities and complete assigned work in a punctual manner.

Online Workplace Ethics Agreement Expectations

Each student's work will be original and completed independently.

Late Work

Acceptance of late work is at the instructor's discretion.

Extra Credit

Extra credit will not be given.

Make-up Work

Make-up work is at the instructor's discretion

Instructor Withdrawal Guidelines

There are times when a student finds a need to withdraw from a course. Withdrawals may be necessary for many reasons, including the coursework being too much for the semester, a family emergency, or personal reasons. Students may withdraw themselves without instructor permission until the mid-point of the semester. A withdrawal after the mid-point of the semester requires instructor approval.

Withdrawals after the mid-point of the semester are only approved in an emergency. Students must notify the instructor in a timely manner. Requests will not be approved due to non-emergency situations such as low scores or missing assignments. Any student having issues impacting success in this course should contact the instructor as soon as possible.

PSY 298 Syllabus

Instructor Information

Teresa Ward, Associate Professor of Psychology

Mathematics & Sciences Division

Email: teresa.ward@kctcs.edu

Phone number: 270-901-1238

Office Location: Main Campus, Building F, Room 28

Office Hours:

Mondays and Wednesdays: 9:00 a.m. – 1:00 p.m.; 2:45-3:45 p.m. Tuesdays: 9:00-9:15 a.m.; 12:30-1:00 p.m.

Thursdays: 9:00-9:15 a.m.

Fridays: 9:00 a.m. – 12:00 p.m. (Virtual)

Email is my preferred method of communication outside of class. I will do my best to respond within 24 hours Monday-Friday. You must use your KCTCS email address when communicating with me by email. When sending email to me, please help me out by identifying in the subject line what class you are in (e.g., PSY 298 and what days and time your class meets. **Please do not use the Messages feature in Blackboard, as this will delay my response time.**

Virtual office hours will be offered through Microsoft Teams. Instructions for accessing virtual office hours are available on Blackboard. You can schedule an individual appointment for assistance using my [Calendly link](#).

Healthy at SKYCTC

The health and safety of our students, employees, and communities is our highest priority. The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and employees. The College will attempt to make these changes as minimally disruptive as possible, but the College reserves the sole right to alter the particular type, place, or time for their classes.

Class Recordings

Class meetings associated with this course may be recorded by the Faculty Member. Students are hereby notified that the content of the recordings may, at times, include their faces and voices. Continued participation in this course establishes consent to be recorded. Recordings will be posted by the Faculty Member so that they are only accessible to the students in this course. If the Faculty Member intends to release or post these recordings for other sections of this course or for any other purposes, the Faculty Member will notify students heard or seen in the recordings

and will ask for written permission. Students are advised that the written permission, if granted, will be retained in their Student Record. If students in this class have any questions regarding these recordings or the form they may be asked to sign, students should speak with their Faculty Member.

Course Description and Course Structure

Structure: Lecture

Description: Provides an overview of the theories, diagnoses, and treatments of psychological disorders. Covers the biological, psychological, and social factors that influence the etiology, understanding, and management of psychopathology within society.

Instructor's Role: Your instructor is here to facilitate learning in the course. Each week, students will be completing assignments and other activities. Students will also interact with their instructor in the classroom. Students are encouraged to actively participate in each class meeting. Ways to participate in class are: 1) Answering questions in discussions; 2) Furthering the discussion by offering additional questions and offering sources, academic journals, or videos to support claims. Students are also encouraged to email the instructor with questions or comments they have regarding the readings, assignments, and discussions.

Course Prerequisites

PSY 110 or Consent of Instructor

Required Textbook(s) & Materials

Textbook

Understanding Abnormal Behavior, 12th edition (2022); by David Sue, Derald Wing Sue, Diane Sue, and Stanley Sue; Publisher: Cengage Learning; ISBN 978-0-357-36521-2

You already have access to an eBook version of the textbook through Blackboard. A course fee was added to your tuition to give you the least expensive option for the textbook plus Cengage's MindTap online learning content. If you would also like to have an optional print version of the textbook, you can purchase one at the college bookstore. Online ordering is preferred: [Bookstore website](#).

Technology Statement

To make sure you can complete your assignments online, a newer model PC is best. In most cases, a Mac can work, but some courses use software that is not compatible. Chromebooks also are not compatible with many course requirements. A mobile phone or tablet can be used to check your email and announcements, but these devices alone usually are not the best for completing most coursework.

If you plan to enroll in courses like CAD, GIS, 3D modeling, video editing, etc. we recommend that you have a computer with the minimum preferred specs (see below). If you are unsure of the requirements, please contact your instructor or your college's IT Department before purchasing a device.

Recommended Technology Specs¹

Hardware	Minimum	Preferred
Processor	Intel Core i3 or higher	Intel Core i5 or higher
Memory	8GB or higher	16GB or higher
Disk	256 GB Solid State	256 GB Solid State or higher
Camera	Integrated or standalone webcam	Integrated or standalone webcam
Peripherals	Speakers and microphone ²	Speakers and microphone ²
Operating System	Windows 10 or MacOS ³	Windows 10 or MacOS ³
Hardware	Minimum	Preferred
Network	Wireless (802.11g/n/ac) Gigabit Ethernet	Wireless (802.11g/n/ac) Gigabit Ethernet
Internet Speed	Minimum 3.0 Mbps (up/down) ⁴	Minimum 5.0 Mbps (up/down) ⁴
Software	Microsoft Office 365 + any additional course required applications ⁵	Microsoft Office 365 + any additional course required applications ⁵

¹If purchasing a new computer, it is recommended that you verify the warranty provided is sufficient for your needs. Warranties vary from as little as 6 months to multi-year. It is recommended that a minimum of 1 year warranty be included with the computer.

²Built-in speakers and microphone are usually standard on newer laptops. Add-on earbuds or headsets with a microphone will produce a higher quality experience when participating in live or recorded classes and materials.

³The operating system should be kept up to date with the most recent updates for the best experience. ⁴These speeds are assuming a dedicated internet connection with no other devices in use, or streaming, on your network. If you are unsure of your current speed, you can [run a test](#) while connected to your network. ⁵All KCTCS students are eligible for a [free license of Microsoft Office 365 applications](#).

Course Competencies

Upon completion of this course, the student can:

1. Identify the models for categorizing abnormal behavior in society.
2. Describe the assessment, diagnostic, and treatment modalities for a variety of psychological disorders.
3. Summarize the social, ethical, and legal issues involved in research, diagnosis, and treatment of psychological disorders.
4. Identify social, community, and cultural factors in historical and contemporary views of psychopathology.

Workplace Ethics Agreement

Southcentral Kentucky Community and Technical College (SKYCTC) is committed to student success and improving employability of the students. Based on feedback from educators, community leaders, and business and industry partners, workplace ethics practices promoting

success in the classroom are incorporated into course expectations. In addition to course and program competencies, student success will be measured by:

- being present and punctual
- participating in academic activities
- maintaining professional behavior

Present and Punctual

Students are expected to demonstrate a strong work ethic by being present and punctual for all class sessions. Students will be considered absent if they are tardy or leave before class is dismissed. If a student is absent for more than 15% of scheduled class sessions, the student will be withdrawn from the course. **For this course, no more than five (5) classes may be missed.**

If the absences occur prior to the mid-point of the term, the student will be withdrawn from the course and a “W” issued on their transcript. After the mid-point of the term, the student will be issued a failing grade “E” on their transcript.

**Note: Due to programmatic requirements, some programs may require students to be present for a higher percentage of classes (more than 85 percent).*

Participation

Students are expected to demonstrate strong work ethics by actively participating in all class sessions and completing academic activities. Participation includes but is not limited to:

- engaging in and completing activities
- putting forth full effort for the entire class session
- seeking assistance when needed
- maintaining clean and orderly work areas

If at any time a student does not participate in a class session, laboratory, clinical or other scheduled academic activity, it is the student’s responsibility to make satisfactory arrangements for any make-up work, if permitted by the instructor.

Professional Conduct

Students are expected to conduct themselves professionally, as outlined in [KCTCS Student Code of Conduct](#). Professional conduct includes but is not limited to:

- dressing appropriately
- engaging instructors, college employees, and students with respect
- utilizing technology appropriately
- refraining from disruptive behavior
- modeling behavior appropriate to his/her chosen profession

Any conduct within a course that disrupts the learning environment will result in the student being dismissed, counted absent, and may result in disciplinary action.

Proctored Exam

This course does NOT require a proctored exam.

Withdrawal Policy

Through the midterm of the session, a student may officially withdraw from a course and receive a “W.” After this period, a student may officially request to withdraw from a course and receive a W, which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining if a student will be allowed to withdraw during the discretionary period. The student must initiate the official withdrawal. Withdrawal from a course or courses is a serious decision and, in many cases, affects financial assistance and academic progress. In addition, withdrawal does not relieve students from their financial obligation. The last day to withdraw is listed on the academic calendar. Students can [request a withdrawal](#) using their self-service account.

Financial Aid Statement

PELL, SEOG, and Student Loan recipients (Title IV) who stop attending or withdraw prior to the 60% point in the semester may be obligated to repay a portion of their financial aid.

Inquiries and Other Class Concerns

Most difficulties can be resolved by talking to someone. Therefore, students are encouraged to discuss these problems promptly and candidly. Students are encouraged to attempt to resolve academic complaints informally with the faculty member.

If you have questions or concerns about your class, 1) direct them to your instructor. If this is not possible or if your instructor is not able to address your concern, 2) you may contact Dr. Jennifer Shoemake, Dean of Mathematics & Sciences, at jennifer.shoemake@kctcs.edu. If you would like to schedule an appointment with Dr. Shoemake, please contact Mathematics & Sciences Administrative Assistant, Laura Cotton, at laura.cotton@kctcs.edu or 270-901-4376.

The formal academic appeal process can be found in the [KCTCS Code of Student Conduct](#).

Freedom from Retaliation

Faculty and staff shall not retaliate against any student for bringing a concern or complaint.

Student Discrimination and Grievance Procedures

The Kentucky Community and Technical College System has zero tolerance for illegal discrimination of any kind. Any student who thinks they may have been discriminated against or subjected to harassment by students or employees because of his or her race, color, national origin, sex, sexual orientation, marital status, religion, beliefs, political affiliation, veteran status, age, or disability (including denial of a request for an accommodation), has the right to pursue an informal and/or formal discrimination grievance. The informal student discrimination grievance procedure is described below. Most difficulties can be resolved by talking to someone.

Therefore, students are encouraged to discuss these problems promptly and candidly with the Director of Student Life and Engagement.

1. If a student thinks that they have been discriminated against, the student shall inform the Director of Student Life and Engagement within thirty (30) calendar days of the alleged incident. The Director of Student Life and Engagement shall conduct a preliminary investigation of the discrimination grievance.
2. The student, Director of Student Life and Engagement, and the other involved parties shall work informally to negotiate a solution within fourteen (14) calendar

days. The informal student discrimination grievance procedure shall be completed within forty-four (44) calendar days of the alleged incident.

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Grades

Your final grade will be calculated using the following scale:

90-100% -	A
80-89% -	B
70-79% -	C
60-69% -	D
0-59% -	E

Grading

Points will be allotted for each of the course requirements listed below:

Midterm and Final Exams @ 150 points each = 300 points (30% of final grade)

You should read ahead in the textbook according to the Course Outline & Weekly Schedule below. Bring paper and pens/pencils to class to take notes on the class lectures. The exams will consist primarily of critical thinking (application and analysis) multiple-choice questions on learning objectives for specific textbook chapters. A study guide and PowerPoint slides for each exam will be provided on Blackboard.

Miscellaneous Activities (in-class discussions, short writing assignments/reflections, etc.) – 13 @ 20 points each = 260 points (26% of final grade)

You are expected to attend each class session and fully participate in class activities and discussions (whether as an individual, in a pair, or in a small group). I will provide details and instructions on the activities in class and on Blackboard.

Collaborative Research & Presentation – 200 points (20% of final grade)

Working in a collaborative group, you will research and prepare a 30-minute presentation on a specific classification of psychological disorders. The classifications coincide with specific chapters in the Sue, et al. textbook, which is one of the required references for the presentation. The chapters include:

- Chapter 7 – Somatic Symptom and Dissociative Disorders
- Chapter 10 – Eating Disorders
- Chapter 13 – Neurocognitive and Sleep-Wake Disorders
- Chapter 14 – Sexual Dysfunctions, Gender Dysphoria, and Paraphilic Disorders
- Chapter 16 – Disorders of Childhood and Adolescence

The American Psychiatric Association's *Diagnostic and Statistical Manual of Mental Disorders (DSM-5)* is on reserve in the library to be used as another required reference for the presentation. Collaborative groups will give their presentations after Fall Break. Further details about the presentation will be provided.

MindTap Chapter Quizzes – 12 @ 10 points each = 120 points (12% of final grade)

To find the quizzes in MindTap, look for "COUNTS TOWARD GRADE." You have unlimited attempts on the quizzes until the due date. I strongly encourage you to pace the completion of the MindTap quizzes with content being covered in class. MindTap quizzes for Chapters 1-6 and 17 should be completed before taking the midterm exam, and MindTap quizzes for Chapters 8, 9, 11, 12, and 15 should be completed before taking the final exam.

Case Study and Critical Analysis Paper – 100 points (10% of final grade)

You will view a film about a real or fictional person with a psychological disorder and prepare a case study. In addition, you will critically analyze the film's depiction of the psychological disorder. The paper must be 3 – 5 typed, double-spaced pages in APA Style with at least two scholarly journal articles and *DSM-5* used as references. Further details will be provided. **The paper is due on Sunday, November 19.**

Syllabus Acknowledgment "Test" = 20 points (2% of final grade)

You must read all the information on Blackboard in Course Content > Students Start Here – Course Information and **take the syllabus acknowledgement "test" by Sunday, August 27.**

Although the “test” is only 2% of your final grade, you cannot remain in the class unless you complete it by the due date.

Total points: 1,000

Important Dates

Please refer to [SKYCTC’s academic calendar](#) for important information regarding this semester’s academic calendar, deadlines, registration, tuition dates, and holidays.

Blackboard Time Zone

Our Blackboard course is in Blackboard Ultra. This means that any time stamps or due date times are shown in the time zone associated with your Blackboard profile.

Course Outline & Weekly Schedule

All due date times are 11:00 p.m. Central Time. Weeks run Monday-Sunday. Changes in these guidelines and plans will be announced as appropriate in class and/or on Blackboard.

Week 1 – August 14-20

Introduction to Course/Syllabus/Blackboard/MindTap/eBook Chapter 1: Abnormal Behavior

Week 2 – August 21-27

Chapter 1 continued

To remain in the class, you must complete the syllabus acknowledgement “test” on Blackboard by Sunday, August 27.

Week 3 – August 28 – September 3

Chapter 2: Understanding and Treating Mental Disorders

Week 4 – September 4-10

Chapter 3: Assessment and Classification of Mental Disorders

College closed on September 4 for Labor Day Holiday.

Week 5 – September 11-17

Chapter 3 continued

Chapter 4: Research Methods for Studying Mental Disorders

Week 6 – September 18-24

Chapter 17: Law and Ethics in Abnormal Psychology

Chapter 5: Anxiety and Obsessive-Compulsive and Related Disorders

Week 7 – September 25 – October 1

Chapter 5 continued

Chapter 6: Trauma- and Stressor-Related Disorders

Week 8 – October 2-8 Chapter 6 continued Review for midterm exam

MindTap quizzes for Chapters 1-6 and 17 must be completed by 11:00 p.m. on Sunday, October 8. Midterm Exam (Chapters 1-6 and 17) must be completed on Blackboard by 11:00 p.m. Sunday, October 8.

The last day to withdraw with a "W" without instructor permission is October 8.

October 9-15 Fall Break (no classes) Week 9 –October 16-22

Chapter 8: Depressive and Bipolar Disorders

Week 10 – October 23-29

Chapter 9: Suicide

Chapter 11: Substance-Related and Other Addictive Disorders

Week 11 – October 30 – November 5

Chapter 11 continued

Chapter 12: Schizophrenia Spectrum Disorders

Week 12 – November 6-12 Chapter 12 continued Collaborative presentations

Week 13 – November 13-19

Collaborative presentations

Case Study and Critical Analysis Paper is due on Blackboard by 11:00 p.m. on Sunday, November 19.

Week 14 – November 20-26

Chapter 15: Personality Psychopathology

Thanksgiving Break – November 23-26.

Week 15 – November 27 – December 3

Chapter 15 continued Review for Final Exam

Week 16 – December 4-10

Final Exam Week

No in-class meetings

MindTap quizzes for Chapters 8, 9, 11, 12, and 15 must be completed by 11:00 p.m. on Friday, December 8.

Final Exam (Chapters 8, 9, 11, 12 and 15) must be completed on Blackboard by 11:00 p.m. on Friday, December 8. The final exam is not comprehensive.

THIS COURSE SYLLABUS/SCHEDULE IS SUBJECT TO CHANGE WITH NOTICE.

Instructor Guidelines

Late Work, Extra Credit, and Makeup Work

I will accept late work or makeup work on a case-by-case basis if you notify me *ahead of time* the reason you are not able to complete the work. I may occasionally offer “grade boosters” or bonus points for the entire class, but I do not give extra credit to individual students.

Instructor Withdrawal Guidelines

There are times when a student finds a need to withdraw from a course. Withdrawals may be necessary for many reasons, including the coursework being too much for the semester, a family emergency, or personal reasons. Students may withdraw themselves without instructor permission until the mid-point of the semester. A withdrawal after the mid-point of the semester requires instructor approval.

The last day to withdraw with a “W” without instructor permission is October 8. I do not grant withdrawals after the official withdrawal date except in the case of emergency situations, which will be determined on a case-by-case basis. Examples of emergency situations include an unexpected illness or death of a close family member. Withdrawals will not be approved due to low scores, missing assignments, or forgetting a due date resulting in a low or failing grade. If you are having issues impacting your success in this course, please contact me as soon as possible.

Technical Support

The Technology Statement earlier in this syllabus has a wealth of valuable information about technology requirements for completing online course work. You must have reliable computer and Internet access throughout the semester to complete this course successfully. Have a back-up plan for computer crashes and Internet outages. Make a list of nearby locations with free Wi-Fi access. For Blackboard technical support options, refer to Course Content > Fall 2023 - Student Help and Reference on Blackboard.

If you experience technical difficulties with MindTap, please submit a Cengage technical support request through the link provided on Blackboard. By doing so, you will have a case number to show you attempted to resolve the issue, and you can provide the case number to me if necessary. After submitting the technical support request, you can call 24/7 technical support at 1-800-354-9706. You can also try logging into your Cengage account at Cengage.com to access the eBook and MindTap directly instead of using the link on Blackboard.

Multitasking in Class

When we do more than one thing at a time, we are not doing them all at once. Instead, we are shifting our attention from one thing to another and then back. In that shift, we lose focus, and it takes a little time to refocus. Multitasking is an inefficient use of time. I am going to do my part by doing all I can to provide engaging class sessions, so you will not feel the need to shift focus onto something else, and I am going to ask that you help with this by keeping your cell phone where you will not be tempted to check for incoming texts or other notifications.

When You Can Expect Grades to Be Entered in Blackboard/MindTap

Blackboard automatically grades exams after you take them. Quizzes in MindTap are automatically graded in the platform. I will enter scores in the Blackboard gradebook for any assignments not automatically graded in Blackboard within ten days of the due date. Total points

for MindTap quizzes will not be entered into the Blackboard gradebook until the end of the semester.

Commitment to ADA Accessibility

All course content has been carefully designed and deployed to meet basic accessibility standards. Word files and PDFs are formatted to be read with screen readers. Students can also use the ALLY tool in Blackboard to access a variety of alternative formats for these attachments. [Learn more about alternative formats on the Blackboard Help site.](#) All videos include captioning. The shading and contrast of content is carefully selected to provide enough contrast for people who may have vision challenges.

Commitment to Equity and Inclusion

One of SKYCTC's values is respect, inclusion, and equity. This value is critical for all students to learn and grow regardless of race, ethnicity, national origin, family status, veteran status, religious affiliation, political affiliation, sexual orientation, age, disability, socioeconomic status, etc. As humans, we have biases (both conscious and unconscious) based on our past experiences, and we look for information which supports our current worldview. I am no exception. I understand I may unintentionally reinforce systems of oppression by not maintaining an awareness of my biases and place of privilege. I pledge to continue educating myself about these systems and ensure students in my classes feel included and respected.

In my classes, I expect all students to keep an open mind and to engage in discussion both in person and online using a respectful, nonthreatening tone. I also ask you to step outside of your comfort zone and look for information that does not support your current worldview. In this class, we will explore research findings in psychopathology which may not reflect your personal experience. On the other hand, we will critically analyze limitations in psychopathology research studies. In addition to an open mind, I ask you to accept ambiguity, as many questions in the discipline of psychopathology are still yet to be answered.

If you feel your external stressors, such as familial commitments, are affecting your academic performance, please reach out to me and/or your academic advisor. SKYCTC is committed to helping students successfully complete their program of study and we have resources to help.

PTA 101 Syllabus

Principle Instructor: Melanie Hines, PT, DPT, ATC

Office: Rogers Student Commons, Room 225

Office Hours:

- Tuesday, 9:00 – 2:00 (by appointment)
- Thursday, 9:00-2:00 (by appointment)

Telephone: 606.451.6791

Email: melanie.hines@kctcs.edu

Instructor: Corey Moore, PT, DPT

Office: Rogers Student Commons, Room 226

Office Hours:

- TBA

Telephone: TBA

Email: corey.moore@kctcs.edu

Administrative Assistant: Tanya Cowan

Office: Alton Blakley Building, Room 301

Telephone: 606.451.6764

Email: tanya.cowan@kctcs.edu

Department Offering Course: The Health Sciences Division, Physical Therapist Assistant Program

Dean of Health Sciences: Ron Meade, PT, DPT

Office: Alton Blakley Building, Room 301D

Office Hours: By appointment

Telephone: 606.451.6842

Email: ron.meade@kctcs.edu

Catalog Course Description:

Includes orientation to the profession of physical therapy, legal aspects of physical therapy practice, interdisciplinary team, cultural diversity, medical terminology, research and evidence-based practice, and introductory patient-care skills such as communication, aseptic techniques, body mechanics, safety procedures, wheelchair management, patient transfers, patient positioning and draping, vital signs, identification and fitting of ambulation aids, basic gait training, patient and consumer education.

Pre-requisites: Admission to the SCC Physical Therapist Assistant Program and completion of Human Anatomy & Physiology I (BIO 137 or equivalent) and Writing I (ENG 101 or equivalent) with a grade of "C" or better.

Co-requisite: PTA 125.

This course is a five (5) credit hour course and is designed to provide the student with two and a half hours of classroom instruction and 5 hours of laboratory instruction per week over a sixteen-week period. The student will be awarded two (2) credit hours for the lecture component (30 contact hours) and three (3) credit hours for the laboratory component (90 contact hours) for successful completion of PTA 101.

Note: The completion of Perkins accountability pre- and post-testing is mandatory.

Required Textbook/ISBN:

Documentation for Physical Therapist Assistants, Bircher, 5th Edition, F. A. Davis

Principles & Techniques of Patient Care, Pierson & Fairchild, 6th Edition, Saunders

Medical Terminology Systems A Body Systems Approach, Gyls, 8th Edition, F. A. Davis

Introduction to Physical Therapy for Physical Therapist Assistants, Dreeben, 4th Edition, Jones & Bartlett

Access to PhysioU, a guideline-based web tool bridging the gap between technology and the latest evidence to enhance learning and patient care

Additional Required Materials:

Stethoscope & Sphygmomanometer and Gait Belt (may be provided by program)

Therapeutic Assessment Clip-Board (may be provided by program)

Access to PTNow.org for access to evidence-based articles, databases and professional literature. Free with current APTA membership.

Additional materials may be made available on Blackboard and in class.

General Education Competencies:

Students should prepare for twenty-first century challenges by gaining:

- A. Knowledge of human cultures and physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.
- B. Intellectual and practical skills, including:
 - a. inquiry and analysis
 - b. critical and creative thinking
 - c. written and oral communication
 - d. quantitative literacy
 - e. information literacy
 - f. teamwork and problem solving
- C. Personal and civic responsibility, including
 - a. civic knowledge and engagement (local and global)
 - b. intercultural knowledge and competence
 - c. ethical reasoning and action
 - d. foundations and skills for lifelong learning
- D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

Program-Specific Competencies:

Program Competencies:

Upon completion of the Physical Therapist Assistant Program the graduate will be able to:

1. Describe the scope and function of the physical therapist assistant.
2. Implement the physical therapy plan of care directed by the physical therapist.
3. Perform selected data-collection measurements as directed by the physical therapist.
4. Progress or modify selected patient interventions within the plan of care based on clinical indications and observed patient status.
5. Demonstrate patient care in a safe, ethical and legal manner.
6. Function as an effective health care provider within the community and health care system.
7. Educate patients, clients, family members and others within the plan of care

- and/or in group education programs.
8. Identify career development and lifelong learning opportunities.
 9. Relate the principles of wellness and disease to physical therapy for individuals across the lifespan.
 10. Demonstrate problem solving skills in administering physical therapy care.
 11. Document patient care in a manner which meets all state, federal and regulatory guidelines.
 12. Relate the anatomy and physiology of the musculoskeletal, neuromuscular, cardiopulmonary, and integumentary systems to physical therapy.
 13. Apply the principles of kinesiology and biomechanics to physical therapy.

Course Competencies:

Upon completion of this course, the student can:

1. Describe Physical Therapy as a profession.
2. Describe the roles of physical therapy providers.
3. Describe the laws, regulations and policies affecting physical therapy practice.
4. Identify members of the healthcare team, their responsibilities, and relationship to physical therapy.
5. Identify skills for effective communication and conflict resolution between patients, families and members of the healthcare team.
6. Identify medical terminology as it relates to physical therapy.
7. Identify components of physical therapy documentation.
8. Demonstrate an understanding of blood-borne pathogens and aseptic techniques.
9. Demonstrate proper body mechanics and safety precautions when performing physical therapy procedures.
10. Perform selected physical therapy skills such as wheelchair management, patient transfers, patient positioning and draping, vital signs assessment, and mobility training.
11. Describe the effect of cultural diversity on the practice of physical therapy.
12. Identify effective patient and consumer education strategies.
13. Identify selected ambulation aids.
14. Define weight bearing status.
15. Demonstrate proper fitting of selected ambulation aids.
16. Demonstrate basic gait training techniques for patients with selected medical and surgical conditions.
17. Demonstrate safe, effective guarding techniques for selected patient interventions.

18. Define terms related to research and evidence-based practice.

Behavioral Objectives:

Upon completion of this course the student will:

1. Identify traits and characteristics consistent with classroom and career success;
2. Demonstrate an understanding of the effects of immobility on various body systems and tissues;
3. List benefits of standing programs;
4. Identify responses to positional changes and activities;
5. Identify selected ambulation aids;
6. Demonstrate appropriate and safe techniques when utilizing ambulation aids in mobility training;
7. Demonstrate safe guarding techniques with ambulation activities;
8. Describe weight bearing status and its implication in mobility training;
9. Instruct a simulated patient in the safe and correct use of ambulation aids;
10. Safely perform appropriate patient transfers in the laboratory setting;
11. Demonstrate an understanding of the rationale for the use of wheelchairs and identify selected components and the rationale for their use;
12. Manipulate standard wheelchair components in the laboratory setting;
13. List benefits of standing programs;
14. Describe the Americans with Disabilities Act as it relates to the public and private sector;
15. Identify components of a physical therapy patient interview;
16. Identify signs and symptoms consistent with abuse;
17. Identify the types and components of physical therapy documentation, including the components of a SOAP note, and draft a progress note using the SOAP format;
18. Identify short- and long-term goals and intended outcomes within the PT's plan of care;
19. Demonstrate knowledge of approved abbreviations and symbols for use in daily documentation;
20. Describe the importance of accurate and appropriate documentation;
21. Define physical therapy;
22. List practice settings available to PTAs in which to work;
23. Describe the history and evolution of the physical therapy profession throughout history;
24. Differentiate the duties performed within the scope of work for the PT versus the PTA and demonstrate an understanding of supervision requirements and treating only within the PT's plan of care;
25. List and discuss the educational qualifications of the physical therapist versus the physical therapist assistant;

26. Identify the continuing education requirements of the physical therapist and the physical therapist assistant as outlined in the state practice act;
27. Describe the history and evolution of the American Physical Therapy Association (APTA);
28. Describe the membership categories and list sections/academies of the APTA;
29. List roles of the APTA in advancing the profession;
30. List benefits of membership to the APTA;
31. Describe the physical therapy educational accreditation process;
32. Recognize the role of the physical therapist assistant in the clinical education of physical therapist assistant students;
33. Discuss the Guide to Physical Therapy Practice;
34. Identify concepts of disease, impairment, functional limitations and disability to the Nagi Disablement Model and to the International Classification of Functioning, Disability and Health;
35. Identify attributes described in the APTA Value-Based Behaviors for the Physical Therapist Assistant through the Self-Assessment Tool;
- 36.
37. Identify the roles of members of the interdisciplinary healthcare team and demonstrate an understanding of the roles of the PTA on that team;
38. Demonstrate interpersonal and intrapersonal skills in relation to physical therapists, physical therapist assistants, patients, families, and other members of the healthcare team;
39. Demonstrate safe body mechanics when implementing various patient transfer techniques and patient positioning in the laboratory setting;
40. Instruct a simulated patient on proper body mechanics while performing transfer techniques;
41. Demonstrate proper technique for safeguarding of patients while transferring and positioning in the laboratory setting;
42. Safely implement appropriate techniques for patient positioning and draping in the classroom and laboratory settings;
43. Discuss the importance of diversity, equity and inclusion in healthcare settings;
44. Identify aspects of care that are directly impacted by cultural differences;
45. Identify effective methods for resolution of culturally influenced patient situations;
46. Identify concepts related to evidence-based practice and statistical data;
47. Discuss effective methods for communication and conflict resolution between physical therapists, physical therapist assistants, patients, families, and members of the health care team;
48. Implement effective teaching strategies for simulated patients in a laboratory setting;
49. Identify selected equipment and modalities used in contemporary practice in varied settings and the general use of each;
50. Recognize emergency situations and describe appropriate actions;
51. Differentiate between active and passive range of motion;
52. Discuss pathology relating to blood-borne pathogens;

53. Identify signs and symptoms of blood-borne pathogens;
54. Discuss treatments of blood-borne pathogens;
55. Demonstrate safe techniques of protection against blood-borne pathogens in the classroom and laboratory settings;
56. Identify and demonstrate standard precautions, isolation techniques, infection control and disinfection in both the laboratory and classroom setting;
57. Demonstrate the appropriate technique to maintain a sterile field in the laboratory setting;
58. Perform basic data collection techniques;
59. Demonstrate appropriate and safe techniques for monitoring vital signs in the laboratory setting;
60. Identify typical and atypical values of vital signs;
61. Identify ethical behaviors consistent with the Guide for Conduct of the Physical Therapist Assistant and Standards of Ethical Conduct;
62. Identify, relate and apply selected portions of the Kentucky Physical Therapy Practice Act to specific scenarios;
63. Define OSHA and its role in healthcare;
64. Discuss the implications of professional liability;
65. Discuss informed consent;
66. Discuss patient confidentiality as it relates to the physical therapy setting;
67. Identify indications of fraud and abuse related to the utilization of and payment for physical therapy services;
68. Identify the components of a health record;
69. Identify profession-specific responsibilities that adhere to state and federal regulations;
70. Demonstrate a basic understanding of the term "performance improvement".
71. Demonstrate an understanding of medical terminology as it relates to bodily systems, pharmacology, special tests, and physical therapy treatments.

Course Outline:

- I. Physical Therapy as a Profession
 - A. History
 - B. American Physical Therapy Association
 - C. Physical therapist
 - D. Physical therapist assistant
 - E. Federal and state regulations affecting physical therapy practice
 - F. Patient legal rights
 - G. Ethical Conduct

- II. Interdisciplinary Healthcare Team
 - A. Members

- B. Responsibilities
- III. Patient Care Skills
- A. Cultural diversity
 - B. Communication
 - i. Interpersonal
 - ii. Conflict resolution
 - C. Bloodborne pathogens
 - D. Aseptic techniques
 - i. Handwashing
 - ii. Standard precautions
 - iii. Aseptic fields
 - iv. Disinfection
 - v. Isolation precautions
 - E. Safety precautions
 - F. Body mechanics
 - G. Wheelchair management
 - H. Patient transfers
 - I. Patient positioning and draping
 - J. Vital signs
 - K. Documentation
 - L. Medical Terminology
 - M. Patient Education
 - N. Gait Training
 - i. Device selection
 - ii. Weight bearing status
 - iii. Fitting
 - iv. Basic gait training
 - v. Guarding
 - O. Evidence-based practice and research
 - i. Terminology
 - ii. Basic methodology
 - iii. Importance to profession

Experiences/Activities:

1. Communication skills
2. Aseptic techniques
3. Safety precautions
4. Body mechanics
5. Wheelchair management
6. Patient transfers
7. Patient positioning and draping
8. Vital signs assessment

9. Patient education
10. Basic gait training and guarding
11. Documentation

Grading Criteria:

Grading Scale:

The lowest acceptable grade in any PTA Program course is "C." The grading scale utilized by the Somerset Community College Physical Therapist Assistant Program is as follows:

90.00% - 100%:	A
83.00% - 89.99%:	B
80.00% - 82.99%:	C
74.00% - 79.99%:	D
0.00% - 73.99%:	E

Grade Computation:

Lecture examinations are given following the completion of selected topics. Test formats may include a variety of testing methods, including but not limited to multiple choice, short answer, essay, matching, etc. If the student has an excused absence as outlined in the attendance policy above and does not take an exam, the student must make an appointment with the instructor to take the exam. **The appointment must be made to take the exam at the next available time or next day of class.** If the absence is unexcused, no opportunity will be given to take a make-up exam and the student will earn a score of zero for the missed exam. All lecture exams will be timed. **The exam start time is to begin as scheduled in the tentative agenda or otherwise provided by the instructor. The time allotted for the exam will begin at the scheduled time. If a student arrives late to an exam, they will have only the time originally allotted to complete the exam from the scheduled start time.**

All students receiving less than 80% on the multiple-choice portion of a written exam are required to complete remediation for all missed multiple-choice questions. The documentation of this remediation may be course specific. Students not completing the remediation will receive a grade of Incomplete ("I") for the course until the remediation has been completed and may not advance in the program or attend clinical rotations until a passing grade for the course has been assigned. The instructor may or may not award points for the remediation.

Corrections on the computed exam score must be brought to the instructor's attention **immediately** following return of the examination. If this is not done,

changes in the student's grade will not be made. From the time an exam is returned, students will be permitted to review the exam in the classroom / laboratory during the next in person class. After that class, **students may NOT be permitted to review the exam and no corrections to the computed score will be made.** Students challenging specific questions must justify their answer in writing and/or meet with the instructor on an individual basis. Challenges are on a case-by-case basis and are not to be discussed with other students in the PTA Program.

The final exam is comprehensive and is administered at the end of the course. If the student has an excused absence and does not take the final exam, the student must take the make-up exam as quickly as possible so that a grade may be issued. The student must make an appointment with the instructor to take the final exam. If the absence is unexcused, no opportunity will be given to take a make-up final exam and the student will earn a score of zero for the missed exam. Additionally, if the make-up exam is not completed within the specified time frame, as determined by the instructor, the student may receive a grade of zero for the exam. **The final exam start time is to begin as scheduled in the tentative agenda or otherwise provided by the instructor. The time allotted for the exam will begin at the scheduled time. If a student arrives late to the exam, they will have only the time originally allotted to complete the exam from the scheduled start time.**

An opportunity to review the final examination will be scheduled within 48 hours of the administration of the exam. This will be in person only. Corrections in the computed exam score must be brought to the instructor's attention at the time the examination is reviewed. If this is not done changes will not be made. Examination materials, cannot be removed from the classroom in any form. This includes writing down test questions and/or answers following an examination. Students failing to adhere to this policy will earn a score of zero for the examination and are subject to disciplinary action as outlined in the *Student Code of Conduct*.

Remediation opportunities may, at the discretion of the instructor, be made available to students. If remediation opportunities are made available to one student in the course, they will be made available to all students in the course.

Laboratory practical examinations will be utilized to evaluate student knowledge, technical competencies, safety, and interpersonal communication skills. All laboratory skills must be observed by three different peers prior to the student requesting the responsible faculty member to sign the laboratory skills checklist documenting competency. The student may use the same peer no more than twice during the course of the semester. Documentation of peer observation must be provided prior to the faculty skills check. A laboratory skills checklist documenting competency, as observed by the responsible faculty member, must be completed prior to the student's sitting for the practical examination. In order to progress through the program, the student must receive a score of 80% or higher on all practical examinations and must demonstrate all critical skills elements, as denoted by "*" on the practical examination

form, with 100% proficiency. Students who do not proficiently perform all critical skills elements will receive a score of zero for the examination, regardless of the number of points awarded for other skills demonstrated.

Students who fail to receive a score of at least 80% and/or fail to demonstrate critical skills elements with 100% proficiency on their first attempt may repeat the practical examination. The highest possible score on the second attempt is 90%. In order to progress through the program, the student must receive a score of 80% or higher on all practical examinations and must demonstrate all critical skills elements, as denoted on the practical examination form, with 100% proficiency. Students who do not proficiently perform all critical skills elements will receive a score of zero for the examination, regardless of the number of points awarded for other skills demonstrated.

Students who fail to receive a score of at least 80% and/or fail to demonstrate critical skills elements with 100% proficiency on their second attempt may repeat the practical examination a third and final time. The highest possible score on the second attempt is 85%. In order to progress through the program, the student must receive a score of 80% or higher on all practical examinations and must demonstrate all critical skills elements, as denoted on the practical examination form, with 100% proficiency. Students who do not proficiently perform all critical skills elements will receive a score of zero for the examination, regardless of the number of points awarded for other skills demonstrated and will be advised to withdraw from the class at that time with a grade of "W". Students who have failed a practical examination after three attempts and do not elect to withdraw from the course will receive a grade of "E", and will not be permitted to progress through the program.

Any student taking a repeat practical examination is required to document completion of remediation that is collaboratively designed by the faculty member administering the examination and the student. Examples may include, but are not limited to, additional practice time for the skill, review of anatomical structures, written assignments explaining indications or contraindications, additional peer assessments, additional skills checks, etc. Practical examination re-takes will be scheduled by the instructor.

Students who do not receive a grade of "C" or higher for PTA 101 must withdraw from the program.

The final grade for PTA 101 is computed as follows:

Each of the three unit examinations will count 13% toward the final computation. The comprehensive final examination will count 20% toward the final computation.

Laboratory practical examinations will be utilized to evaluate student knowledge, technical competencies, and interpersonal communication skills.

Laboratory practical examinations will be completed periodically throughout the semester as selected clinical skill units are completed. The three laboratory practical examinations will count as 12% of the final grade (4% each). Refer to the “Evaluations / Examinations” Section above for a description of Practical Examination testing procedures.

Medical Terminology quizzes will make up 8% of the final grade. This will include 14 quizzes over the course of the semester. Module quizzes will be included at the end of each module in Blackboard. These quizzes combined with make up 5% of the final grade.

There will be an out-of-class Scavenger Hunt assignment to be completed on Blackboard (0.5% of total grade), one Bingocize activity (0.5% of total grade), one Oral presentation (3% total), one online HIV/AIDS training course (1% of total), and one written (1% of total) assignment will be required during the course of the semester, accounting for 6% of the student’s final grade. There will be a required online APTA assignments provided through APTA website (5% of total grade). An accessibility assignment with make up 2%, a Bloodborne Pathogens quiz taken in class (1% of total grade), and an Infographic Team Project (2% of the total grade) will complete the graded assignments.

Written Lecture Exam I:	13.0%
Written Lecture Exam II:	13.0%
Written Lecture Exam III:	13.0%
Final Lecture Exam (Comprehensive):	20.0%
Laboratory Practical I (Ambulation Aids):	4.0%
Laboratory Practical II (Positioning, Draping, Transfers, etc.):	4.0%
Laboratory Practical III (Infection Control and Vital Signs):	4.0%
Medical Terminology Quizzes	8.0%
Presentation: DEI & Healthcare Disparities	3.0%
Module Quizzes	5.0%
HIV/AIDS Online Course:	1.0%
Accessibility Assignment	2.0%
APTA Assignments	5.0%
Bloodborne Pathogens Assignment	1.0%
“Wheelchair for a Day” Written Assignment	1.0%
Scavenger Hunt Activity:	0.5%
Bingocize Activity	0.5%
Infographic Team Project	2.0%
	100.0%

The completion of Perkins Accountability Testing (On-Line Advantage) pre- and post-testing is mandatory. Students who have not completed the Perkins

Accountability Testing (On-Line Advantage) may not be permitted to graduate.

The completion of the PTA 101 Pre-Test must be completed prior to the first day of class and the PTA 101 Post-Test must be completed following the last day of lecture, but prior to the final examination in order to receive a grade for the course. Failure to complete these assignments will result in a course grade of "E."

All assignments are required assignments. If the student elects not to complete an assignment, the student will receive a course grade of "I" (Incomplete) until the assignment is completed. For excused absences, the student may be docked 10% of the total points for the assignment for each day the assignment is late at the instructor's discretion. For unexcused absences, the student must complete the assignment, but will receive a score of "0%" (zero percent) for the grade.

Make-Up Work Policy:

Students enrolled in the Physical Therapist Assistant Program are expected to demonstrate professional behaviors, including timely submission of all assignments. However, in cases with valid extenuating circumstances, assignments or examinations may be made up at the discretion of the instructor and/or program director. The grade for make-up work may be dropped by 10% for each class period it is late.

Late Work Policy:

Students enrolled in the Physical Therapist Assistant Program are expected to demonstrate professional behaviors, including timely submission of all assignments. Late work is accepted only with a valid excuse and at the discretion of the instructor, and the grade may be lessened by 10% for each class period it is late. Assignments that specifically state that the submission deadline is absolute (for example, on-line assignments), the instructor may issue a grade of zero percent (0%). For one late assignment, the instructor will meet with the student to discuss extenuating circumstances. For more than one late assignment, a conference with the student, instructor, and program director may be scheduled to discuss extenuating circumstances and the student's continuation in the program.

Written Work Policy:

All written assignments should be:

- a. Completed in black ink or typed, as outlined in assignment;
- b. Legible and on unlined standard size white paper;

- c. Completed by the due date or you will receive a grade of zero for the assignment;
- d. Reflect accurate spelling and grammar; and
- e. Include appropriate documentation of reference.

Attendance Statement:

Students enrolled in the Physical Therapist Assistant Program are expected to demonstrate professional behavior, including regular attendance of all regularly scheduled class and laboratory sessions. Because there is a high correlation between classroom attendance and academic success, absences from scheduled lecture, laboratory and clinical sessions are considered detrimental to the academic and clinical performance of the student. Therefore, attendance is required at all scheduled classes and clinical days.

The student is directly responsible to the appropriate lecture or laboratory instructor if the student is tardy or absent and is responsible for any content missed, assignments, etc. The course syllabi contain information necessary to success in the class including a listing of required and recommended texts, materials and equipment, testing and grading information, goals and objectives of the course, and other required course learning experiences. In the event of any absence, the student is responsible for completing the Class Absence Remediation Form and completing assignments as required in order to take written examinations.

If the student finds it necessary to be absent from a classroom session, the student is responsible for notifying the appropriate instructor prior to the beginning of the class session missed.

The student is responsible for obtaining content missed in any class. Students must notify the instructor prior to the beginning of class if they are unable to attend. All unexcused absences, including failure to notify the instructor of an excused absence in advance, may result in a 2-point deduction from the student's final class average. All students missing any lecture are required to complete and submit Class Absence Remediation Form at the beginning of the next scheduled class meeting.

Excused absences may be granted for the following reasons:

Illness: If the student is absent due to illness, the student is required to notify the course instructor at least one hour prior to the absence. On return, the student must present an excuse, signed by his/her physician, unless otherwise directed by the course instructor.

Emergency: If the student is absent due to illness at home or a death in the

family, the course instructor must be notified prior to the absence. Emergency situations and extenuating circumstances will be considered on an individual basis.

Required appearance in court: If the student must be absent due to a required court appearance, the course instructor must be notified prior to the absence.

Other: Members of the faculty reserve the right to excuse absences on an individual basis.

Students with three or more unexcused absences in any lecture/laboratory course may receive a grade of "E" for the course and be required to withdraw from the program.

ALL REPORTED ABSENCES ARE NOT NECESSARILY EXCUSED ABSENCES.

The PTA program may utilize off-campus facilities for lecture and laboratory instruction to enhance student outcomes. These learning experiences are scheduled in advance and the student is made aware of them in the course syllabus or as quickly as possible. This off-campus instruction is a requirement of the particular course it is scheduled for and falls under the guidelines within the syllabus for that course. Students will assume responsibilities for travel to and from the off-campus facility, as well as all liability associated with the experience, including emergency care and other medical expenses.

Tardiness:

Students enrolled in the Physical Therapist Assistant Program are expected to demonstrate professional behavior, including punctuality. Tardiness is considered a disruption to classmates and instructors and affects the learning experiences of all students in the class. Students who are tardy may not enter the class after it has begun until the next scheduled class break unless they have contacted the instructor and have a valid excuse. Instructors will close and/or lock the door at the time class is scheduled to begin.

Students who are tardy 3 or more times, without excuse and/or communication to the instructor, will have their grade deducted by one letter grade. Instructors will be keeping a tally of tardies in a specified folder documenting student name, date, and class.

Appropriate attire for classroom activities is, unless otherwise specified, casual dress.

The core faculty members make every effort to adhere to the tentative schedule included in the course syllabi. However, because of scheduling conflicts, external factors, or the nature of material covered, this is not always possible. Students should be prepared to arrive early or stay later than the scheduled times to ensure that all program material is thoroughly covered.

Withdrawal Policy:

A student may officially withdraw from any class up to and including the date of midterm with a W grade. After the date of midterm and through the last class of the semester or session, any student may officially request to withdraw from a course and receive a W, which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining if a student will be allowed to withdraw during the discretionary period. An instructor shall not assign a student a W for a class unless the student has officially withdrawn from that class in a manner prescribed by the college. The grade of W may be assigned by the College Appeals Board in classes involving a violation of student academic rights or for academic offenses. <https://someset.kctcs.edu/current-students/academic-resources/student-policies.aspx>

Academic Integrity:

Students may be subject to disciplinary proceeding resulting in academic penalty or disciplinary penalty for academic dishonesty. Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and/or collusion.

Please refer to this link for more information regarding the SCC Student Code of Conduct: [Code of Student Conduct | KCTCS](#)

Responsible Use of AI Statement

As AI technologies become increasingly integrated into various aspects of our lives, it is important to understand and utilize these tools responsibly. In this course, students are encouraged to explore and leverage AI tools to enhance their learning and productivity. However, responsible use of AI is paramount and entails the following guidelines:

1. **Ethical Use:** AI tools should be used to support your learning process, not to replace your own efforts. Avoid using AI to complete assignments, exams, or other assessments that are intended to measure your individual understanding and skills.
2. **Attribution:** If you use AI tools to generate content, ideas, or assist in your work, you must properly cite the use of AI as a source. This includes any AI-generated text, suggestions, code, or research assistance. For example, "This text was generated with

the assistance of [AI tool name]."

3. **Transparency:** Be transparent about how you have used AI in your work. This includes specifying which parts of your work were generated or influenced by AI and which parts are your original contributions.
4. **Accuracy and Reliability:** Be aware that AI tools can sometimes produce inaccurate or biased information. Always verify AI-generated content against reliable sources and use critical thinking to assess its validity.
5. **Privacy and Confidentiality:** Respect privacy and confidentiality when using AI tools. Avoid inputting sensitive or personal information into AI systems and be cautious about the data you share.

By adhering to these guidelines, students will ensure that they are using AI tools in a responsible and ethical manner, which will contribute to their learning and the integrity of their academic work.

Failure to adhere to these guidelines may be considered a violation of academic integrity policies. If you have any questions about the appropriate use of AI tools, please consult with the instructor.

Accessibility Services for Students with Disabilities

SCC students with disabilities requiring accommodations (i.e. academic adjustment and/or auxiliary aids or services) for this course must contact the [SCC Accessibility Office](#) . Please DO NOT request accommodations directly from the instructor without a letter of accommodation from the Accessibility Services Office. The instructor is responsible for providing the designated reasonable accommodation(s) when notified by the DSO. Upon receipt of the letter of accommodation, the instructor will contact the student to discuss how accommodations will be met. If your instructor has not contacted you and you have questions about your accommodations, you should contact your instructor as soon as possible.

Students with a home college other than SCC must contact disability services at their home college for accommodations. The [DSO at the student's home college](#) will communicate with the student's instructor and/or SCC's DSO to coordinate and/or provide reasonable and appropriate accommodations to the student.

In compliance with federal law, including the provisions of Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, SCC does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability or military service in its programs, activities, admissions policies, scholarship and loan programs, athletic and other college-administered programs or employment. In addition, SCC does not

discriminate on the basis of sexual orientation consistent with KCTCS nondiscrimination policy. Inquiries or comments regarding these issues should be directed to the SCC DSO, 808 Monticello Street, Somerset, KY 42501.

Manager of Disability Services: Amanda Vanhook

Office Hours: Somerset North Campus, Student Commons Bldg. #117 and Laurel North Campus, Bldg. 3, #203-B. Please contact to set up and in-person or virtual appointment.

Contact Information: ananda.vanhook@kctcs.edu 606-451-6706 or 1-877-629-9722 ext. 16706

Procedures relating to Discrimination, Harassment, and Sexual Misconduct:

Students may direct complaints of discrimination or harassment to Dean of Student Affairs Tracy Casada at tracy.casada@kctcs.edu or 606-451-6631 for resolution pursuant to the Code of Student Conduct at <https://somerset.kctcs.edu/current-students/academic-resources/code-of-conduct.aspx>.

Sexual misconduct matters should be directed to the Title IX Coordinator Tracy Casada to be handled in accordance with the Sexual Misconduct Procedure at <https://somerset.kctcs.edu/about/student-life/title-ix/index.aspx>. Any responsible employee who receives information related to sexual misconduct is required to report it to the Title IX Coordinator. More information about KCTCS Title IX procedures can be found at <https://somerset.kctcs.edu/about/student-life/title-ix/index.aspx>.

Student Academic and Technical Support:

Somerset Community College offers support to all its students, whether enrolled in classes on campus or online. Your instructor is your primary resource, but the Learning Commons branches are available for assistance with research, tutoring, and computer services. Tutoring appointments can be made at <http://somerset-kctcs.libcal.com/>, but are not necessary. Walk-ins are welcome. Students can also access contact information and hours of operation for all the branches of the Learning Commons at <http://somerset-kctcs.libcal.com/>. For more information, call [606-451-6710](tel:606-451-6710).

Blackboard technical support is available by telephone at [855-664-6722](tel:855-664-6722) (option 4).

Starfish:

SCC is dedicated to your academic success. Starfish is a program available to all students to enhance communication among students, instructors, and advisors. To access Starfish, just log in to Blackboard and click Starfish link. Ask your instructor or advisor for details. Check out SCC's website for more details and helpful instructions.

SNAP:

Safety Notification Alert Process (SNAP) is the official notification system for the Kentucky Community and Technical College System (KCTCS). SNAP alerts users to on-campus emergencies (including closures for inclement weather) for all 16 KCTCS colleges and the System office. With SNAP you can:

- Find out if classes are cancelled or delayed due to weather, power outages or other unexpected events impacting campus.
- Get severe weather notifications so you can take shelter when a storm hits.
- Receive emergency messages when something or someone could be a threat to your personal safety.

To enroll, visit [KCTCS SNAP site](#) to sign up and/or update your mobile and email information.

Security Supervisor: Paul Smith
Office: 101A Blakely Building, Somerset North Campus
Phone: (606) 451-6938
Email: paul.smith@kctcs.edu

KCTCS/SCC Tobacco Free Policy:

“Tobacco use, including chewing (oral), smoking, and electronic cigarettes are NOT permitted on the properties of Somerset Community College campuses and centers, including buildings, sidewalks, and parking lots. *KCTCS Tobacco Free Policy, Administrative Procedures, Section 3.3.14.*”

Statement Regarding College and Program Flexibility

The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and employees. The College will attempt to make these changes as minimally disruptive as possible, but the College reserves the sole right to alter the particular type, place, or time for their classes.

Additional Information:

Preparation:

It is expected that each student engage in a minimum of two hours of study for each hour spent in class. The student is responsible for noting the subject for class discussion and using any references that may be indicated on the unit outline provided for class preparation prior to class. If the student requires assistance beyond the classroom, the student should feel free to consult the instructor involved on an individual basis.

Minors:

Students should not bring children to either class or laboratory. Minors 16 years and younger must not be left unattended on campus.

Electronic Devices:

Students are required to silence all electronic devices (examples: pagers, cellular phones, smart watches, tablets etc.) in classrooms and laboratories (except for those students who may work for an emergency agency, such as the fire department, etc.). In the event the student has a potential extenuating circumstance that may require emergency notification, the instructor should be notified prior to the beginning of class.

Social Networking Statement and Display of Classroom/Laboratory/Personal Data Statement:

Social networking is not limited to named sites (Facebook, Twitter) as new sites and technologies are constantly being developed.

Private patient information must be kept confidential and can only be disclosed or used for specific purposes related to an individual's care. Students may not post comments that would compromise another person's or organization's privacy (HIPAA) or comments that do not conform to state and federal laws and KCTCS policy. Confidentiality of medical information on patients and information regarding the conduct of health care personnel must be honored. Failure to observe privacy/confidentiality policies related to patient care may result in dismissal from the program and may result in legal action against the student.

Privacy must also be maintained with regards to classroom / laboratory activities. Videos, photos, comments, presentation materials, etc. related to classroom / laboratory activities may never be shared on social networking sites without prior written permission from the faculty member responsible for the course taught. Similarly, student information, including but not limited to

privileged information learned in classroom settings, may not be shared without written permission from that student. Failure to observe privacy/confidentiality policies related to patients, faculty, staff students and/or patient simulators may result in dismissal from the program.

Students should also be aware that postings and pictures on social networking sites may be viewed by KCTCS and potential employers and could reflect negatively on the individual and or school and may be a violation of school policy.

General Program Requirements:

Liability Insurance:

Program students are required to maintain liability insurance while completing clinical courses. Effective 2013, this is automatically assessed to the student with their tuition.

Immunizations and Immunization Records:

Students are required to maintain up-to-date immunization status and to maintain records as required by clinical affiliates. Students must adhere to all KCTCS, SCC and SCC Health Division policies regarding immunization records. Costs associated with immunizations and their documentation are the student's responsibility.

Students must submit proof that they have received or are in the process of completing the Hepatitis B Vaccination Series OR for those students electing not to receive the Hepatitis B Vaccination, a signed and dated declination form. No student will be permitted to attend clinical rotations without proof of vaccination OR completion of the declination form.

Students who fail to meet the requirements of clinical affiliates may not be permitted to complete the clinical rotation.

Criminal Background Checks:

Students may be required to submit to criminal background checks. Students must adhere to all KCTCS, SCC and SCC Health Division policies regarding immunization records. Costs associated with criminal background checks are the student's responsibility.

CPR Certification:

Students must maintain current CPR certification as outlined in the SCC PTA Program Student Handbook.

Technical Standards:

Students must retain the technical standards relative to sufficient visual acuity, auditory perception, gross and fine motor skills, communication skills, and intellectual and emotional function as identified in the Senate Rules of the Community College System.

Food and Drink in Classrooms and Laboratories:

Students may not consume food or beverages in the classroom with the exception of bottled water. Students may use the refrigerator in the laboratory to store their lunch, but may not eat in the laboratory. Food may not be stored in the refrigerator overnight.

Technology and Classroom Etiquette:

Students are to turn cell phones, iPads and iPods, smart watches and other hand-held electronic devices to the “off” or “vibrate” position prior to class. Texting during class is strictly prohibited and will result in dismissal from the class. The class may not be videotaped or audiotaped without prior permission and any recordings of any class session may not be broadcast or distributed in any way, including YouTube, Facebook, or other social/media sites. Downloads or screen recordings of provided online lectures are also strictly prohibited. Streaming of the provided lectures in the intended utilization.

The student will be required to place their cell phone and/or smartwatch in a secure place monitored by the instructor while the student completes their exam. After the exam has been submitted, the student will have their devices returned. In the event the student has a potential extenuating circumstance that may require emergency notification (including those students who may work for an emergency agency, such as the fire department, etc.), the instructor should be notified prior to the beginning of the exam.

Other actions that are disruptive to the class (e.g. talking during class, etc.) may result in dismissal from the class. The student will receive a verbal warning for the first offense; a written warning for the second offense; and will receive a failing grade for the course on the third offense.

Required Training for Laboratory:

Students in courses with a laboratory component are required to complete safety training modules prior to participation in laboratory activities. Required training courses are located in “Lab Safety Training”

folder within the corresponding course BlackBoard module. Training courses may be found at Kentucky Labor Cabinet e-training link: <https://kysafe.ky.gov/programs/training/Pages/etrain.aspx>

Receipt of Syllabus:

All students are required to complete the syllabus quiz in the Blackboard shell that this syllabus has been read, explained, and that they understand the content.

REL 101 Syllabus

Instructor Information

Name: *Kristy Swindle*

Office: *Virtual*

Office Hours: *Online office hours only*

Phone: *205-919-1521*

Email: KSwindle0001@KCTCS.edu

Communication Statement

- Please contact me using ‘messages’ within the course or your KCTCS e-mail. If you would like to schedule a time to call, FaceTime, or Zoom, please state that in your e-mail. I will respond within 24 hours providing appointment options.
- Emails will be answered 24-48 hours after receipt.
- Assignments will be graded within one calendar week.

Course Information

Course Name

Introduction to Religious Studies

Course Number and Section

REL 101-01Z1,55584

Term

Fall 4234

Year

2023

Meeting Time and Location

Online (100%)

A weekly module will open by 8:00 AM each Monday with instructions and assignments. At the discretion of the instructor, modules may be opened early to allow students to read/work ahead.

Course Description

REL 101 Introduction to Religion (3 credits)

Introduces students to the study of religion, emphasizing the varieties, differences, and similarities of religious experience and expression. Examines the interaction between religious experience and expression and social and cultural contexts through study of selected examples.

Lecture: 3 credits (45 contact hours)

Components: All lectures and assignments for this course will be posted and submitted through BlackBoard.

Attributes: Arts and Humanities/Humanities; Social/Behavioral Science

Course Text(s)

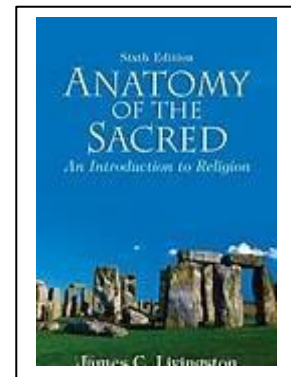
Anatomy of the Sacred: An Introduction to Religion

Edition: 6th

Author: James C. Livingston

ISBN: 978-0-13-600380-9

Publisher: Pearson



To purchase textbooks, visit the ACTC Bookstore located on College and Technology Drive Campuses or [online](#).

Course Materials

Textbook is required for this course and is only available in paperback. Additional readings and videos will be provided as PDFs or links inside individual modules. Films may be recommended.

Minimum Technical Skills

Students are expected to have basic computer skills including opening and sending emails, creating documents using Word, and accessing the internet.

Learning Outcomes and Course Competencies

REL 101 Course Competencies

Upon completion of this course, the student can:

1. Demonstrate an understanding of vocabulary, concepts, and theories of religious

- studies.
2. Express an understanding of what religion is and why it is a part of human experience.
 3. Express Knowledge of the complexity, depth of thought, and variety of religious practices.
 4. Engage in serious discussion and debate about religion and human beliefs.
 5. Identify ways to classify and compare religions and religious processes and activities.

General Education Outcomes:

Students should prepare for twenty-first century challenges by gaining:

- A. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, languages, and the arts.
- B. Intellectual and practical skills, including
 - Inquiry and analysis
 - Critical and creative thinking
 - Written and oral communication
 - Quantitative literacy
 - Information literacy
 - Teamwork and problem solving
- C. Personal and social responsibility, including
 - Civic knowledge and engagement (local and global)
 - Intercultural knowledge and competence
 - Ethical reasoning and action
 - Foundations and skills for lifelong learning

Integrative and applied learning, including synthesis and advanced accomplishment across general

Grading and Policies

Grade Distribution

Assignment Type	Quantity	Point Value of Each	Total Points
Module Assignments <i>MAs are 'class participation' grades</i>	Points vary by assignment		200
Exams (includes Mid-Term & Final)	6**	40	200
Analysis	1	100	100
	TOTAL POINTS:		500

**You will take 6 exams with the possibility of dropping one score.

Module Assignments:

Module Assignments (MAs) are 'class participation' grades. Those students who do not complete the textbook readings/quizzes, the assigned lectures videos, and/or other materials as included in the module will not be eligible to receive associated assignment points.

Module assignments may include but are not limited to the following:

- Discussion questions
- Journal responses
- Podcast reviews
- Survey participation
- Article summaries
- Film reviews

General Grading Rubric for Writing:

Qualities of A writing:

- Contains a well-developed, clearly stated thesis or statement sentence.
- Stays focused on topic and completely answers prompt (when applicable).
- Uses evidence from assigned texts, with quotes and explanations of those quotes.
- Is logically organized and information is accurate.
- Is written at a college level, paying attention to style, word choice, flow, transitions, paragraph cohesion, and is PROOFREAD. Also follows all instructions given by instructor.
- Shows independent and critical thought.

Qualities of B writing:

- Clear statement, but underdeveloped.
- Generally addresses topic.
- Evidence is not always relevant or forgotten.
- Some organizational problems.
- Not proofread, weak transitions, other marks of rushed or inadequately considered work.

Qualities of C writing:

- Some attempt to answer the question/issue but no real thesis or statement.
- Disorganized, no transitions, irrelevant or wrong evidence.
- Lack of originality simply parrots texts or over-generalizes.
- Too short/long, doesn't follow instructions, misuse of language or terminology, not proofread.

Qualities of D writing:

- Late or untyped work.
- No statement, little if any evidence, off topic.

- Sloppy writing, grammatical errors, frequent misspellings, ignored instructions given by instructor.

Qualities of E writing:

- Not turned in or very late.
- Extemporizing, pejorative or offensive statements, ignored instructions given by instructor

Grading Scale

Letter Grade	Percentage Grade	Points Scale
A	90 – 100	500-450
B	80 - 89	449-400
C	70 - 79	399-350
D	60 - 69	349-300
E	0 - 59	<300

[The KCTCS Catalog](#) contains an explanation of grades; descriptions of courses and programs; expectations of students, staff and faculty; and more.

Class Policies

Late Work: *Late submissions (for all graded items) will be accepted at the discretion of the instructor and will be subject to the reduction of points equivalent to one letter grade per day.*

Make-up Tests: *Exams are not accepted late.*

Test Proctoring: *Test proctoring may be used on an as needed basis.*

College Policies

Withdrawal Policy

"W" – Withdrawal represents a withdrawal from class without completing course requirements. A student may officially withdraw from any class up to and including the date of mid-term with a "W" grade. After the date of mid-term and through the last class of the semester or session, the student may officially request a "W" grade which may be given at the discretion of the instructor.

[Withdrawal Policy and Procedure](#)

The last day to withdraw with a grade of “W” is **October 8, 2023.**

Instructor discretion: Students are permitted to withdraw from this class with a grade of “W” up until **December 1, 2023.**

Incomplete Grade Policy

An incomplete or ‘I’ means that part of the work of the course remains unfinished. It shall be given only when there is a reasonable possibility that a passing grade will result from completion of the work. The instructor and student will discuss the requirements for completion of course with the time limit for

completion not to exceed a maximum of one year; failure to do so will result in an automatic change of grade from I to an E. View the [full policy for an incomplete](#).

Academic Offenses

Please refer to Article III Subsection B (ii) of the [Code of Student Conduct](#), which is published on the ACTC Webpage under Current Students - Academic Resources, regarding a description of possible sanctions for academic offenses. Subsection D of Article III provides a description of sanctions regarding student behavior.

The *KCTCS Rules of Senate* (see Section VII Rules Relating to Student Academic Affairs Subsection 3 Student Academic Offenses and Academic Sanctions) for definitions of the four academic offenses subject to sanction. These four academic offenses are: Plagiarism, Cheating, Student Co-Responsibility, and Misuse or Student Falsification of Academic Records.

Disabilities Statement

Ashland Community and Technical College strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodations for all persons with disabilities. If you are seeking accommodations for this course under the Americans with Disabilities Act (ADA), you are required to contact the [Accessibility/Disabilities Services Office](#).

To request accommodations, complete the [Accommodation Request Form](#). Please do not request accommodations directly from your instructor without a letter of accommodation from the Accessibility/Disability Services Office.

If you are a student from a KCTCS college other than Ashland Community and Technical College, contact your Home College for establishing disability accommodations. You can find your Home College's Accessibility/Disability Services Office contact information on the [KCTCS Disability Services website](#). Your Home College will communicate with your instructors and Accessibility/Disability Services Office to provide you with reasonable and appropriate accommodations. Your accommodations will begin after the instructor has received confirmation of your accommodations from the Accessibility/Disability Services Office. Accommodations cannot be applied to your course retroactively.

If you have questions, please contact the Disability Services Director at 606-326-2051.

Satisfactory Academic Progress

Federal regulations mandate that a student must maintain [Satisfactory Academic Progress](#) (SAP) in his/her course of study regardless of whether or not financial aid is awarded each semester.

To receive and to continue receiving financial aid, students must meet the following Financial Aid Satisfactory Academic Progress Standards:

- Students must successfully complete at least 67% of attempted courses.
- Students must maintain at least a cumulative 2.0 GPA; and
- Students must have attempted fewer than 150% of the credits required for their declared program of study. For example, the AA degree requires 60 credit hours and a student cannot attempt more than 90 credit hours to complete this degree.

If at the end of any term, your financial aid is suspended due to not meeting these standards, you have the right to submit an appeal.

TITLE IV Funds

If you are receiving Title IV funds (financial aid, grants or loans) and you do not successfully complete or prematurely withdraw from this course, you could owe a portion of the money back. Please check with the financial aid office before dropping this or any class.

Student Loans

Student loan borrowers please remember borrowing a student loan is a legal obligation that you **must** repay once you drop below half-time (6 credit hours) or stop attending school. You can keep track of the total amount of loans you have borrowed at the [National Student Data Loan System](#). This link will also provide contact information for your loan servicer (the company who will collect your loan payments).

You are responsible for repaying your student loans, even if you never receive a bill. When it is time to begin repayment, please contact your loan servicer to discuss your loan repayment options. Please do not miss making your student loan payments.

Missing payments can have serious consequences.

Security

Information regarding campus security as well as the college's annual security report and incident log are available on the [campus security page](#) of ACTC's website.

STARFISH

Starfish allows college faculty and advisors to maintain contact with students concerning their academic progress during the semester. If academic progress is not satisfactory, "flags" can be issued with suggested improvements. "Referrals" to academic support services can be made and positive comments, called "kudos", may also be issued. These Starfish notices will be sent to students' college email addresses only. Students will also have the opportunity to schedule appointments with their academic advisors through the Starfish calendar feature. Students may access Starfish through a link in Blackboard.

Students should contact their instructor, their advisor, or an advisor in the Advising Center if they have questions about this program.

Tobacco-Free Campus

Ashland Community and Technical College became a tobacco-free campus on August 1, 2011. The tobacco-free/smoke-free policy bans the use of all tobacco products, including cigarettes, e- cigarettes, cigars, pipes, chewing tobacco and snuff, on any campus property, inside and outside.

Inclement Weather Policy

College policy is to remain open and conduct classes according to the regular class schedule except under extreme weather conditions. In the event of extreme weather, the college may be delayed, closed, or operate virtually. Every effort will be made to notify students, employees, and the public as quickly as possible regarding the operational status of the college. A decision to delay can be revised to closed or virtual depending on weather conditions. The decision to delay, close, or operate virtually will be the same for all three campus locations (College Drive, Roberts Drive, and Technology Drive).

ACTC off-site locations:

- **Dual credit high school sites:** The decision to close ACTC's three campus locations does not impact classes being offered at any dual credit site. If the respective high

school closes due to inclement weather then ACTC classes offered at that site are cancelled.

- **KinderCollege:** ACTC child development center located across from the College Drive Campus follows the inclement weather procedures of the Boyd County School System.
- **Ashland Fire Department Central Station (Carter Avenue):** ACTC does not have the authority to close this site; however, ACTC classes scheduled for the site adhere the college's decision regarding delayed, closed, or virtual operational status.

ACTC uses the following definitions:

Closed: All classes are cancelled and offices closed.

Delayed: The college will open at 10:00 AM. Classes with a start time at 10:00 AM or later will meet as regularly scheduled. For classes with a start time prior to 10:00 AM, individual instructors will notify students of the expectation for class attendance on days the college implements a delayed opening.

Virtual Learning and Work Day: Classes will be held virtually. Individual instructors will notify students of the expectation for class attendance during a virtual learning day. Also, students should monitor their KCTCS email for instructions and contact their instructor for guidance.

ACTC recognizes that road conditions can vary greatly within our service area. Students are to exercise personal judgement as to whether he or she believes it is safe to travel. Students who decide not to travel for class should notify their class instructors by means identified in the class syllabus.

Students will be notified and/or may get information using the following sources:

- [ACTC Website](#)
- Your KCTCS e-mail account
- The colleges main phone line: 606.326.2000
- Text message: [Sign up for SNAP alerts](#) (weather and emergency information).
- ACTC's Facebook and Twitter pages (facebook.com/AshlandCTC and ACTC on twitter) News media are given the information and you may see closing information in the local media. If you are unsure of the status, is best to double-check one of the college's official sources, as listed above. Media outlets that might be used include: Television (WSAZ-3; WCHS-8; WOWK-13) and radio stations (WCMI, WTCR, WLGC, WGOH, WKEE, and WRVC, among others).

REL 130 Syllabus

Instructor Information

Name: *Kristy Swindle*

Office: *Virtual*

Office Hours: *Online office hours only*

Phone: *205-919-1521*

Email: KSwindle0001@KCTCS.edu

Communication Statement

- Please contact me using ‘messages’ within the course or your KCTCS e-mail. If you would like to schedule a time to call, FaceTime, or Zoom, please state that in your e-mail. I will respond within 24 hours providing appointment options.
- Emails will be answered 24-48 hours after receipt.
- Assignments will typically be graded within one calendar week.

Course Information

Course Name

Introduction to Comparative Religion

Course Number and Section

REL 130-01Z1, 55583

Term

Fall, 4234

Year

2023

Meeting Time and Location

Online (100%)

A weekly module will open by 8:00 AM each Monday with instructions and assignments. At the discretion of the instructor, modules may be opened early to allow students to read/work ahead.

Course Description

REL 130 Introduction to Comparative Religion (3 credits)

Introduces students to a comparative analysis of world religions, emphasizing beliefs, rituals, artistic expressions, and cultural and social organization. Includes both Eastern and Western religions. (Same as ANT 130).

Lecture: 3 credits (45 contact hours)

Components: All lectures and assignments for this course will be posted and submitted through BlackBoard.

Attributes: Arts and Humanities/Humanities; Social/Behavioral Science

Course Text(s)

Religions of the World, 13th Edition

Author: Hopfe, Woodward & Hendrickson
ISBN: 978-0-13-4403410
Publisher: Pearson

***This is a DIGITAL textbook.

To purchase textbooks, visit the ACTC Bookstore located on College and Technology Drive Campuses or [online](#).

Course Materials

Additional readings and videos will be provided as PDFs or links inside individual Modules. Films may be recommended.

Minimum Technical Skills

Students are expected to have basic computer skills including opening and sending emails, creating documents using Word, and accessing the internet.

Learning Outcomes and Course Competencies

REL 130 Course Competencies

Upon completion of this course, the student can:

1. Express an understanding of the socio-cultural development and basic precepts of world religions.

2. Identify the belief systems and ritual expressions of world religions and their impact on society and the individual.
3. Describe the relationship between religion, society, and the individual.
4. Compare the traditional faith and beliefs of various religions to his or her own personal faith and beliefs.

General Education Outcomes:

Students should prepare for twenty-first century challenges by gaining:

- A. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, languages, and the arts.
- B. Intellectual and practical skills, including
 - Inquiry and analysis
 - Critical and creative thinking
 - Written and oral communication
 - Quantitative literacy
 - Information literacy
 - Teamwork and problem solving
- C. Personal and social responsibility, including
 - Civic knowledge and engagement (local and global)
 - Intercultural knowledge and competence
 - Ethical reasoning and action
 - Foundations and skills for lifelong learning

Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

Grading and Policies

Grade Distribution

Assignment Type	Quantity	Point Value Of Each	Total Points
Module Assignments (MAs) <i>MAs are 'class participation' grades</i>	Points vary by assignment		200
Exams (includes Mid-Term & Final)	6**	40	200
Analysis Project	1	100	100
	TOTAL POINTS:		500

***You will take 6 exams with the possibility of dropping one score.*

Module Assignments:

Module assignments may include but are not limited to the following:

- Discussion questions
- Journal responses
- Podcast reviews
- Survey participation
- Article summaries
- Film reviews

Module Assignments:

These weekly activities assess your comprehension and application of materials provided within a module. Completing the assigned module materials is the online version of 'class participation'. *Students who fail to complete the reading assignments AND watch ALL*

videos in full will not be eligible to receive credit for these class participation assignments.

Each activity is graded for a cumulative value equaling 40% of the overall course grade.

General Grading Rubric for Writing:

Qualities of A writing:

- Contains a well-developed, clearly stated thesis or statement sentence.
- Stays focused on topic and completely answers prompt (when applicable).
- Uses evidence from assigned texts, with quotes and explanations of those quotes.
- Is logically organized and information is accurate.
- Is written at a college level, paying attention to style, word choice, flow, transitions, paragraph cohesion, and is PROOFREAD. Also follows all instructions given by instructor.
- Shows independent and critical thought.

Qualities of B writing:

- Clear statement, but underdeveloped.
- Generally addresses topic.
- Evidence is not always relevant or forgotten.
- Some organizational problems.
- Not proofread, weak transitions, other marks of rushed or inadequately considered work.

Qualities of C writing:

- Some attempt to answer the question/issue but no real thesis or statement.
- Disorganized, no transitions, irrelevant or wrong evidence.
- Lack of originality simply parrots texts or over-generalizes.
- Too short/long, doesn't follow instructions, misuse of language or terminology,

not proofread.

Qualities of D writing:

- Late or untyped work.
- No statement, little if any evidence, off topic.
- Sloppy writing, grammatical errors, frequent misspellings, ignored instructions given by instructor.

Qualities of E writing:

- Not turned in or very late.
- Extemporizing, pejorative or offensive statements, ignored instructions given by instructor

Grading Scale

Letter Grade	Percentage Grade	Points Scale
A	90 - 100	500-450
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Late Work: *Late submissions (for all graded items) will be accepted at the discretion of the instructor and will be subject to the reduction of points equivalent to one letter grade per day.*

Make-up Tests: *Exams are not accepted late.*

Test Proctoring: *Test proctoring may be used on an as needed basis.*

College Policies

Withdrawal Policy

"W" – Withdrawal represents a withdrawal from class without completing course requirements. A student may officially withdraw from any class up to and including the date of mid-term with a "W" grade. After the date of mid-term and through the last class of the semester or session, the student may officially request a "W" grade which may be given at the discretion of the instructor.

[Withdrawal Policy and Procedure](#)

The last day to withdraw with a grade of “W” is **October 8, 2023**.

At the discretion of the Instructor: Students are permitted to withdraw from a course with a grade of “W” up until **December 1, 2023**.

Incomplete Grade Policy

An incomplete or ‘I’ means that part of the work of the course remains unfinished. It shall be given only when there is a reasonable possibility that a passing grade will result from completion of the work. The instructor and student will discuss the requirements for completion of course with the time limit for completion not to exceed a maximum of one year; failure to do so will result in an automatic change of grade from I to an E. View the [full policy for an incomplete](#).

Academic Offenses

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Disabilities Statement

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To request accommodations, complete the [Accommodation Request Form](#). Please do not request accommodations directly from your instructor without a letter of accommodation from the Accessibility/Disability Services Office.

If you are a student from a KCTCS college other than Ashland Community and Technical College, contact your Home College for establishing disability accommodations. You can find your Home College’s Accessibility/Disability Services Office contact information on the [KCTCS Disability Services website](#). Your Home College will communicate with your instructors and Accessibility/Disability Services Office to provide you with reasonable and appropriate accommodations. Your accommodations will begin after the instructor has received confirmation of your accommodations from the Accessibility/Disability Services Office. Accommodations cannot be applied to your course retroactively.

If you have questions, please contact the Disability Services Director at 606-326-2051.

Satisfactory Academic Progress

Federal regulations mandate that a student must maintain [Satisfactory Academic Progress](#) (SAP) in his/her course of study regardless of whether or not financial aid is awarded each semester.

To receive and to continue receiving financial aid, students must meet the following Financial Aid Satisfactory Academic Progress Standards:

- Students must successfully complete at least 67% of attempted courses.
- Students must maintain at least a cumulative 2.0 GPA; and
- Students must have attempted fewer than 150% of the credits required for their declared program of study. For example, the AA degree requires 60 credit hours and a student cannot attempt more than 90 credit hours to complete this degree.

If at the end of any term, your financial aid is suspended due to not meeting these standards, you have the right to submit an appeal.

TITLE IV Funds

If you are receiving Title IV funds (financial aid, grants or loans) and you do not successfully complete or prematurely withdraw from this course, you could owe a portion of the money back. Please check with the financial aid office before dropping this or any class.

Student Loans

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You are responsible for repaying your student loans, even if you never receive a bill. When it is time to begin repayment, please contact your loan servicer to discuss your loan repayment options. Please do not miss making your student loan payments.

Missing payments can have serious consequences.

Security

Information regarding campus security as well as the college's annual security report and incident log are available on the [campus security page](#) of ACTC's website.

STARFISH

Starfish allows college faculty and advisors to maintain contact with students concerning their academic progress during the semester. If academic progress is not satisfactory, "flags" can be issued with suggested improvements. "Referrals" to academic support services can be made and positive comments, called "kudos", may also be issued. These Starfish notices will be sent to students' college email addresses only. Students will also have the opportunity to schedule appointments with their academic advisors through the Starfish calendar feature. Students may access Starfish through a link in Blackboard. Students should contact their instructor, their advisor, or an advisor in the Advising Center if they have questions about this program.

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closed, or operate virtually. Every effort will be made to notify students, employees, and the public as quickly as possible regarding the operational status of the college. A decision to delay can be revised to closed or virtual depending on weather conditions. The decision to delay, close, or operate virtually will be the same for all three campus locations (College Drive, Roberts Drive, and Technology Drive).

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Students will be notified and/or may get information using the following sources:

- [ACTC Website](#)
- Your KCTCS e-mail account
- The colleges main phone line: 606.326.2000
- Text message: [Sign up for SNAP alerts](#) (weather and emergency information).
- ACTC's Facebook and Twitter pages (facebook.com/AshlandCTC and ACTC on twitter) News media are given the information and you may see closing information in the local media. If you are unsure of the status, is best to double-check one of the college's official sources, as listed above. Media outlets that might be used include: Television (WSAZ-3; WCHS-8; WOWK-13) and radio stations (WCMI, WTCR, WLGC, WGOH, WKEE, and WRVC, among others).

SOC 101 Syllabus

Instructor Information

Name: Instructor Name: Kathryn H. Tucci Edwards

Office: Office Location: GOODPASTER G208 J 2nd floor

Office Hours: office hour availability is posted on my office door, as well as on your course on Blackboard under Welcome/Start Here and Instructor information. Fridays I am usually at meetings or working online. If you want to schedule a time to meet please schedule through STARFISH or contact me and I will arrange to meet with you in my office.

Phone: Office phone: 606-326-2203- Mon-Thursday 8:30am-4:30pm be sure to identify yourself and your class/ cell for emergencies Monday-Saturday 9am-9pm 304-544-1629 text or call and leave detailed message

Email: KCTCS email address: Kathy.Edwards@kctcs.edu – always email from your official KCTCS email please and identify yourself and your class.

Communication Statement

Emails will be answered 24-48 hours after receipt-see details below

Assignments will be graded within one calendar week-see details below

My preferred method of communication is through Blackboard course message center, internally within the course itself. I am Kathryn Edwards, instructor under Blackboard message center, I will respond to your course message within 12-24 hours during normal work week of Monday – Friday; weekends, vacation, and holidays within 72 hours.

Phone messages will be returned within 12 -24 hours during normal work week of Monday – Friday; weekends, vacation, and holidays within 72 hours. **NOTE:** if I do not call you back, please try again in case the call did not go through. *Always leave your name, class number and name, and detailed message.*

KCTCS Emails will be answered in 12-24 hours during normal work week of Monday – Friday; weekends, vacation, and holidays within 72 hours (maybe more). **NOTE:** if I do not email you

back, the email may have not gone through, try again, **also check your JUNK mail-** sometimes my reply mail goes to JUNK. You should always use KCTCS email to email me- this is both formal and official email: Kathy.Edwards@kctcs.edu

Grading Assignments: assignments will be graded within 3-7 business days during normal work week of Monday – Friday; weekends, holidays and vacations 3-10 days (will notify students if out of town). Please give the assignment date time to close, as often I wait until nearly all the assignments are in for an assignment to grade them. Always check Blackboard to make sure your assignment went through properly on the system-check your gradebook “MY GRADES”!

**It is the responsibility of the student to check to make sure the assignments went through properly the link and quizzes as well, check your gradebook GRADEBOOK often and re-submit if your assignment did not go through.

Course Information

Course Name: Introduction to Sociology

Course Number and Section: Soc 101 01Z1

Term fall 2023 #4234

Year 2023

Meeting Time and Location: www – full online course through BB Ultra

Aug 14-Dec 2/last day to drop Dec 1/ finals Dec 4-10/ your final Dec 6

Course Description

Components: Lecture, 3 hours credit

Attributes: Social and Behavioral Sciences : cultural competency course

Course Requisites: None

Introduces concepts and methods of sociology including investigation of socialization, group processes, social inequality, social institutions, and social change.

To purchase textbooks, visit the ACTC Bookstore located on College and Technology Drive Campuses or [online](#).

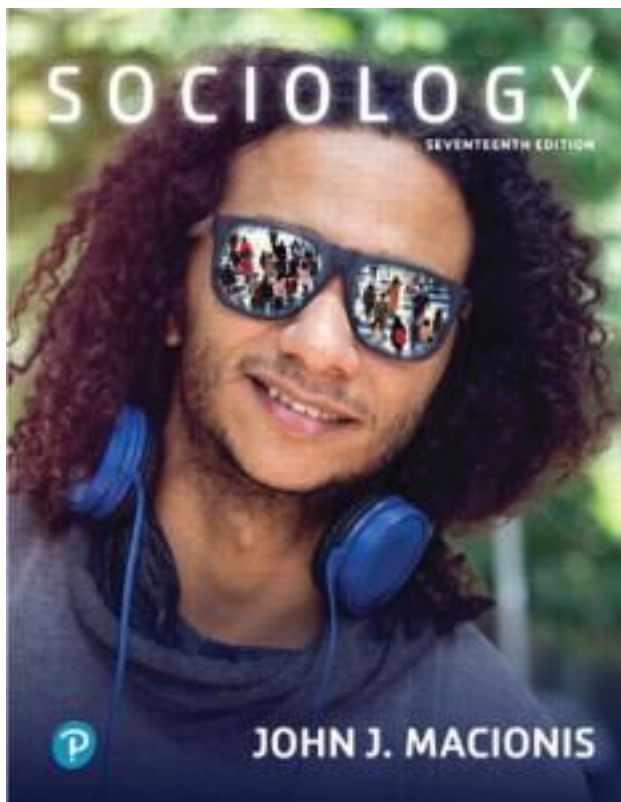
Required or Recommended Course Materials/**online computer access 24/7**

Textbook required, Jump/Flash/thumb Drive (Recommended)

Course Materials Required or Recommended Course Materials

Textbook is required for this course. Course Text(s) The textbook is

REQUIRED for this course: - one textbook- may purchase either digital format, rent or purchase the textbook from ACTC bookstore



John J. Macionis, 17th edition, 2020, paperback, Pearson Publishing:

REQUIRED /ByMACIONIS

- **EDITION:** 17TH 19
- **PUBLISHER:** RENT PEARS
- **ISBN:** 9780134642796
- **BOOK NOTES:**
- ##### This title is ONLY available as a Print RENTAL and/or eBook - IT CANNOT BE PURCHASED. Rental price includes processing and handling fees. #####
from \$49.99 - \$74.99 SELECT FORMAT
- **RENT ONLY**
- **\$74.99**
- **(Return by 5/14/2021)**
- **RENT DIGITAL**
- **\$49.99**
- **BUY DIGITAL**
- **\$69.99**

If you purchase access to the Pearson site, textbook online- on the course, you only deal with the textbook nothing else on the site for my class, *all your work is IN the Ultra BB course!*

Minimum Technical Skills

Students are expected to have basic computer skills including opening and sending emails, creating documents using Word, and accessing the internet.

Wi/fi 24-hour access and a working computer are necessary to be successful in this course.

Students are expected to have the following technical skills: It would benefit you greatly if you have taken DLC 100, Gen 102, FYE 100, or CIT 105 but if you have not here are the minimum requirements:

Create documents in common word processing software including adjusting margins, fonts, and spacing, upload documents to Blackboard through the graded link, convert documents to pdf file format – you should always type in 12 font Times New Roman and always qualify your quotes and citations for referencing as well.

Create and send emails with attachments.

Create documents in common word processing software including adjusting margins, fonts, and spacing, knowledge of MLA or APA writing style for all papers in this class

Create and send emails with attachments, Basic Blackboard and computer skills,

Download and Install software as needed

Learning Outcomes and Course Competencies We will be accentuating

Critical Thinking skills this semester!

Learning Outcomes and Course Competencies

As a result of taking this course in sociology, you will have:

1. gained knowledge of human cultures through the use of the sociological imagination
2. developed skills in inquiry and analysis by examining diverse cultural practices using the sociological imagination
3. integrated knowledge of these sociological concepts as a way of relating to others in a diverse global world
4. learned personal and social responsibility through an understanding of the cultural diversity present within societies

Upon completion of this course, the student can:

1. Read with comprehension.
2. Make connections in learning across the disciplines and draw logical conclusions.
3. Demonstrate problem-solving through interpreting, analyzing, summarizing, and/or integrating a variety of materials.
4. Apply learning in academic, personal, and/or public situations.
5. Recognize the relationship of the individual to human heritage and culture.
6. Recognize the major perspectives of sociology, important sociologists and their ideas.
7. Identify the basics of social research.
8. Demonstrate an understanding* of the sociological concept of culture.
9. Recognize the processes of socialization throughout the life cycle.
10. Identify the means and mechanisms of social control in societies.
11. Identify the sociological concept of deviance and its manifestations.
12. Recognize the basic concepts of social structure.

13. Demonstrate an understanding* of social institutions in society.
14. Demonstrate an understanding* of social stratification and its significance.
15. Recognize the importance and role of race and ethnicity in society.
16. Recognize the importance of gender in society.

General Education Outcomes:

Competencies will be met at the level appropriate to the credential. A general education core curriculum will enable KCTCS colleges to graduate men and women who are intellectually flexible, articulate, reflective, creative, and prepared for continuous learning. For all students, this implies some understanding of the value of higher education and the world of work and career fields related to their own abilities, interests, and needs. The general education core competencies will enable students to develop their own values, pursue goals, and contribute to the political, moral, social, and cultural enrichment of society.

Students should prepare for twenty-first century challenges by gaining:

A. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.

B. Intellectual and practical skills, including

- inquiry and analysis
- **critical and creative thinking****
- written and oral communication
- quantitative literacy
- information literacy
- teamwork and problem solving

C. Personal and social responsibility, including

- civic knowledge and engagement (local and global)
- intercultural knowledge and competence
- ethical reasoning and action
- foundations and skills for lifelong learning

D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

Course Competencies and General Education SLOs are assessed through both formal and informal assignments.

Competent = 70%-84% / Mastery = 85%-100%

Grading and Policies

Grade Distribution

Assignment	Percent Value of Total Grade
Assignment essays	30%
All quizzes on this course including surveys	20%
Exams Final	30%
Discussions	20%

70-84% means that you are Competent in course content

85%-100% means that you Mastered the Content in this course

Grading Scale

Letter Grade	Percentage Grade
A	90 – 100 Mastery

Letter Grade	Percentage Grade
B	80 – 89 (80-84 Competent/ 85-89 Mastery)
C	70 – 79 Competent
D	60 - 69
E	0 - 59

**Note to all students: The final is a required component of this course and completion is required of all students in the class – failure to complete the final or to turn in an incomplete final will result in a letter grade reduction of the final grade for the class regardless of your points or standing in the class going into the final. Final IS a required component of the course and will be a “Social Sociological-Conceptual Autobiography” based on everything you learned in the course, you will have plenty of time to work on the final from Oct 1-Dec 6, and it must utilize concepts from the course overall.

Students will be reported for not logging in frequently to Blackboard and not completing their work on this course. You are required to utilize the textbook for this course for all of your assignments, failure to utilize the required text will result in grade reductions as well.

Remember to check the student resources folder that will accompany each of your assignments for this class as well as the Sociological overall resources for the course to help you with your work for this course as well, text is always first source and then you are encouraged to utilize other sources.

[The KCTCS Catalog](#) contains an explanation of grades; descriptions of courses and programs; expectations of students, staff and faculty; and more.

This is a reading and writing intensive course. Please do not send documents that I have to ask for access.

Students should write in full and complete sentences, a paragraph is 6-12 sentences for EACH essay paragraph answer, followed by correct citing of the author and page # of a quote to qualify your discussion and explanation answer. Students are graded on content, sentence structure, grammar, spelling, and originality. There is a writing rubric and example of student excellent paper to help guide you about your writing of the papers. If forms are provided such as article critique or analysis forms, students should follow the format closely. *Never copy work from another student or another source! Never!* I utilize “safe assignment” tool to scan for copied material in all courses.

You, the student are responsible for checking your online due dates and reading all the material in the books that are required. Due dates are found on the syllabus and on the course under syllabus as well as on the *grade book* for the class on Blackboard.

All students should read their syllabus carefully.

1. Do not wait until the last minute to complete assignments. Do not turn all assignments in at one time. Due dates are specific on the course.
2. Students must write in full and complete sentences and paragraphs for their answers, sources must be properly documented as well as quotes cited correctly.
3. Incomplete papers, assignments, exams, will NOT be graded but will receive an automatic 0 for the particular assignment or exam.
4. Failure to complete work, failure to log in course, or complete in timely fashion will result in grade reductions and possible failure of the class and you will be asked to drop the course.
5. It is the responsibility of the student to have a working computer and online access, and the textbook materials. These are not my responsibility and do not use this as an excuse to skip material or ask for special privileges. I am reasonable and do work with students but my expectations are that you signed up for an online class and will be online doing the work, completing the work, and **purchasing required books for the class. The textbook is your required first source!**
6. Remember:
 - a. All correspondence and assignments should be sent through Blackboard first and foremost. Email is another way to contact me but **assignments must be submitted through the course.**
 - b. I do not accept incomplete or partial assignments, this results in a 0.
 - c. *I will alert you if I cannot answer or grade or if there is an emergency or illness on my part.*
 - d. *I am not available the week of finals, I am busy grading and doing assessments, etc.*

Class Policies

Late Work: Late work will be accepted at the discretion of the instructor and will be subject to a reduction of credit- Students will have until Dec 2, 11pm to make up and complete late work, penalties could apply.

Written Work: All written assignments must be submitted when requested by the instructor.

Make-up Tests: There is only one exam, and it is the final and cannot be turned in late and cannot be incomplete, expect a 0 if that occurs.

Test Proctoring

All quizzes and exams will be online.

College Policies

Withdrawal Policy

"W" – Withdrawal represents a withdrawal from class without completing course requirements.

A student may officially withdraw from any class up to and including the date of mid-term with a "W" grade. After the date of mid-term and through the last class of the semester or session, the student may officially request a "W" grade which may be given at the discretion of the instructor.

[Withdrawal Policy and Procedure](#)

The last day to withdraw with a grade of “W” is Dec 1, 4pm, 2023.

Instructor discretion: Students are permitted to withdraw from this class with a grade of “W” up until Oct 9, 4pm – I cannot withdraw students from my class you must go through the college to withdraw.

Incomplete Grade Policy

An incomplete or **I** means that part of the work of the course remains unfinished. It shall be given only when there is a reasonable possibility that a passing grade will result from completion of the work. The instructor and student will discuss the requirements for completion of course with the time limit for completion not to exceed a maximum of one year; failure to do so will result in an automatic change of grade from I to an E. View the [full policy for an incomplete](#).

I do not give Incomplete’s in my courses, if you cannot complete it is best to ask to withdraw before dates of Oct 9 and Dec 1, 4pm.

Netiquette Guidelines: Behind Every Name There is a Person

1. Respect the **privacy** of your classmates and what they share in class.
2. Ask classmates for **clarification** if you find a discussion posting offensive or difficult to understand.
3. **Avoid sweeping generalizations.** Back up your stated opinions with facts and reliable sources.
4. Understand that **we may disagree** and that exposure to other people’s opinions is part of

the learning experience.

5. Be **respectful** of each other. We're all in this together. Before posting a comment, ask whether you would be willing to make the same comment to a person's face.
6. Keep in mind that everything you write; indeed, **every click of your mouse is recorded on the network server**. On the Internet, there are no take backs.
7. Keep in mind that you are **taking a college class**. Something that would be inappropriate in a traditional classroom is also inappropriate in an online classroom.

Online Communication

1. Be aware that typing in **all capital letters indicates shouting**.
2. **Be careful with humor and sarcasm**. Both can easily be misunderstood!
3. Review all discussion postings before posting your own to **prevent redundancy**.
4. Check your writing for errors by **reviewing what you've written** before submitting it.
5. **Acronyms** (LOL, etc.) and **emoticons** are commonly used online, but be careful not to overuse them.
6. Many communications with your instructor or fellow students are best handled through **email**. Only post on the **classroom Blogs** if the conversation is relevant to others in the class.
7. Any and all assignments to the instructor should be **academic, scholarly, and respectful of academic and professional standards**.

Academic Offenses

Please refer to Article III Subsection B (ii) of the [Code of Student Conduct](#), which is published on the ACTC Webpage under Current Students - Academic Resources, regarding a description of possible sanctions for academic offenses. Subsection D of Article III provides a description of sanctions regarding student behavior.

The *KCTCS Rules of Senate* (see Section VII Rules Relating to Student Academic Affairs Subsection 3 Student Academic Offenses and Academic Sanctions) for definitions of the four academic offenses subject to sanction. These four academic offenses are: Plagiarism, Cheating, Student Co-Responsibility, and Misuse or Student Falsification of Academic Records.

I take this serious! I utilize Safe Assignment plagiarism tool for any and all assignments in this course which are checked for copied material. Always properly cite and quote your resources and be creative and original in your answers. Safe assignment reports in excess

of 35% or more could result in re-writes of the assignment or failure of the assignment, at my discretion. I do know that my instructions and questions will come back copied, what I am looking for is what YOU write. Never copy from a source without giving credit and never copy another student's material *under any circumstances*. You should always properly cite your sources within the body of the paper and at the end of the paper using correct either APA or MLA style writing. Always qualify your quotes and references properly and correctly, failure to do so may result in grade reductions or 0 on your paper. Students who cheat or plagiarize work will be given a 0, may be asked to redo the work, or fail the assignment or fail the class. Cheating on final exam results in 0 and grade reductions of the final grade or possible failure of the class.

Disabilities Statement-Under Title IX pregnancy is considered a disability so let me know if you are pregnant during the class.

Ashland Community and Technical College is committed to ensuring that all students with disabilities have an equal opportunity in the pursuit of their educational objectives. If you have a disability and need accommodations, contact the [Disabled Student Services](#) Coordinator at 606-326-2051. You must also inform your instructor of your special needs at the beginning of the semester. I am happy to work with you and also Heather Shelton and Lance Frazier.

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Students will be notified and/or may get information using the following sources:

- ACTC Website: <https://ashland.kctcs.edu>
- Your KCTCS e-mail account
- The colleges main phone line: 606.326.2000
- Test message: Go to <https://KCTCS.edu/snap> to sign up for SNAP alerts (weather and emergency information).
- ACTC's Facebook and Twitter pages (facebook.com/AshlandCTC and ACTC on twitter)

News media are given the information and you may see closing information in the local media. If you are unsure of the status, is best to double-check one of the college's official sources, as listed above. Media outlets that might be used include: Television (WSAZ-3; WCHS-8; WOWK-13) and radio stations (WCMI, WTCR, WLGC, WGOH, WKEE, and WRVC, among others).

SOC 152 Syllabus

Fall 2023 Syllabus

Modern Social Problems

SOC 152-75Z1 3 credit hours

Instructor: Kayla Beard

Office: Online by appointment only

Classroom: WEB

Email: kbeard0021@kctcs.edu

When emailing, please remember to follow proper email etiquette and use your college account vs. personal email account.

Course

Examines selected social problems of the day from a sociological perspective. Topics may include family, poverty, education, crime, race, housing, population, health care, industrial development, and power.

This is a SECOND BI-TERM COURSE, meaning that a full semester's worth of information will be covered in just 8 weeks. If you have concerns about the pace of the course, please reach out to your instructor to develop a plan for successful completion.

Prerequisite

Successful completion of SOC 101 or SOC 151, or consent of instructor.

Classroom Materials

Text: The required E-Book for this course is available through your Blackboard software. Instructions for accessing the e-book will be included in the "Week 1" module of Blackboard and will be discussed in the course Introduction Video.

Should you prefer to have a hard copy of the text:

Social Problems: A Down-to-Earth Approach by James M. Henslin

Published by Pearson

ISBN: 9780135286203

Software: Blackboard access is required.

Course Competencies

Upon completion of this course, the student can:

1. Recognize the basic terminology and concepts of sociology as they relate to the issue of social problems.
2. Recognize the major theoretical paradigms in sociology, and how they can be used to explain social problems.
3. Recognize how social structure and cultural factors contribute to specific social problems on a global and national level.
4. Describe a contemporary social problem and suggest potential solutions.

Critical Thinking

Beginning in school and continuing at successively higher levels across their college studies, students should prepare for twenty-first-century challenges by gaining: Intellectual and Practical Skills, including critical and creative thinking.

Assessment: Students will compose several written responses to critical thinking questions. Students will also apply knowledge of the topics to the development of applicable policies for addressing various social problems.

Writing Across the Curriculum

"Instructors in all courses are expected to call attention to proper English usage and may penalize for errors and/or require the rewriting of papers which do not meet acceptable standards in English. Any instructor who finds the written work of any student seriously defective in English may recommend remedial work or refer the student for additional assistance from local resources." (Faculty Senate Rules Section V, 2.33)

Personal Effectiveness Skills/Professionalism

Madisonville Community College is committed to student success and improving employability of the students. Personal and professional attributes and behaviors are necessary to be successful in college and in the workplace. These skills include, but are not limited to dependability, initiative, integrity, effective oral and written communication, teamwork, attendance, time management, and workplace ethics.

Zero to ten percent of your class grade will be derived from the following: Communication, Commitment to Learning, Responsibility, and Behavior. The Student Guidelines for Success page is attached.

Grading

Grading Criteria

- Collaborative Assignments 25% A 90-100%
- Individual Assignments 25% B 80-89%
- Current Events 15% C 70-79%
- Quizzes 10% D 60-69%
- Final Paper/Project 10% E Below 60%
- Professionalism/PES 10%

Incomplete Policy Statement

A grade of "Incomplete" will be awarded only if circumstances deemed appropriate by the instructor (including, but not limited to long-term illness of student/family member resulting in decreased ability to complete course work) are brought to the instructor's attention in a timely manner. Incomplete grades must be requested by the student no later than 4/26/23.

Withdrawal

Thursday, October 19th, 2023: •100 Percent Tuition Refund

Monday, October 30th, 2023: •50 Percent Tuition Refund

Monday, November 13th, 2023 (Midterm): •Last day to officially withdraw from course at your own discretion with a grade of "W".

Friday, December 1st, 2023: •Last day to withdraw from course at the instructor's discretion with a grade of "W".

MCC's Academic Calendar

A grade of "Incomplete" will be awarded only if circumstances deemed appropriate by the instructor (including, but not limited to long-term illness of student/family member resulting in decreased ability to complete course work) are brought to the instructor's attention in a timely manner. Incomplete grades must be requested by the student no later than 12/1/23.

STEPS TO WITHDRAW FROM A CLASS:

If you find that you need to drop a course(s), there are steps you must complete to "officially" withdraw. You will not be officially dropped from a class based upon a phone conversation or email with your instructor or advisor. You must complete an online Withdraw/Drop Request form located in your Student Self-Service accounts.

Dropping a class(es) may impact your academic progress and your financial aid. If you find it necessary to drop a class (or all your classes), you must submit the Withdraw/Drop Request online. Approval of your drop request depends upon your instructor's policy on dropping after

mid-term. Please check your course syllabus before dropping a class.

STEPS TO DROP A CLASS ONLINE:

1. Log into your Student Self-Service homepage
2. Click on the Academic Records Tile
3. Select the Withdraw/Drop Request option
4. Complete the form as directed. For Term click on the "spyglass" and select the appropriate term.
5. Check your KCTCS email for confirmation email of your drop request status

Attendance, Late Work, & Make-Up Policies

Weekly Topic Assignments will be due before MIDNIGHT CST on the Saturday of the week in which they are assigned. Late assignments will be penalized at a rate of 5 points per calendar day.

Classroom Etiquette

Please be aware that we will be discussing topics that can be considered "controversial" in this course.

Always treat your classmates and instructor with respect and understanding. The entire course is centered on the idea that our differences in opinion come from differences in social location, and that we need to be understanding of those differences to truly understand social problems.

This will be reflected in your PES grade.

MCC Learning Space Subject Tutoring and Technical Support

The Learning Space provides FREE subject tutoring and technical support for all MCC students. You can find all our services and book your own appointments, including remote appointments outside of regular hours, at Services at the Learning Space. The link is also available on MyPath under "Tutoring Services" (near the bottom of the page). Keep an eye on your inbox for weekly emails announcing special workshops, webinars, and exam reviews. Email: md-thelearningspace@kctcs.edu for more information, or contact Coordinator PJ Woodside at pj.woodside@kctcs.edu. We're here for you!

Starfish Student Success Network

This course is a part of MCC's student success initiative using the Starfish Student Success Network. You will find the Starfish application on your MyPath page. Throughout the semester, you may receive emails at your KCTCS email account from your MCC support network

(instructors, advisors and so forth). You may be contacted by email, phone, or text by our Success Coach Rosi Lovell (rosi.lovell@kctcs.edu) in order to better address any issues you may be having. If you receive a Starfish communication, please keep in mind this is done to connect you with your MCC team and other campus resources to help you be successful. It is important you check your email regularly and follow up on recommended actions.

KCTCS Student Code of Conduct

Students are expected to uphold the KCTCS Student Code of Conduct relating to academic honesty and classroom conduct. Please read Article II – Standards of Conduct, specifically Standard 1: KCTCS students are expected to adhere to the highest standards of academic honesty and integrity and to support a campus environment that is conducive to learning and scholarship.

Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. Additionally, a student's behavior must support a campus environment that is conducive to learning and scholarship. Classroom behavior that disrupts or interferes with the learning experience is not acceptable.

Students shall be guilty of violating the Student Code of Conduct for the following actions: Cheating, Plagiarism, Fabrication, Aiding and Abetting, Misuse or Student Falsification of Academic Records, Classroom Misconduct

The penalty for violating the code is severe. Any student violating the honor code is subject to receiving a lowered or failing grade for the course and will be reported to the Office of Student Affairs. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation. Read Article IV – Sanctions for Standards of Conduct Violations for more information.

Inclement Weather

In cases of inclement weather please listen to area radio and television stations for cancellations. Madisonville Community College's standard procedure during inclement weather is to remain open and hold classes as scheduled. Campus closures are rare; however, should the weather become severe enough to warrant closing the campus, we will contact local media as well as relay the information using SNAP to your phone, email, or text message. Please watch for a SNAP announcement and/or the local news or listen to local radio for the latest information. As always, use your own judgment when determining whether or not it is safe to travel in your area.

For more information, or to sign up for SNAP, visit MCC's student safety page.

Student Safety

Madisonville Community College is concerned with the safety of the students attending classes at any of the four campuses. The following points are for your benefit as a student:

- In case any life-threatening event, call 911. The local emergency responders are better equipped to take care of these situations.
- To sign up for the Safety Notification Alert Process (SNAP) go to the MCC webpage and click on the SNAP section. After completing this, you will receive notifications on school closings, inclement weather, and other safety notifications.
- To report a safety concern, call the MCC Tip Line at (270) 824-1900 to report safety concerns or suspicious behavior. This line is monitored once a day Monday through Friday.
- The MCC emergency number (270) 824-1911 is answered by selected personnel during the day and by a cell phone when these are not available.
- The campus security office is located at JHG 102.
- The office phone number for campus security is (270) 824-1828.
- The cell phone number for Campus Security is (270) 836-5330.

Distance Learning Resources

Library Information:

Online services for research can be accessed.

Technical Support:

MCC: For help with your Student Self Service or User Account Center

Blackboard: If you have problems with Blackboard, please contact the Blackboard 24/ Help Desk toll free at 1-855-554-6622, Option #4, or through the "Help" tab at help for blackboard website.

Course Technical Requirements:

You will need a reliable internet connection. High Speed is preferred. You will need access to the following software: Microsoft Office 365 or Microsoft Office 2016 Professional Version, to include Word, Excel, Access, and PowerPoint. You can download this software free from your college webmail account. Several other versions do not include Access, so please make sure that you do have the Professional version.

ADA Statement

Accessibility Services

Madisonville Community College strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodations for all persons with disabilities. If you are seeking accommodations for this course under the Americans with Disabilities Act (ADA), you are required to contact the Accessibility Services Office.

To request accommodations, complete the Student Request for Services. Please do not request accommodations directly from your Instructor without a letter of accommodation from the Accessibility Services Office.

If you are a student from a KCTCS college other than Madisonville Community College, contact your Home College for establishing disability accommodations. You can find your Home College's Accessibility/Disability Services Office contact information on the Disability Services webpage. Your Home College will communicate with your Instructors and Accessibility/Disability Services Office to provide you with reasonable and appropriate accommodations. Your accommodations will begin after the Instructor has received confirmation of your accommodations from the Accessibility/Disability Services Office. Accommodations cannot be applied to your course retroactively.

Paula Seabrooke, Accessibility Services Manager & Veterans Affairs Advisor, at 270-824-1708 or paula.seabrooke@kctcs.edu for additional information.

Therapy Assistance Online

What is TAO? TAO (Therapy Assistance Online) includes over 150 brief, effective, educational sessions covering over 50 common topics and skills related to mental health, wellness, and substance use issues. TAO includes interactive sessions, mindfulness exercises and practice tools all aimed at helping you achieve your goals. Register online:

<https://us.taoconnect.org/register>

Academic Contingency

The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and faculty. The College will attempt to make these changes as minimally disruptive as possible, but students have no right or privilege in a particular type, place, or time for their classes.

Masks on Campus

At this time, students are not required to wear a mask on campus. However, campus pandemic protocols may change with updated guidance from local health agencies and the CDC.

Class Period Recordings

Class periods associated with this course will be recorded by the Instructor. Students are hereby notified that the content of the recordings may, at times, include their faces and voices. Continued participation in this course establishes consent to be recorded. Recordings will be posted by the Instructor so that they are only accessible to the students in this course. If the Instructor intends to release or post these recordings for other sections of this course or for any other purposes, the Instructor will notify students heard or seen in the recordings and will ask for written permission. Students are advised that the written permission, if granted, will be retained in their student records. If students in this class have any questions regarding these recordings or the form they may be asked to sign, students should talk with the Instructor.

THIS SYLLABUS IS TENTATIVE AND SUBJECT TO CHANGE AT THE DISCRETION OF THE INSTRUCTOR TO MEET CLASS NEEDS

SOC 230 Syllabus

Instructor Information:

Dr. Christa Moore, Sociology Instructor (she/her/hers)

Mathematics & Sciences Division

Email: cmoore0244@kctcs.edu

Phone Number: 276-455-0842

Office Location: Virtual/Online

Office Hours: by Phone Monday/Wednesday/Friday, 5:30 – 6:30 p.m. EST (leave a voice mail if your call is not answered). If these hours conflict with your availability, please contact me to schedule an appointment.

My preferred methods of communication are KCTCS email, use of the Remind app (instructions and a class code will be provided on Blackboard). An online conference meeting using Microsoft Teams may be scheduled by appointment. I will do my best to respond to a phone call, Remind message, or email within 24 hours.

Healthy at SKYCTC

The health and safety of our students, employees, and communities is our highest priority. The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and employees. The College will attempt to make these changes as minimally disruptive as possible, but the College reserves the sole right to alter the particular type, place, or time for their classes.

Course Description and Structure

Structure: Lecture

Continues the nature of societal rules, rule enforcers, and rule breakers. Investigates social issues and research in crime, delinquency, drug addiction, alcoholism, mental illness, pornography, sexuality, and other forms of deviance with an emphasis on theoretical explanations and social consequences.

Instructor's Role: My role is to assign and explain content that introduces basic principles, theories, and concepts within Sociology and help students gain a foundational understanding of Sociology as a social science. I ask students to apply that

content in their assignments and then assess students' demonstration of comprehension through grading and feedback.

Regular and Substantive Interaction

Distance education at SKYCTC involves instruction delivered to students who are not physically with the instructor. It requires meaningful interaction between students and instructors, either in real-time or not. Substantive interaction involves teaching, assessing, responding to questions, facilitating discussions, or other approved activities. Regular interaction is frequent and predictable, ensuring student engagement and success. Direct instruction is faculty-initiated, and feedback is timely, substantial, and offers improvement suggestions. For information on how this course will provide regular and substantive interaction see Instructor Guidelines.

Course Prerequisites

SOC 101.

Required Textbook(s) & Materials

The course text is available through the SKYCTC Bookstore.

To order a hard copy version of your textbook [login to the Learn By Term Online Bookstore](#) at <http://bgtcstore.bncollege.com>. Next, click on Textbooks and Find Textbooks (ISBN 9781544394701).

Textbook

Deviant Behavior by J. Humphrey. Sage.

ISBN

9781544394701

Technology Statement

To make sure you can complete your assignments online, a newer model PC is best. In most cases, a Mac can work, but some courses use software that is not compatible. Chromebooks also are not compatible with many course requirements. A mobile phone or tablet can be used to check your email and announcements, but these devices alone usually are not the best for completing most coursework.

If you plan to enroll in courses like CAD, GIS, 3D modeling, video editing, etc. we recommend that you have a computer with the minimum preferred specs (see below). If you are unsure of the requirements, please contact your instructor or your college's IT Department before purchasing a device.

Recommended Technology Specs¹

Hardware	Minimum	Preferred
Processor	Intel Core i3 or higher	Intel Core i5 or higher
Memory	8GB or higher	16GB or higher
Disk	256 GB Solid State	256 GB Solid State or higher
Camera	Integrated or standalone webcam	Integrated or standalone webcam
Peripherals	Speakers and microphone ²	Speakers and microphone ²
Operating System	Windows 10 or MacOS ³	Windows 10 or MacOS ³
Network	Wireless (802.11g/n/ac) Gigabit Ethernet	Wireless (802.11g/n/ac) Gigabit Ethernet
Internet Speed	Minimum 3.0 Mbps (up/down) ⁴	Minimum 5.0 Mbps (up/down) ⁴
Software	Microsoft Office 365 + any additional course required applications ⁵	Microsoft Office 365 + any additional course required applications ⁵

¹If purchasing a new computer, it is recommended that you verify the warranty provided is sufficient for your needs. Warranties vary from as little as 6 months to multi-year. It is recommended that a minimum of 1 year warranty be included with the computer.

²Built-in speakers and microphone are usually standard on newer laptops. Add-on earbuds or headsets with a microphone will produce a higher quality experience when participating in live or recorded classes and materials.

³The operating system should be kept up to date with the most recent updates for the best experience. ⁴These speeds are assuming a dedicated internet connection with no other devices in use, or streaming, on your network. If you are unsure of your current speed, you can [run a test](#) while connected to your network. ⁵All KCTCS students are eligible for a [free license of Microsoft Office 365 applications](#).

Course Competencies

Upon completion of this course, the student can:

1. Read with comprehension.
2. Make connections in learning across the disciplines and draw logical conclusions.
3. Demonstrate problem-solving through interpreting, analyzing, summarizing, and/or integrating a variety of materials.
4. Apply learning in academic, personal, and/or public situations.
5. Identify the sociological concept of deviance and its manifestations.

6. Recognize the major perspectives of sociology as they relate to deviance, crime, and criminal justice.
7. Identify the basics of social research used to track, measure, and understand deviant behavior.
8. Demonstrate an understanding* of the sociological concept of culture and its impact on definitions and perceptions of deviance.
9. Recognize the processes involved in socially constructing norms, sanctions, and values that influence systems of social control used to prevent or rectify deviance behavior.
10. Identify systems of power embedded in identity and institutions that influence patterns of community response to deviant behavior.

**The concepts in these competencies are complex and multi-faceted, and there are multiple accepted approaches to these concepts within the discipline of sociology. Understanding may be demonstrated through any of the following: essays, short answer responses, papers, presentations, oral reports, projects, and well-crafted multiple-choice questions.*

Online Workplace Ethics Agreement

Southcentral Kentucky Community and Technical College (SKYCTC) is committed to student success and improving the employability of the students. Based on feedback from educators, community leaders, and business and industry partners, workplace ethics practices promoting success in the classroom are incorporated into course expectations. In addition to course and program competencies, student success will be measured by:

- being present and punctual
- participating in academic activities
- maintaining professional behavior

Present, Punctual, and Participating

Students are expected to demonstrate a strong work ethic by being present regularly in their online courses, punctual in submitting work and responding to communication, and participating per course expectations. Regular presence and participation in an online course consists of more than logging into Blackboard and/or linked third-party software; students must complete learning activities, assignments, and/or demonstrate progress toward completion of the course goals. **Refer to the Instructor Guidelines in this syllabus for the participation measurement used for this course as defined by the course instructor.**

If students do not demonstrate active participation or timely completion of coursework according to the guidelines specified by the instructor, the student will be withdrawn from the course. Generally, these parameters consist of a specified number of consecutive days of non-participation that is equivalent to 15% of the term. Students who are withdrawn for inactivity prior to the mid-point of the term will earn a "W" for the course. After the mid-point of the term, students will earn a failing grade and an "E" will be issued on their transcript.

**Note: Due to programmatic requirements, some programs may require students to be present and participate for a higher percentage of coursework (more than 85 percent).*

Professional Conduct

Students are expected to conduct themselves professionally, as outlined in [KCTCS Student Code of Conduct](#). Professional conduct includes but is not limited to:

- engaging instructors, college employees, and students with respect;
- using appropriate online etiquette;
- utilizing technology appropriately; and
- modeling behavior appropriate to their chosen profession.

**Note: Any conduct within a course that disrupts the learning environment will result in the student being dismissed and may result in further disciplinary action.*

Proctored Exam

This course does NOT require a proctored exam.

Withdrawal Policy

Through the midterm of the session, a student may officially withdraw from a course and receive a "W." After this period, a student may officially request to withdraw from a course and receive a W, which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining if a student will be allowed to withdraw during the discretionary period. The student must initiate the official withdrawal. Withdrawal from a course or courses is a serious decision and, in many cases, affects financial assistance and academic progress. In addition, withdrawal does not relieve students from their financial obligation. The last day to withdraw is listed on the academic calendar. Students can [request a withdrawal](#) using their self-service account.

Financial Aid Statement

PELL, SEOG, and Student Loan recipients (Title IV) who stop attending or withdraw prior to the 60% point in the semester may be obligated to repay a portion of their financial aid.

Inquiries and Other Class Concerns

Most difficulties can be resolved by talking to someone. Therefore, students are encouraged to discuss these problems promptly and candidly. Students are encouraged to attempt to resolve academic complaints informally with the faculty member. Students who have questions or concerns about their class should speak with their instructor. If the instructor is not able to address the concern, the student may contact the Dean of Mathematics & Sciences, Jennifer Shoemake, at jennifer.shoemake@kctcs.edu. To schedule an appointment with the dean, please contact the administrative assistant, Laura Cotton, at 270-901-4376.

If the concerns are not addressed after speaking with the Division Dean, students may refer to the formal academic appeal process in the [KCTCS Code of Student Conduct](#).

Freedom from Retaliation

Faculty and staff shall not retaliate against any student for bringing a concern or complaint.

Student Discrimination and Grievance Procedures

The Kentucky Community and Technical College System has zero tolerance for illegal discrimination of any kind. Any student who thinks he/she may have been discriminated against or subjected to harassment by students or employees because of his or her race, color, national origin, sex, sexual orientation, marital status, religion, beliefs, political affiliation, veteran status, age, or disability (including denial of a request for an accommodation), has the right to pursue an informal and/or formal discrimination grievance. The informal student discrimination grievance procedure is described below. Most difficulties can be resolved by talking to someone. Therefore, students are encouraged to discuss these problems promptly and candidly with the Director of Student Life and Engagement.

1. If a student thinks that he/she has been discriminated against, the student shall inform the Director of Student Life and Engagement within thirty (30) calendar days of the alleged incident. The Director of Student Life and Engagement shall conduct a preliminary investigation of the discrimination grievance.
2. The student, Director of Student Life and Engagement, and the other involved parties shall work informally to negotiate a solution within fourteen (14) calendar days. The informal student discrimination grievance procedure shall be completed within forty-four (44) calendar days of the alleged incident.
3. If the grievance is not resolved to the satisfaction of the student through the informal grievance procedure, the student may file a formal complaint according to the [KCTCS Code of Student Conduct](#).

Contact information:

Dr. David Travis

Southcentral Kentucky Community and Technical College

1845 Loop Drive

Bowling Green, Kentucky 42101

Office: (270) 901-4348

Email: david.travis@kctcs.edu

Accessibility Services (ADA)

Students needing accommodation(s) because of a documented disability are required to register with the Accessibility Services Coordinator by calling 270-901-1088 or [emailing the Accessibility Services office](#). Students should not request accommodations directly from faculty. Students who believe they would need assistance during an emergency evacuation should notify the Accessibility Services Coordinator at the beginning of each term.

Plagiarism or Cheating

KCTCS has a policy on plagiarism and cheating. Students may refer to the policy found in the [KCTCS Code of Student Conduct](#), Article II, Standard 1.

The use of AI text-generation tools or chatbots may constitute academic dishonesty. Work in this class is expected to be original and your own. Submitting AI-generated work as original work is deemed academically dishonest and is recognized as a form of cheating and held to the standards found in the KCTCS student code of conduct.

Privacy and Security Commitment

The SKYCTC's Registrar's Office ensures the safety and security of your academic record. Personnel in the Registrar's Office adheres to [FERPA \(Family Educational Rights and Privacy Act\) guidelines](#). Each KCTCS college maintains the confidentiality of student educational records in accordance with the provisions of the Act and shall accord all the rights under the Act to students who are declared independent and who are or have attended a KCTCS college. This policy shall apply to all applicable students, regardless of mode of course delivery.

Grades

Your grade will be calculated using the following scale:

90-100% (900 – 1000 points)	A
80-89% (800 – 899 points)	B
70-79% (700 – 799 points)	C
60-69% (600 – 699 points)	D

0-59% (0 – 599 points) E

Grading

All grades are determined by the instructor based on well-completed assignments including (but not limited to) written assignments, quizzes, essays, exams, extra credit and/or online class participation via the Blackboard Discussion Board and similar Blackboard tools.

It is my responsibility to grade assignments in a timely manner. Grades and feedback are typically available within two weeks following the due date for an assignment or exam. Papers may take longer to grade. Notification will be provided for any deviations from this timeline. Please use the instructor feedback provided. Students may ask for additional feedback as needed.

A passing grade is an A, B or C and can only be made with full completion of all course modules and the final exam. An MP (Making Progress) and F are not passing grades.

Points will be allotted for each of the activities listed below. Detailed instructions are located in the Blackboard course site.

Syllabus Quiz/Agreement (Due by Thurs of Week One – Required to remain in the course) 0 points Discussion Board (50 participation pts per 6 Weeks Assigned – see Course Schedule) 300 points Two (2) Exams (100 points each - see Course Schedule) 200 points

Two R.S.V.P. Assignments (50 points each - see Course Schedule) 100 points Movie Analysis Assignment (100 points – see Course Schedule) 100 points Three Application Activities (100 points each – see Course Schedule) 300 points 1000 points possible

IMPORTANT DATES

Please refer to [SKYCTC's academic calendar](#) for important information regarding this semester's academic calendar, deadlines, registration, tuition dates, and holidays.

Blackboard Time Zones

All due dates are local times. If the due date is listed as 5:00 p.m., students are expected to submit their work by 5:00 p.m. in whichever time zone they reside (either central time or eastern time).

Course Outline & Weekly Schedule

Week 1 – January 8-14

General course overview as detailed on the Syllabus and on Blackboard Confirmation of attendance by completing Syllabus Quiz/Agreement on Blackboard by Thurs, noon. Failure to complete the quiz may result in students being dropped from the course as No Shows.

Homework Due - Discussion Board introductory Forum: Complete Student Introduction by Tuesday, Learning Goals by Thursday, and Beginner's Mind by Sunday - 11:59 p.m. is the deadline for each due date.

Week 2 – January 15-21

Read *Chapter 1. Introduction to the Study of Deviant Behavior*

Homework Due - Complete Discussion Part 1 (an original reply – see guidelines) by Thursday, 11:59 p.m. **Homework Due** - Complete Discussion Part 2 (a classmate reply – see guidelines) by Sunday, 11:59 p.m. **Note*: All forms of college writing for this course require APA in-text citations and a matching References section at the end of your work (see [Purdue OWL's APA Guide for formatting instructions and samples](#)).**

Week 3 – January 22-28

Read *Chapter 2. Theories of Deviance: Classical Theories*

Homework Due - R.S.V.P. Assignment by Sunday, 11:59 p.m.

Week 4 – January 29 - February 4

Read *Chapter 3. Theories of Deviance: Contemporary Perspectives*

Homework Due - Complete Application Activity #1 by Sunday, 11:59 p.m.

Week 5 – February 5-11

Read *Chapter 4. Homicide*

Homework Due - Complete Discussion Part 1 by Thursday, 11:59 p.m.

Homework Due - Complete Discussion Part 2 by Sunday, 11:59 p.m.

Week 6 – February 12-18

Read *Chapter 5. Domestic Violence*

Homework Due - R.S.V.P. Assignment by Sunday, 11:59 p.m.

Week 7 – February 19-25

Read *Chapter 6. Suicide and Life-Threatening Behaviors*

Homework Due - Complete Application Activity #2 by Sunday, 11:59 p.m.

Week 8 – February 26 – March 3

Follow Chapter Review Instructions prior to taking Mid-Term Exam. A study guide is available.

Homework Due – Complete Mid-Term Exam by Sunday, 11:59 p.m., EST

Spring Break – March 4-10 (No assignments this week) Week 9 – March 12-17

Read *Chapter 7. Mental Illness*

Homework Due - Complete Discussion Part 1 by Thursday, 11:59 p.m.

Homework Due - Complete Discussion Part 2 by Sunday, 11:59 p.m.

Week 10 – March 18-24

Read *Chapter 8. Alcohol Abuse* and *Chapter 9. Illicit Drug Use* **Homework Due** -

Complete Discussion Part 1 by Thursday, 11:59 p.m. **Homework Due** - Complete

Discussion Part 2 by Sunday, 11:59 p.m.

Week 11 – March 25–31

Read *Chapter 10. Sexual Offending*

Homework Due - Complete Move Critique Assignment by Sunday 11:59 p.m.

Week 12 – April 1-7

Read *Chapter 11. Property Crimes*

Homework Due - Complete Discussion Part 1 by Thursday, 11:59 p.m.

Homework Due - Complete Discussion Part 2 by Sunday, 11:59 p.m.

Week 13 – April 8-14

Read *Chapter 12. White-Collar and Organized Crime*

Homework Due - Complete Application Activity #3 by Sunday, 11:59 p.m.

Week 14 – April 15-21

Read *Chapter 13. Cyberdeviance*

Homework Due - Complete Discussion Part 1 by Thursday, 11:59 p.m.

Homework Due - Complete Discussion Part 2 by Sunday, 11:59 p.m.

Week 15 – April 22-28

Read *Chapter 14. Positive Deviance*

Reminder – Class work ends on April 28 Assignment - Review Final Exam Study Guide

Week 16 – April 29 - May 5

Take the comprehensive FINAL EXAM. It will be open Monday, 8 a.m. until **Sunday**, 11:59 p.m. (local time including CST) of Finals Week. A proctor is not required. No

extensions or make-ups are available for the Final Exam if it is missed. Final grades are due to post by the end of the workday on Monday, May 9.

THIS COURSE SYLLABUS/SCHEDULE IS SUBJECT TO CHANGE WITH NOTICE.

Instructor Guidelines

Online Workplace Ethics Agreement Expectations

A student will be considered in violation of the Workplace Ethics Agreement if the student goes two consecutive weeks without submitting any work.

Structure of Online Learning

Online courses differ from taking a face-to-face class in several ways. For example, in a face-to-face summer class, students would typically meet four times per week for a total of 5 hours in the classroom. In addition, the face-to-face class might require up to 10 hours of outside study time. In an online course, students can expect to spend the same amount of time on course work as spent in face-to-face courses, including the additional outside class time. An instructor also functions differently in an online setting. For example, the instructor serves as a monitor in discussion boards rather than an active facilitator. Students taking an online course should plan to spend time each week working more independently on assignments and should plan to log into Blackboard regularly to check for assignments, due dates, and announcements. Like face-to-face courses, being organized is the key to managing deadlines effectively. Because of the self-monitoring and time needed to complete the course, online courses are not a good option for every student.

Regular and Substantive Interaction

Distance education at SKYCTC involves instruction delivered to students who are not physically with the instructor. It requires meaningful interaction between students and instructors, either in real-time or not. This instructor provides Regular and Substantive Interactions through weekly blackboard posts (usually on Mondays) that welcomes students to the material for the week, the assignments that are due for that week, as well as introducing students to content specific items that they need to be aware of for that week (common misconceptions, formulas for the week, key points, etc.). This instructor also provides Substantive Interactions by interacting with students through their discussion board posts with follow up questions or comments to assist students in reaching higher learning potentials.

Late Work

The instructor reserves the choice to not accept late coursework or to penalize accepted submission relative to how late they are turned in. This decision is made on a per case basis. Due dates are provided for each assignment on the syllabus and are posted on Blackboard. It is each student's responsibility to submit course work and exams by scheduled due dates. All course work for SOC 230 should be submitted via Blackboard. Emailed submissions are not accepted, especially once due dates have passed. All Blackboard submission times are local times. Personal vacations, work schedules, and other scheduling conflicts do not obligate the instructor to accommodate or make exceptions for accepting late work. An essential aspect of the college experience is learning how to effectively manage multiple priorities and time-sensitive responsibilities; therefore, it is critical to regularly check the course schedule and plan for scheduled due dates. I urge students to verify assignment submissions by going into My Grades and checking for successful uploads. The student IT helpdesk should be contacted directly for assistance with technical issues.

Extra Credit

The instructor reserves the option to offer extra credit opportunities throughout the course of the semester. Extra credit is voluntary and optional work students may complete to earn additional points or to make up points lost due to late or missed course work. Extra credit opportunities will be announced using Blackboard.

Make-up Work

Make-up Work is not offered in this course. Students are encouraged to pursue optional extra credit assignments should they miss a quiz, exam, or assignment in the course. The Instructor is not obligated to make full assignment credit available for missed or late work (see Late Work policy).

Course Content and Controversial Topics

Students are encouraged to develop or maintain a professional academic stance in response to controversial course material that may elicit diverse individual perspectives and reactions. Respectful online debate is considered appropriate during Blackboard discussions, and it is a crucial part of the learning experience to "think outside the box" of what is perceived as "normal". It is critical to be open and interactive during discussions and I encourage students to professionally pose and respond to challenging questions, issues, current events, and personal examples. Discussions should be related to the context of this class and include relevant connections to the course material.

Tech Support

Students have access to technical support. Contact the Student Service Center (855-246-2482) for account issues, etc. The center is excellent with providing technical support, and it is available 24/7. I can assist with assignment clarifications and other course specific questions; however, technical issues with Blackboard or with your McGraw Hill Connect e-textbook should be directed to their help centers.

Instructor Withdrawal Guidelines

There are times when a student finds a need to withdraw from a course. Withdrawals may be necessary for many reasons, including the coursework being too much for the semester, a family emergency, or personal reasons. Students may withdraw themselves without instructor permission until the mid-point of the semester. A withdrawal after the mid-point of the semester requires instructor approval.

For this course withdrawals after the mid-point of the semester are only approved if the student is experiencing an emergency. Students must notify the instructor in a timely manner. Withdrawals will not be approved due to low scores, missing assignments, or forgetting a due date resulting in a low or failing grade. If you are having issues impacting your success in this course, please contact me as soon as possible.

SOC 235 Syllabus

Instructor Information

Name: Kathryn H. Tucci Edwards, Professor

Office: A.C.T.C., Main Campus College Drive, G208 J-2nd Floor Goodpaster Building

Office Hours: see the Office Hour schedule sheet on my office door and in Blackboard

Fridays are meeting days, availability limited

Phone: 606-326-2203

Email: Kathy.Edwards@kctcs.edu

Communication Statement

I am happy to arrange meeting with students at other times or scheduling through STARFISH system between the hours of 9:00am-4:30pm as needed as well, for convenience.

Phone: 606-326- 2203 – *always leave detailed message, name, class, issue, phone number*

Other: For online students and emergencies only: 304-544-1629 text or call, leave detailed message 9:00am-9:00 pm Monday – Friday. Use BB message center and Discussion Board HELP. Normally Fridays and Sundays I am not as readily available but will get back with you.

An ACTC Academic Calendar and link to the calendar will be found on START HERE section of Blackboard, also the Course assignment schedule, also see Gradebook and course calendar for due dates, **they are your responsibility.**

My preferred method of communication is through Blackboard course message center, internally within the course itself. I am Kathryn Edwards, instructor under Blackboard message center, found under Communications link on left hand side of the Blackboard course. I will respond to your course message within 12-24 hours during normal work week of Monday – Friday; weekends, vacation, and holidays within 72 hours.

Phone messages will be returned within 12 -24 hours during normal work week of Monday – Friday; weekends, vacation, and holidays within 72 hours. NOTE: if I do not call you back,

please try again in case the call did not go through. *Always leave your name, class number and name, and detailed message.*

KCTCS Emails will be answered in 12-24 hours during normal work week of Monday – Friday; weekends, vacation, and holidays within 72 hours (maybe more). NOTE: if I do not email you back, the email may have not gone through, try again, also check your JUNK mail- sometimes my reply mail goes to JUNK. You should always use KCTCS email to email me- this is both formal and official email: Kathy.Edwards@kctcs.edu

Grading Assignments: assignments will be graded within 3-7 business days during normal work week of Monday – Friday; weekends, holidays and vacations 3-10 days (will notify students if out of town). Please give the assignment date time to close, as often I wait until nearly all the assignments are in for an assignment to grade them. Always check Blackboard to make sure your assignment went through properly on the system! Go to GRADEBOOK section to check your grades and comments on your papers as well. **It is the responsibility of the student to check to make sure the assignments went through properly the link and quizzes as well, check your gradebook often and re-submit if your assignment did not go through.

Course Information

Course Name

Inequality in Society (Social Inequality)

Course Number and Section

Soc 235-01Z1

Course prefix and section

Term fall 2023

Fall 4234

Year

2023

Meeting Time and Location

Day(s), time, and class meeting location: WWW full online course. This is a Blackboard

ULTRA course: All students must log into BB 2-3 times a week and also be completing work or will be reported by me to the college for non-attendance or non-completion of work every 2-3 weeks!

WWW, full online, Blackboard: course starts August 14 – all work must be finished by Dec 2

11pm, finals are Dec 4-10 **your final for this particular class is due Dec 5, 11pm**, no

exceptions-required by all students, no incomplete finals accepted. All classwork must be

completed with exception of the final by Dec 2, 11pm. Final opens Aug 14 and is found in

Module 16, and ends/closes Dec 5, 11pm, **all students must complete the final**, *failure to*

complete the final results in letter grade reduction of the final grade regardless of your points or

grade going into the final, final is required component of this course .The final is worth 35% of

your grade failure to complete will greatly affect your grade at the end of the course.

Course Description

Soc 235: Inequality in Society

SOC 235 (3 credit hours)

Inequality in Society

Analyzes the nature, development, and persistence of inequality in various societies. Diverse dimensions of inequality are viewed as the basis for a number of specific social problems in Western and non-Western societies. Social origins of inequality are emphasized. Policy implications are addressed. Lecture: 3 credits (45 contact hours).

Pre-requisite: Three hours of sociology or Consent of Instructor.

Attributes: Cultural Competence, SB - Social Behavior Science
Components: LEC: Lecture

Course Text(s) ONE (1) textbook for this course:

There is ONE 1 textbook for this course. You will also utilize the ACTC Library libguide and resources found within each module to assist you with your work:

- "The American Class Structure in an Age of Growing Inequality" 11th edition by Dennis L. Gilbert, 2021/2022 edition: ISBN paperback **ISBN-10** : 1544372418
ISBN-13 : 978-1544372419

OR you may use this edition: "The American Class Structure in an Age of Growing Inequality" 10th edition by Dennis L. Gilbert, ISBN paperback, 2018/2019, 978-1-5063-4596-3, Sage Publications

To purchase textbooks, visit the ACTC Bookstore located on College and Technology Drive Campuses or [online](#).

Course Materials

Required or Recommended Course Materials

Textbook is required for this course. Other required course materials (ex. Dry erase marker, notebooks, etc.)

Required: a working computer and Wi-Fi access: Course Materials: textbooks, online access Jump/Flash/thumb Drive (Recommended), knowledge of uploading and downloading files to the links, research skills built into the course.

Minimum Technical Skills

Students are expected to have the following technical skills: It would benefit you greatly if you have taken DLC 100, Gen 102, FYE 100, or CIT 105 but if you have not here are the minimum requirements: Preferable that you have had Soc 101, Soc 152 or Social Science courses

Create documents in common word processing software including adjusting margins, fonts, and spacing, upload documents to Blackboard through the graded link, convert documents to pdf file format – you should always type in 12 font Times New Roman and always qualify your quotes and citations for referencing as well.

Create and send emails with attachments.

Download and Install software.

Regular access to a computer (desktop or tablet) with reliable internet access.

- Macintosh OS X (10.12 or higher), Windows PC (8 or higher), or Chrome OS (58 or higher)
- 4GB RAM (8GB RAM is more highly recommended)
- 20 GB of available hard drive space
- Screen resolution set to 1280x1024
- Broadband/high speed uninterrupted Internet access: minimum speed of 1.5 mbps download and 750 kbps upload

Students are expected to have basic computer skills including opening and sending emails, creating documents using Word, and accessing the internet.

Learning Outcomes and Course Competencies for General Education cultural competency, social and behavioral course:

Upon completion of this course, the student can:

Upon completion of this course, the student can:

1. Explain the sociological perspective on social inequality.
2. Describe the major theoretical perspectives on inequality.
3. Recognize the role of social institutions in inequality.
4. Identify the global distribution of power and attendant inequalities.

General Education Outcomes:

Competencies will be met at the level appropriate to the credential. A general education core curriculum will enable KCTCS colleges to graduate men and women who are intellectually flexible, articulate, reflective, creative, and prepared for continuous learning. For all students,

this implies some understanding of the value of higher education and the world of work and career fields related to their own abilities, interests, and needs. The general education core competencies will enable students to develop their own values, pursue goals, and contribute to the political, moral, social, and cultural enrichment of society.

Students should prepare for twenty-first century challenges by gaining:

A. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.

B. Intellectual and practical skills, including

- inquiry and analysis
- **critical and creative thinking ***this year we focus on Critical and Creative Thinking**
- written and oral communication
- quantitative literacy
- information literacy
- teamwork and problem solving

C. Personal and social responsibility, including

- civic knowledge and engagement (local and global)
- intercultural knowledge and competence
- ethical reasoning and action
- foundations and skills for lifelong learning

D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

Course Competencies and General Education SLOs are assessed through both formal and informal assignments.

Grading and Policies

Grade Distribution

Assignment Type	Percent Value of Total Grade
Essay chapter assign 11 @ 100 pts	30%
Discussion Boards including HELP - DB 12 @ 100 pts	25%
Final Exam paper @ 100 pts required	35%
Mid-semester survey, syllabus quiz, exit survey, wi-fi acknowledgement	10%

Grading Scale

Letter Grade	Percentage Grade
A	90 – 100
B	80 - 89
C	70 - 79
D	60 - 69
E	0 - 59

***Note: Failure to complete the final or to turn in an incomplete final will result in letter grade reduction of the final grade regardless of your points going into the final exam. Final is a required component and responsibility of each student in the class and is open from**

start of course until final evening. Your final grade will be reduced one letter grade for failure of completion of the final exam at the end of the semester, incomplete finals will receive a 0 and letter grade reductions as well. The final is worth 35% of your final grade.

The course schedule is a separate document and will outline weekly work and expectations, found under START HERE. Blackboard will have the current updates on the gradebook under Gradebook and on the content page with each module and weekly folder. Pay close attention to due dates!

[The KCTCS Catalog](#) contains an explanation of grades; descriptions of courses and programs; expectations of students, staff and faculty; and more.

Class Policies

Late Work: Late work will be accepted at the discretion of the instructor and will be subject to a possible reduction of credit- all work **MUST** be completed but the final by Dec 2, 11pm

Dec 1, 4pm is the last day to drop the course

****Note:** First week's work without a text cannot be late. Final (final's week work) cannot be late.

I will be happy to work with you about your assignments, but if you fall behind it is encouraged to catch up or work ahead as much as you can. You should work ahead as much as possible.

If you cannot do your work you need to drop the class. If you do not successfully complete all components of this course you could fail the course or your grade will be dropped one letter grade. Failure to complete the final exam research assessment will result in a letter grade reduction and / or failure of the course regardless of the points you have earned for this class.

Written Work: All written assignments must be submitted when requested by the instructor.

This is a reading and writing intensive course.

Students should write in full and complete sentences, a paragraph is 6-12 sentences for EACH essay paragraph answer, followed by correct citing of the author and page # of a quote to qualify your discussion and explanation answer. Students are graded on content, sentence structure, grammar, spelling, and originality. There is a writing rubric and example of student excellent paper to help guide you about your writing of the papers. If forms are provided such as article critique or analysis forms, students should follow the format closely. *Never copy work from another student or another source! Never!* I utilize “safe assignment” tool to scan for copied material in all courses. For your research paper see “How to Write a Research Paper” which is found under the link designated.

You, the student is responsible for checking your online due dates and reading all the material in the books that are required. Due dates are found on the course assignment schedule sheets and on the course under syllabus, on CONTENT page, as well as on the grade book for the class on Blackboard.

All students should read their syllabus carefully.

7. Do not wait until the last minute to complete assignments. Do not turn all assignments in at one time. Due dates are specific on the course.
8. Students must write in full and complete sentences and paragraphs for their answers, sources must be properly documented as well as quotes cited correctly.
9. Incomplete papers, assignments, exams, will NOT be graded but will receive an automatic 0 for the particular assignment or exam.
10. Failure to complete work, failure to log in course, or complete in timely fashion will result in grade reductions and possible failure of the class and you could be asked to drop the course.
11. It is the responsibility of the student to have a working computer and online access, and the textbook materials. These are not my responsibility and do not use this as an excuse to skip material or ask for special privileges. **I am reasonable and do work with students but my expectations are that you signed up for an online class and will be online doing the work, completing the work, and purchasing required books for the class. The books are required, failure to utilize the main textbook for assignments, and extra book for book analysis to help with final will result in point deductions, your main textbook and book for book analysis may be utilized as 2 sources for your final paper, you are required 4-6 sources and can also use the ACTC library LIB Guide for Soc 235 for extra resources or resources found on the course.**
12. Remember:
 - e. All correspondence and assignments should be sent through Blackboard first and foremost. Email is another way to contact me but **assignments must be submitted through the course.**
 - f. I do not accept incomplete or partial assignments, this results in a 0.
 - g. *I will alert you if I cannot answer or grade or if there is an emergency or illness on my part.*
 - h. *I am not available the week of finals, I am busy grading and doing assessments, etc.*

Netiquette Guidelines: Behind Every Name There is a Person

8. Respect the **privacy** of your classmates and what they share in class.

9. Ask classmates for **clarification** if you find a discussion posting offensive or difficult to understand.
10. **Avoid sweeping generalizations.** Back up your stated opinions with facts and reliable sources.
11. Understand that **we may disagree** and that exposure to other people's opinions is part of the learning experience.
12. Be **respectful** of each other. We're all in this together. Before posting a comment, ask whether you would be willing to make the same comment to a person's face.
13. Keep in mind that everything you write; indeed, **every click of your mouse is recorded on the network server.** On the Internet, there are no take backs.
14. Keep in mind that you are **taking a college class.** Something that would be inappropriate in a traditional classroom is also inappropriate in an online classroom.

Online Communication

8. Be aware that typing in **all capital letters indicates shouting.**
9. **Be careful with humor and sarcasm.** Both can easily be misunderstood!
10. Review all discussion postings before posting your own to **prevent redundancy.**
11. Check your writing for errors by **reviewing what you've written** before submitting it.
12. **Acronyms** (LOL, etc.) and **emoticons** are commonly used online, but be careful not to overuse them.
13. Many communications with your instructor or fellow students are best handled through **email.** Only post on the **classroom Blogs** if the conversation is relevant to others in the class.
14. Any and all assignments to the instructor should be **academic, scholarly, and respectful of academic and professional standards.**

Test Proctoring

There is one final exam research paper, you have all semester to complete, found in Module 16 of your course, this is a take home essay.

College Policies

Withdrawal Policy <https://ashland.kctcs.edu/current-students/academic-resources/withdraw.aspx>

"W" – Withdrawal represents a withdrawal from class without completing course requirements.

A student may officially withdraw from any class up to and including the date of mid-term with a "W" grade. After the date of mid-term and through the last class of the semester or session, the student may officially request a "W" grade which may be given at the discretion of the instructor.

[Withdrawal Policy and Procedure](#) Go to Admissions on the ACTC Home page you will see withdrawal request information. **I do not or cannot withdraw students from my own classes.**

The last day to withdraw with a grade of “W” is Friday, Dec 1, 4pm.

Instructor discretion: Students are permitted to withdraw from this class with a grade of “W” up until Dec 1, Friday 4pm .

Incomplete Grade Policy Incomplete grades are not given by me or not possible for this class. If you cannot complete the work you should drop the class.

An incomplete or **I** means that part of the work of the course remains unfinished. It shall be given only when there is a reasonable possibility that a passing grade will result from completion of the work. The instructor and student will discuss the requirements for completion of course with the time limit for completion not to exceed a maximum of one year; failure to do so will result in an automatic change of grade from I to an E. View the [full policy for an incomplete](#).

Academic Offenses

Please refer to Article III Subsection B (ii) of the [Code of Student Conduct](#), which is published on the ACTC Webpage under Current Students - Academic Resources, regarding a description of possible sanctions for academic offenses. Subsection D of Article III provides a description of sanctions regarding student behavior.

The *KCTCS Rules of Senate* (see Section VII Rules Relating to Student Academic Affairs Subsection 3 Student Academic Offenses and Academic Sanctions) for definitions of the four academic offenses subject to sanction. These four academic offenses are: Plagiarism, Cheating, Student Co-Responsibility, and Misuse or Student Falsification of Academic Records.

Plagiarism

Plagiarism is the act of presenting ideas, words, or organization of a source, published or not, as if they were one's own. All quoted material must be in quotation marks, and all paraphrases, quotations, significant ideas, and organization must be acknowledged by some form of documentation acceptable to the instructor for the course.

Plagiarism also includes the practice of employing or allowing another person to alter or revise the work that a student submits as the student's own. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual material is completed, it must be done by the student and the student alone. The use of the term "material" refers to work in any form including written, oral, and electronic.

All academic work, written or otherwise, submitted by a student to an instructor or other academic supervisor, is expected to be the result of the student's own thought, research, or self-expression. In any case in which a student feels unsure about a question of plagiarism involving the student's work, the student must consult the instructor before submitting the work.

Cheating

Cheating includes buying, stealing, or otherwise obtaining unauthorized copies of examinations or assignments for the purpose of improving one's academic standing. During examinations or in-class work, cheating includes having unauthorized information, and/or referring to unauthorized notes or other written or electronic information. In addition, copying from others, either during examinations or in the preparation of homework assignments, is a form of cheating.

Student Co-Responsibility

Anyone who knowingly assists in any form of academic dishonesty shall be considered as guilty as the student who accepts such assistance. Students should not allow their work to be copied or

otherwise used by fellow students, nor should they sell or give unauthorized copies of examinations to other students.

I utilize Safe Assignment plagiarism tool for any and all assignments in this course which are checked for copied material. Always properly cite and quote your resources and be creative and original in your answers. Safe assignment reports in excess of 35% or more could result in re-writes of the assignment or failure of the assignment, at my discretion. Never copy from a source without giving credit and never copy another student's material. If you are caught copying and pasting material you will receive a 0 and may be asked to redo the assignment, for exams you will fail and possibly fail the course. A student may have their grade dropped or fail the course if caught cheating-- ALWAYS GIVE YOUR SOURCE MATERIAL CREDIT! When asked to write in your own words, please do so and qualify with facts, statistics, or quote/s and list referencing at the end of the paper.

Never copy, never cheat and you will be fine, learn to cite sources from The Owl at Purdue learning site: https://owl.purdue.edu/owl/purdue_owl.html

Disabilities Statement-Please alert me if you are pregnant-this is disability under Title 9!

Ashland Community and Technical College strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodations for all persons with disabilities. If you are seeking accommodations for this course under the Americans with Disabilities Act (ADA), you are required to contact the [Accessibility/Disabilities Services Office](#).

To request accommodations, complete the [Accommodation Request Form](#). Please do not request accommodations directly from your instructor without a letter of accommodation from the Accessibility/Disability Services Office.

If you are a student from a KCTCS college other than Ashland Community and Technical College, contact your Home College for establishing disability accommodations. You can find your Home College's Accessibility/Disability Services Office contact information on the [KCTCS Disability Services website](#). Your Home College will communicate with your instructors and Accessibility/Disability Services Office to provide you with reasonable and appropriate accommodations. Your accommodations will begin after the instructor has received confirmation of your accommodations from the Accessibility/Disability Services Office. Accommodations cannot be applied to your course retroactively.

If you have questions, please contact the Disability Services Director at 606-326-2051.

Satisfactory Academic Progress

Federal regulations mandate that a student must maintain [Satisfactory Academic Progress](#) (SAP) in his/her course of study regardless of whether or not financial aid is awarded each semester.

To receive and to continue receiving financial aid, students must meet the following Financial Aid Satisfactory Academic Progress Standards:

- Students must successfully complete at least 67% of attempted courses.
- Students must maintain at least a cumulative 2.0 GPA; and
- Students must have attempted fewer than 150% of the credits required for their declared program of study. For example, the AA degree requires 60 credit hours and a student cannot attempt more than 90 credit hours to complete this degree.

If at the end of any term, your financial aid is suspended due to not meeting these standards, you have the right to submit an appeal.

TITLE IV Funds

If you are receiving Title IV funds (financial aid, grants or loans) and you do not successfully complete or prematurely withdraw from this course, you could owe a portion of the money back.

Please check with the financial aid office before dropping this or any class.

Student Loans

Student loan borrowers please remember borrowing a student loan is a legal obligation that you *must* repay once you drop below half-time (6 credit hours) or stop attending school. You can keep track of the total amount of loans you have borrowed at the [National Student Data Loan System](#). This link will also provide contact information for your loan servicer (the company who will collect your loan payments). You are responsible for repaying your student loans, even if you never receive a bill. When it is time to begin repayment, please contact your loan servicer to discuss your loan repayment options. Please do not miss making your student loan payments.

Missing payments can have serious consequences.

Security

Information regarding campus security as well as the college's annual security report and incident log are available on the [campus security page](#) of ACTC's website.

STARFISH

Starfish allows college faculty and advisors to maintain contact with students concerning their academic progress during the semester. If academic progress is not satisfactory, “flags” can be issued with suggested improvements. “Referrals” to academic support services can be made and positive comments, called “kudos”, may also be issued. These Starfish notices will be sent to

students' college email addresses only. Students will also have the opportunity to schedule appointments with their academic advisors through the Starfish calendar feature. Students may access Starfish through a link in Blackboard.

Students should contact their instructor, their advisor, or an advisor in the Advising Center if they have questions about this program.

Tobacco-Free Campus

Ashland Community and Technical College became a tobacco-free campus on August 1, 2011. The tobacco-free/smoke-free policy bans the use of all tobacco products, including cigarettes, e-cigarettes, cigars, pipes, chewing tobacco and snuff, on any campus property, inside and outside.

Inclement Weather Policy

College policy is to remain open and conduct classes according to the regular class schedule except under extreme weather conditions. In the event of extreme weather, the college may be delayed, closed, or operate virtually. Every effort will be made to notify students, employees, and the public as quickly as possible regarding the operational status of the college. A decision to delay can be revised to closed or virtual depending on weather conditions. The decision to delay, close, or operate virtually will be the same for all three campus locations (College Drive, Roberts Drive, and Technology Drive).

ACTC off-site locations:

- **Dual credit high school sites:** The decision to close ACTC's three campus locations does not impact classes being offered at any dual credit site. If the respective high school closes due to inclement weather then ACTC classes offered at that site are cancelled.
- **KinderCollege:** ACTC child development center located across from the College Drive Campus follows the inclement weather procedures of the Boyd County School System.

- **Ashland Fire Department Central Station (Carter Avenue):** ACTC does not have the authority to close this site; however, ACTC classes scheduled for the site adhere the college's decision regarding delayed, closed, or virtual operational status.

ACTC uses the following definitions:

Closed: All classes are cancelled and offices closed.

Delayed: The college will open at 10:00 AM. Classes with a start time at 10:00 AM or later will meet as regularly scheduled. For classes with a start time prior to 10:00 AM, individual instructors will notify students of the expectation for class attendance on days the college implements a delayed opening.

Virtual Learning and Work Day: Classes will be held virtually. Individual instructors will notify students of the expectation for class attendance during a virtual learning day. Also, students should monitor their KCTCS email for instructions and contact their instructor for guidance.

ACTC recognizes that road conditions can vary greatly within our service area. Students are to exercise personal judgement as to whether he or she believes it is safe to travel. Students who decide not to travel for class should notify their class instructors by means identified in the class syllabus.

Students will be notified and/or may get information using the following sources:

- [ACTC Website](#)
- Your KCTCS e-mail account
- The colleges main phone line: 606.326.2000
- Test message: [Sign up for SNAP alerts](#) (weather and emergency information).
- ACTC's Facebook and Twitter pages (facebook.com/AshlandCTC and ACTC on twitter)

News media are given the information and you may see closing information in the local media. If you are unsure of the status, is best to double-check one of the college's official sources, as listed above. Media outlets that might be used include: Television (WSAZ-3; WCHS-8; WOWK-13) and radio stations (WCMI, WTCR, WLGC, WGOH, WKEE, and WRVC, among others).

SPA 101 Syllabus

Start Date: January 8, 2024

No-Show Date: January 16, 2024

Last Date to Withdraw without Instructor Permission: March 5, 2024

Last Date to Withdraw with Instructor Permission: April 26, 2024

Instructor Contact Information

Instructor Name/Title: Professor Scott May

Office Hours: Monday: 12:30-4:30; Tuesday 3:30-4:30; Wednesday: 12:30-4:30; Thursday 1:00-2:00 (at Lees library after February 5, 2024. FFC 213S

Office Location: FFC 213S of Hazard campus

Phone Number: 606-487-3201

Email Address: Scott.May@kctcs.edu

Communication/Response Time: 48 hours of request

Course Information

Course Description

SPANISH 101 - Introduces basic modes of communication in Spanish. Stresses speaking, listening, reading and writing as target skills. Emphasizes everyday language which the students will learn by applying essential grammatical structures to vocabulary. Provides instructional assignments and self- correctional exercises that will be practiced in the classroom. Presents an overview of the culture of various Spanish-speaking countries.

Prerequisites

There is no pre-requisite for this course.

Course Competencies/Student Learning Outcomes

Upon completion of this course, the student can:

1. Speak, read, comprehend and write on a basic level in the present tense.
2. Respond independently with everyday conversations, such as greetings, expressing needs, asking and answering questions.
3. Write in simple sentences using controlled grammar framework.
4. Demonstrate general knowledge of the culture, life-style and history of selected regions of the Spanish-speaking world

Assessment measure: Oral exams and essays.

- Questions on exams and exercises completed from Spanish resource handouts.
- Autobiographical essay as a final and exercises from grammar assignments.
- Completion of internet searches reflecting culture and cultural videos. Also, one class wide discussion question on pro/cons of bullfighting.

General Education Course Competencies/Student Learning Outcomes
Arts and Humanities (AH)

1. Utilize basic formal elements, techniques, concepts and vocabulary of specific disciplines within the Arts and Humanities.
2. Distinguish between various kinds of evidence by identifying reliable sources and valid arguments.
3. Demonstrate how social, cultural, and historical contexts influence creative expression in the arts and humanities.
4. Evaluate the significance of human expression and experience in shaping larger social, cultural, and historical contexts.
5. Evaluate enduring and contemporary issues of human experience.

Textbook Information and Supplies

The following book is optional for the class. Students may wish to share a textbook to defer the cost. *Puntos De Partida*, 11th ed., Mc-Graw-Hill publishers. ISBN # 978-1-259-99168

To purchase the printed copy of this text you must have a debit\credit card to pay for the item. It **cannot** be a prepaid card. Financial Aid cannot be used. Where it is a rentable title, you may write and highlight in the text all that you would like. Do not get the book wet with anything, do not tear the cover or pages out, must have no damage of any kind when the book is returned to the bookstore, otherwise you will be charged for the cost of the book at the end of the term. To help with the reminder a green sticker is placed on the book with the date it needs to be returned to the bookstore, which is during finals week. It may be dropped off in store or use the \$5.00 UPS label from our website. Both websites are listed below.

If you would like to rent or buy a digital copy you may use your financial aid or pay cash.

A word about the Spanish resources/handouts. These are for reference only. There is nothing assigned here. However, I may refer to these pages during the optional BB collaborate sessions. Students may obtain a hard copy at the Lees library or the Stevens library on the Hazard campus.

Course Structure, Evaluation, and Grading Methods

***One mandatory syllabus quiz. Students are also asked to send personal information with contact information by no later than Tuesday, January 16. Also, please post a picture in the discussion board under introduction.

One mandatory BB collaborate session or phone call the last 3 weeks of the semester (April). Students will need to make appointments.

- 2 Grammar assignments due at various points of the semester. The first will deal with ser estar- verbs to be and also, hay- there is there are, etc. Refer to videos and book. The second one will deal with ar ending verbs.
- One assignment translation of Professor May's autobiography.
- The course will consist of 2 short oral and written exams. The first covers ser and estar and the second covering ar ending verbs and days, months, time and family member vocabulary.
- One movie summary to be completed in English. I will send an example, if necessary! See below/next page for possible choices.
- One internet summary to be completed in English over some topic dealing with Hispanic culture, bullfighting, dancing, sports, etc. just simply summarize 2 paragraphs. **I will send an example of both the internet summary/critique and movie critique. Of course, I will not allow students to use the same article or watch the same movie in the respective examples. Please contact me if you wish to watch a different movie from the list.
- One mandatory Blackboard discussion board opinion posted dealing with the pros and cons of bullfighting and cockfighting. Students can do their internet summaries over this topic. Due by April 12. *Students should also send me their personal opinion in an e-mail. Again, there are no wrong answers! ☺
- The final oral and written assessment will consist of answering personal questions related to himself or herself. Students should do it in the present tense. Students may either call the instructor or record in Itunes, youtube etc. Students must show their faces in any videos or appear on camera if using BB collaborate.
- Also, I prefer students send me their work in the assigned drop box for each assignment. If necessary, students can send their work in e-mail for me to check prior to grading.

Oral recitations: Students will be required to show their faces in any youtube videos or BB collaborate sessions. Failure to do so will result in a loss of 10% of the overall grade for the oral component. Of course, students can also do their oral in person, if that opportunity arises.

Extra bonus can be attained, if requested.

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A word about the Spanish resources handouts and audios. Under Spanish resources, you can find PDF files of my old handouts that are helpful. Some of these also have accompanying audios (alphabet, days, etc.) Nothing is required for homework. However, these are very helpful when completing the required assignments.

Here is a list of prospective movies for the summary/critique. **Students may make other suggestions; but, check with the instructor for approval.

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- Don Quijote de la Mancha-starring Peter O'Toole and Sophia Loren for those literary scholars
- El Norte-Mexico (will be hard to find at rentals)
- Pan's Labyrinth (may be hard to find?)
- Tortilla Soup
- Frida (be aware of language and sexual situations)
- Fast and the Furious IV (Paul Walker and Vin Diesel, Michelle Rodriguez)
- Vicky Christina Barcelona (Penelope Cruz)
- Savages (recently in theaters and full of violence!)
- Love in the Time of Cholera
- Maria Full of Grace
- Like Water for Chocolate- Mexico
- Coco
- Encanto
- West Side Story
- Ferdinand
- Cuidado! **Some of these may not be appropriate for all audiences!

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information:**

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A good website to seek information for internet searches is www.donquijote.org.

Grading Policy/Scale

Grade	Percentage or Point Range
Syllabus quiz	50 points
Oral recitation of alphabet, days, months and seasons!	159 points
Internet summary in English	120 points
Ser and estar grammar assignment	105 points
Ser and estar 10 oral and written questions.	100 points
Ar verbs grammar assignment	105 points
Ar 10 oral and written questions.	100 points
Autobiography translation	100 points
Final 15 oral and written personal questions.	150 points (60 for written and 90 for the oral)
	120 points
Movie summary in English.	76 points
Discussion topic over bullfighting/cockfighting.	
** Required contact via BB collaborate or phone to discuss student progress.	75 points

1,260 total points

Class Policies/Procedures

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Dual Credit

Policy/Procedure

High school students who are enrolled in college classes and who need to make changes to their class schedule or withdraw from this course must contact and work with the HCTC Dual Credit Coordinator, Jama Griffie, at jama.griffie@kctcs.edu or by phone at 1-606-487-3203.

End of Program Assessment

Students who are graduating with an AAS technical degree or diploma (that uses an End of Program Assessment such as NOCTI/ASE) may be required to complete the assessment before a grade can be assigned for the last semester or in the capstone course. Failure to do

so will result in a delay in the awarding of credentials. Additionally, most testing centers will verify your identity with a Photo ID and follow proper test center procedures. This on-site testing can include placing personal items in a locker since phones, notes, or textbooks may not be allowed for use during the test; so, leave these items at home or in your car.

General Education Competencies

Students should prepare for twenty-first century challenges by gaining:

- Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.
- Intellectual and practical skills, including:
 - a. inquiry and analysis
 - b. critical and creative thinking
 - c. written and oral communication
 - d. quantitative literacy
 - e. information literacy
 - f. teamwork and problem solving
- Personal and social responsibility, including
 - a. civic knowledge and engagement (local and global)
 - b. intercultural knowledge and competence
 - c. ethical reasoning and action
 - d. foundations and skills for lifelong learning
- Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

Handshake

Handshake is HCTC's official job/internship portal. Handshake is the #1 way college students find jobs. [Join](#) today to explore career options, find jobs and internships for students, and connect with employers. Upon activation, you can complete your career interest survey to receive personalized recommendations for jobs/events and direct outreach from employers that align to your career interests. Right now, 80% of students with a complete Handshake profile get messaged by employers!

1. [Activate your Handshake Account](#) today with your KCTCS email and password.
2. Download the [Handshake App from Apple or Google Play](#) so you get notifications on the latest jobs, events, and employers.
3. Learn more about the [Handshake Career Tool](#).

Inclement Weather Class Policy/Procedure

During periods of inclement weather, HCTC will either open at 11:00, be closed, or operate remotely. On days that HCTC opens at 11:00 a.m., all courses scheduled **BEFORE 11:00 a.m.** will be **canceled or may begin at 11:00 a.m. if the class starts before and ends after 11:00**

a.m. Decisions regarding evening classes will be made by 4:00 p.m. Check local radio, TV stations, or the HCTC website for information.

KCTCS Student Account/MyPath

All students have access to various KCTCS tools, including Students Self Service, Email, Starfish, and Blackboard.

1. *Student Self Service*-where you can view your grades, FERPA release, and other information.
2. *KCTCS Email*-where you can communicate with HCTC staff about academic questions you may have, receive course information, instructor emails, course evaluation links/surveys, and other college-related information.
3. *Starfish*-where you can review or raise flags for assistance and review account information.
4. *Blackboard*-where course materials are if added by your instructor.

First, you must activate your KCTCS account at the [User Account Center \(UAC\)](#). At the UAC, you can:

- Setup your User Profile: Add your personal (or home) email address or mobile phone number ready.
- Update your User Profile: Update your password and information needed to verify your identity when you reset your password.
- Other user services: Things that you may need as part of the KCTCS community.

The [KCTCS User Account Center](#) stores your information securely and provides access to your information online, 24/7. To access KCTCS tools, go to [MyPath](#). Here you can access the Student Self Service, Email, Starfish, Blackboard, and more.

Accessing Blackboard

Blackboard is the course learning management system that houses the content for your online, hybrid, flex, or web-enhanced classes. How to access Blackboard directly:

- Go to <http://elearning.kctcs.edu>
- Login using your username and password. Your username is the first part of your email.

Checking Your KCTCS Email

You are issued a login ID and password. Email is an integral part of the distance learning process as well as your everyday process as a student of HCTC (Hazard Community and Technical College). You will receive course information, campus information, registration information, and other related information on your email account. In addition, all your KCTCS information will come through email. KCTCS email is the official communication tool.

Go to [MyPath](#) or go to the direct link to check your email: <https://webmail.kctcs.edu/>

Library Information

[HCTC Libraries](#) offer students, faculty, staff, and community access to library and information services and materials. HCTC has two libraries, the Stephens Library and the Lees College Campus Library. Extended Campus Library Services meets the needs of students at the Leslie County Center, Knott County Branch, Technical Campus, and other external off-campus locations, as well as students taking online classes.

No-Show Classroom Policy

According to federal financial aid regulations, attendance and/or participation in each class must be verified before a student's financial aid can be disbursed and the student receives any refund. If a student is not attending or participating in a class, s/he is not eligible to receive financial aid for that class or classes. At HCTC, we use the No-Show process to verify attendance and participation.

The No-Show Process: After the last day to drop/add a class without a penalty, instructors are required to report the names of students who have not attended or participated in their classes. When students are reported, a hold is placed on financial aid until the No-Show status can be verified. This hold is automatic and will delay the student's aid disbursement. Students reported as a No-Show by their instructors will receive an email from the Financial Aid Office, notifying them of their No-Show status and instructions to contact the instructor if they have questions about why they were reported. At the end of ten business days (two academic weeks) from the initial report, if there has not been a request from the student or adjustment from the faculty member, the student will be administratively removed from the reported class(es) for which the student was reported as a No- Show. The student's financial aid will be adjusted. The student will receive aid based upon the actual number of classes the student is attending (this will be less than the amount the student originally was awarded). Students who are removed from a class cannot enroll in another class during that term.

Finally, students who decide they do not want to take one or more of the classes for which they have registered must take the required steps to drop them during the drop/add period. To avoid problems with the No-Show process, attend/participate in classes! It is as simple as that!

Procedures relating to Discrimination, Harassment, and Sexual Misconduct

If a student thinks that s/he has been discriminated against, the student shall inform the chief student affairs officer or his/her designee within thirty (30) calendar days of the occurrence of the alleged incident. The chief student affairs officer or his/her designee shall conduct a preliminary investigation of the discrimination grievance.

The student, chief student affairs officer or his/her designee, and other involved parties shall work informally to negotiate a solution within fourteen (14) calendar days. The informal student discrimination grievance procedure shall be completed within forty-four (44) calendar days of the occurrence of the alleged incident. If the grievance is not

resolved to the satisfaction of the student through the informal grievance procedure, the student may file a formal appeal according to the KCTCS Student Code of Conduct.

If a student feels s/he has been subject to sexual misconduct, those official [complaints](#) should be made to the College Title IX Coordinator or another college administrator. Such [complaints](#) shall be handled in accordance with the Sexual Misconduct Procedure.

Student Evaluation of Instruction

The student evaluation of instruction is an essential process for HCTC to continuously improve course offerings each year. Students will be given the opportunity to complete evaluations of instruction on classes in which they are enrolled every semester (only exceptions are classes with low enrollment as students could be identified). The evaluations of instruction are completed online, and only aggregate summaries are shared with the instructor after grades have been submitted. HCTC thanks you in advance for your participation and valuable feedback.

Student Ombudsman

The [Student Ombudsman](#) is a student advocate who provides counsel and support for students who may have a conflict.

Test Proctoring

Proctored exams require students to take an examination in a controlled location under the supervision of a proctor, who monitors students during the exam period. A class that requires proctoring will give you one of two options: online test proctoring and on-campus test proctoring. All test proctoring information will be provided by your instructor with additional information provided on the [Proctored Testing Website](#).

If you are an HCTC student you will need to [schedule and request test proctoring](#) days and times. If you are a student from another KCTCS College but are taking the class through HCTC, you will need to check the [contact for your closest location](#) to take an on-campus proctored exam.

What is required to use the Testing Center?

1. A login is required to use the Testing Center.

You must also:

- Have an official picture ID
- Know the name of your class and teacher
- Make an appointment 72 business hours in advance using the [Proctor Exam Online Request](#). Testing Staff do not respond to emails on weekends or holidays.

Withdrawal Class Policy/Procedure

A student may officially withdraw from any class up to and including the midterm date without instructor approval receiving a W grade assigned to the student's record. [Requesting a withdraw](#) is now all online from Student Self Service (From Student Self Service > Click Academic Records > Click Withdraw/Drop Request).

SPA 102 Syllabus

Start Date: February 5, 2024

No-Show Date: February 12, 2024

Last Date to Withdraw without Instructor Permission: March 21, 2024

Last Date to Withdraw with Instructor Permission: April 26, 2024

Instructor Contact Information

Instructor Name/Title: Professor Scott May

Office Hours: Monday: 12:30-4:30; Tuesday 3:30-4:30; Wednesday: 12:30-4:30; Thursday 1:00-2:00 (at Lees library after February 5, 2024) FFC 213S

Office Location: FFC 213S of Hazard campus

Phone Number: 606-487-3201

Email Address: Scott.May@kctcs.edu

Communication/Response Time: 48 hours of request

Course Information

Course Description

Spanish 102 -Continues to highlight the basic modes of communication in Spanish, to include present and past tense. Stresses speaking, listening, reading and writing as target skills. Emphasizes everyday language which the students will learn by applying essential grammatical structures to vocabulary. Presents an overview of the culture of various Spanish-speaking countries.

Prerequisites

Spanish 101 or consent of department or placement exam.

Course Competencies/Student Learning Outcomes

Upon completion of this course, the student can:

1. Speak, read, comprehend and write on a basic level in the present tense.
2. Respond independently with everyday conversations, such as greetings, expressing needs, asking and answering questions.
3. Write in simple sentences using controlled grammar framework.
4. Demonstrate general knowledge of the culture, life-style and history of selected regions of the Spanish-speaking world

Assessment measure: Oral exams and essays.

- Questions on exams and exercises completed from Spanish resource handouts.

- Autobiographical essay as a final and exercises from grammar assignments.
- Completion of internet searches reflecting culture and cultural videos. Also, one class wide discussion question on pro/cons of bullfighting.

General Education Course Competencies/Student Learning Outcomes

Arts and Humanities (AH)

1. Utilize basic formal elements, techniques, concepts, and vocabulary of specific disciplines within the Arts and Humanities.
2. Distinguish between various kinds of evidence by identifying reliable sources and valid arguments.
3. Demonstrate how social, cultural, and historical contexts influence creative expression in the arts and humanities.
4. Evaluate the significance of human expression and experience in shaping larger social, cultural, and historical contexts.
5. Evaluate enduring and contemporary issues of human experience.

Textbook Information and Supplies

The following book is optional for the class. Students may wish to share a textbook to defer the cost. Puntos De Partida, 11th ed., Mc-Graw-Hill publishers. ISBN # 978-1-259-99168

To purchase the printed copy of this text you must have a debit\credit card to pay for the item. It **cannot** be a prepaid card. Financial Aid cannot be used. Where it is a rentable title, you may write and highlight in the text all that you would like. Do not get the book wet with anything, do not tear the cover or pages out, must have no damage of any kind when the book is returned to the bookstore, otherwise you will be charged for the cost of the book at the end of the term. To help with the reminder a green sticker is placed on the book with the date it needs to be returned to the bookstore, which is during finals week. It may be dropped off in store or use the \$5.00 UPS label from our website. Both websites are listed below.

If you would like to rent or buy a digital copy you may use your financial aid or pay cash.

A word about the Spanish resources/handouts. These are for reference only. There is nothing assigned here. However, I may refer to these pages during the optional BB collaborate sessions. Students may obtain a hard copy at the Lees library or the Stevens library on the Hazard campus.

Course Structure, Evaluation, and Grading Methods

***One mandatory syllabus quiz. Students are also asked to send personal information with contact information by no later than Monday, February 12, or risk administrative withdrawal. Also, please post a picture in the discussion board under introduction.

- **One mandatory BB collaborate session or phone call the last 3 weeks of the semester (April). Students will need to make appointments.**

- 2 Grammar assignments due at various points of the semester. The first will deal with stem changing verbs, weather and a review of material covered in Spanish 101. Refer to handouts. The second one will consist of questions and a translation of my daily routine using reflexive verbs (you will use this example to guide you in writing your final essay).
- The course will consist of one exam with questions to be done orally and in written form covering stem-changing verbs, weather, and a comprehensive review of tener- to have and ir- to go and its idioms and ar, er and ir verbs, etc.).
- One movie summary to be completed in English. I will send an example, if necessary! See below/next page for possible choices. Please watch a movie not summarized in the 101 class.
- One internet summary to be completed in English over some topic dealing with Hispanic culture, bullfighting, dancing, sports, etc. just simply summarize 2 paragraphs. This internet summary may be articles dealing the plight of illegal immigration and its influence on modern culture.
- One mandatory Blackboard discussion board opinion posted dealing with the pros and cons of illegal immigration and how this may have an impact on the upcoming presidential election.

**Students should also send me their personal opinion in an e-mail. Again, there are no wrong answers! ☺

- One food and beverage dialog to be read in Spanish.
- Translation of la vida de Scott May with applicable questions.

One oral and written final assignments referring to your daily routine using reflexive verbs.

- The final oral and written assessment will consist of answering personal questions related to himself or herself. Students should do it in the present tense. Students may either call the instructor or record in Itunes, youtube etc. Students must show their faces in any videos or appear on camera if using BB collaborate.
- Also, I prefer students to send me their work in the assigned drop box for each assignment. If necessary, students can send their work in e-mail for me to check prior to grading.
- Class project (due by May 3, 2024) Students may choose to do the following and even make suggestions with instructor approval.
 1. A 5-page typed research paper in MLA format and double spaced.
 2. An art project, i.e. pencil drawing, painting, pinata, etc.
 3. A brief travel itinerary for a trip to Mexico.
 4. A YouTube video of student performing a native Mexican dance. Students may feel free to make other suggestions.

Oral recitations: Students will be required to show their faces in any YouTube videos or BB collaborate sessions. Failure to do so will result in a loss of 10% of the overall grade for the oral component. Of course, students can also do their oral in person if that opportunity arises. If you have any issues with this, please e-mail me or call.

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Syllabus quiz	50 points
Grammar assignment 1 with review!	130
Internet summary in English	120 points
Oral and written midterm	180
Oral recitation of foods and beverages!	75

Grammar assignment 2 translation with questions.	Translation (75 points and personal questions 100) 175 points total
Movie summary in English.	120 points

Grade	Percentage or Point Range
Discussion topic over immigration.	75
** Required contact via BB collaborate or phone to discuss student progress.	75
Class project (see above information).	*250

1,250 -total points

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Director Phone: 606-487-3486, Email:
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General Education Competencies

Students should prepare for twenty-first century challenges by gaining:

- Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.
- Intellectual and practical skills, including:
 - a. inquiry and analysis
 - b. critical and creative thinking
 - c. written and oral communication
 - d. quantitative literacy
 - e. information literacy
 - f. teamwork and problem solving

- Personal and social responsibility, including
 - a. civic knowledge and engagement (local and global)
 - b. intercultural knowledge and competence
 - c. ethical reasoning and action
 - d. foundations and skills for lifelong learning
- Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

Handshake

Handshake is HCTC's official job/internship portal. Handshake is the #1 way college students find jobs. [Join](#) today to explore career options, find jobs and internships for students, and connect with employers. Upon activation, you can complete your career interest survey to receive personalized recommendations for jobs/events and direct outreach from employers that align to your career interests. Right now, 80% of students with a complete Handshake profile get messaged by employers!

1. [Activate your Handshake Account](#) today with your KCTCS email and password.
2. Download the [Handshake App from Apple or Google Play](#) so you get notifications on the latest jobs, events, and employers.
3. Learn more about the [Handshake Career Tool](#).

Inclement Weather Class Policy/Procedure

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KCTCS Student Account/MyPath

All students have access to various KCTCS tools, including Students Self Service, Email, Starfish, and Blackboard.

1. [*Student Self Service*](#)-where you can view your grades, FERPA release, and other information.
2. [*KCTCS Email*](#)-where you can communicate with HCTC staff about academic questions you may have, receive course information, instructor emails, course evaluation links/surveys, and other college-related information.
3. [*Starfish*](#)-where you can review or raise flags for assistance and review account information.
4. [*Blackboard*](#)-where course materials are if added by your instructor.

First, you must activate your KCTCS account at the [User Account Center \(UAC\)](#). At the UAC, you can:

- Setup your User Profile: Add your personal (or home) email address or

- mobile phone number ready.
- Update your User Profile: Update your password and information needed to verify your identity when you reset your password.
 - Other user services: Things that you may need as part of the KCTCS community.

The [KCTCS User Account Center](#) stores your information securely and provides access to your information online, 24/7. To access KCTCS tools, go to [MyPath](#). Here you can access the Student Self Service, Email, Starfish, Blackboard, and more.

Accessing Blackboard

Blackboard is the course learning management system that houses the content for your online, hybrid, flex, or web-enhanced classes. How to access Blackboard directly:

- Go to <http://elearning.kctcs.edu>
- Login using your username and password. Your username is the first part of your email.

Checking Your KCTCS Email

You are issued a login ID and password. Email is an integral part of the distance learning process as well as your everyday process as a student of HCTC (Hazard Community and Technical College). You will receive course information, campus information, registration information, and other related information on your email account. In addition, all your KCTCS information will come through email.

KCTCS email is the official communication tool.

Go to [MyPath](#) or go to the direct link to check your email: <https://webmail.kctcs.edu/>

Library Information

[HCTC Libraries](#) offer students, faculty, staff, and community access to library and information services and materials. HCTC has two libraries, the Stephens Library and the Lees College Campus Library.

Extended Campus Library Services meets the needs of students at the Leslie County Center, Knott County Branch, Technical Campus, and other external off-campus locations, as well as students taking online classes.

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According to federal financial aid regulations, attendance and/or participation in each class must be verified before a student's financial aid can be disbursed and the student receives any refund. If a student is not attending or participating in a class, s/he is not eligible to receive financial aid for that class or classes. At HCTC, we use the No-Show process to verify attendance and participation.

The No-Show Process: After the last day to drop/add a class without a penalty, instructors are required to report the names of students who have not attended or participated in their

classes. When students are reported, a hold is placed on financial aid until the No-Show status can be verified. This hold is automatic and will delay the student's aid disbursement. Students reported as a No-Show by their instructors will receive an email from the Financial Aid Office, notifying them of their No-Show status and instructions to contact the instructor if they have questions about why they were reported. At the end of ten business days (two academic weeks) from the initial report, if there has not been a request from the student or adjustment from the faculty member, the student will be administratively removed from the reported class(es) for which the student was reported as a No- Show. The student's financial aid will be adjusted. The student will receive aid based upon the actual number of classes the student is attending (this will be less than the amount the student originally was awarded). Students who are removed from a class cannot enroll in another class during that term.

Finally, students who decide they do not want to take one or more of the classes for which they have registered must take the required steps to drop them during the drop/add period. To avoid problems with the No-Show process, attend/participate in classes! It is as simple as that!

Procedures relating to Discrimination, Harassment, and Sexual Misconduct

If a student thinks that s/he has been discriminated against, the student shall inform the chief student affairs officer or his/her designee within thirty (30) calendar days of the occurrence of the alleged incident. The chief student affairs officer or his/her designee shall conduct a preliminary investigation of the discrimination grievance.

The student, chief student affairs officer or his/her designee, and other involved parties shall work informally to negotiate a solution within fourteen (14) calendar days. The informal student discrimination grievance procedure shall be completed within forty-four (44) calendar days of the occurrence of the alleged incident. If the grievance is not resolved to the satisfaction of the student through the informal grievance procedure, the student may file a formal appeal according to the KCTCS Student Code of Conduct.

If a student feels s/he has been subject to sexual misconduct, those official [complaints](#) should be made to the College Title IX Coordinator or another college administrator. Such [complaints](#) shall be handled in accordance with the Sexual Misconduct Procedure.

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What is required to use the Testing Center?

1. A login is required to use the Testing Center.

You must also:

- Have an official picture ID
- Know the name of your class and teacher
- Make an appointment 72 business hours in advance using the [Proctor Exam Online Request](#). Testing Staff do not respond to emails on weekends or holidays.

Withdrawal Class Policy/Procedure

A student may officially withdraw from any class up to and including the midterm date without instructor approval receiving a W grade assigned to the student's record. [Requesting a withdraw](#) is now all online from Student Self Service (From Student Self Service > Click Academic Records > Click Withdraw/Drop Request).

SPA 115 Syllabus

Spanish 115 48Z1 (49579) Online 3 hrs. 12 week class

Start Date: September 11, 2023

No-Show Date: September 14, 2023

Last Date to Withdraw without Instructor Permission: October 23, 2023

Last Date to Withdraw with Instructor Permission: December 1, 2023

Instructor Name/Title: Professor Scott May

Office hours Monday 1:00-2:00 @ Lees library after September 9; Tuesday, 12:00-4:30

Wednesday By appointment; Thursday 12:00-4:30 Friday By Appointment

Office Location: 213 FFC, Hazard campus

Phone Number: 606-487-3201

Email Address: Scott.May@kctcs.edu

Communication/Response Time: 48 hours of request

Course Information

Course Description

SPANISH 115: Introduces the basic cultural patterns of a Spanish speaking country or region through in-class experience and or travel. May be taken up to two times with focus on different country or region.

Prerequisites

There is no pre-requisite for this course.

Course Competencies/Student Learning Outcomes

Upon completion of this course, the student can:

1. Recognize historical impacts upon cultural nuances.
2. Identify significance of the arts as tools for shaping thought and practices.
3. Analyze the role of tradition in culture.
4. Compare and contrast contemporary issues.

General Education Course Competencies/Student Learning Outcomes

Arts and Humanities (AH)

1. Utilize basic formal elements, techniques, concepts and vocabulary of specific disciplines within the Arts and Humanities.
2. Distinguish between various kinds of evidence by identifying reliable sources and valid arguments.

3. Demonstrate how social, cultural, and historical contexts influence creative expression in the arts and humanities.
4. Evaluate the significance of human expression and experience in shaping larger social, cultural, and historical contexts.
5. Evaluate enduring and contemporary issues of human experience.

Textbook Information and Supplies

The following book is required for the course.

Oster, Patrick, author; The Mexicans, John Wiley & Sons, publishers, 1994. ISBN# 0-471-08979-6.

To purchase the printed copy of this text you must have a debit\credit card to pay for the item. It **cannot** be a prepaid card. Financial Aid cannot be used. Where it is a rentable title, you may write and highlight in the text all that you would like. Do not get the book wet with anything, do not tear the cover or pages out, must have no damage of any kind when the book is returned to the bookstore, otherwise you will be charged for the cost of the book at the end of the term. To help with the reminder a green sticker is placed on the book with the date it needs to be returned to the bookstore, which is during finals week. It may be dropped off in store or use the \$5.00 UPS label from our website. Both websites are listed below.

If you would like to rent or buy a digital copy you may use your financial aid or pay cash.

Course Structure, Evaluation, and Grading Methods

One written open book midterm exam covering Parts I and II from The Mexicans. Students will choose and summarize the aspects of daily lives depicted in the book. More information will be provided.

- Three movie summaries to be completed in English. Students are required to watch the movie The Tijuana Story and can choose 2 others from the list below. Students can also make suggestions. I will send an example, if necessary! See below/next page for possible choices.
- Two internet summaries to be completed in English over some topic dealing with Mexican culture, bullfighting, dancing, sports, etc. just simply summarize 2 paragraphs. **I will send an example of both the internet summary/critique and movie critique.. Please contact me if you wish to watch a different movie from the list.
- Two brief summaries of Day of the Dead videos and Cinco de Mayo videos.
- One mandatory Blackboard discussion board opinion posted dealing with the pros and cons of bullfighting and cockfighting. Students can do their internet summaries over this topic. Due by November 11. **Students should also send me their personal opinion in an e-mail. Again, there are no wrong answers!
- Class project (due by December 9, 2022) Students may choose to do the following

and even make suggestions with instructor approval.

1. A 5 page typed research paper in MLA format and double spaced.
2. An art project, i.e. pencil drawing, painting, pinata, etc.
3. A brief travel itinerary for a trip to Mexico.
4. A youtube video of student performing a native Mexican dance. Students may feel free to make other suggestions.

Also, I prefer students send me their work in the assigned drop box for each assignment. If necessary, students can send their work in e-mail for me to check prior to grading.

****No late work will be accepted unless permission is granted from the instructor! Please consistently check e-mail and Blackboard for revised deadlines.**

Required assignments:

Syllabus quiz	50
Summaries of Day of the Dead video And Cinco de Mayo video	100 (50 points each)
3 movie summaries	300 (100 points each)
2 internet summaries	200 (100 points each)
Discussion over pros and cons of Bullfighting	50 points

Summaries of short stories from Chapter 1 90 (30

points each) Summaries of short stories from Chapter

2 90 (30 points each) Summaries of shorts stories from

Chapter 3 90 (30 points each) Project 350

points

1,320 total possible points

Extra bonus!

During the semester I will have 2 optional BB collaborate sessions for explanation and to assist with homework and other assignments. These will be during my office hours Monday-Thursday from 1:00-3:30. Note students can always request one at their convenience. Each session will be for 2% bonus credit added to your final grade. Again,

this is not required.

Also, I prefer students send me their work in the assigned drop box for each assignment. If necessary, students can send their work in e-mail for me to check prior to grading.

****No late work will be accepted unless permission is granted from the instructor! Please consistently check e-mail and Blackboard for revised deadlines.**

Extra bonus!

Extra credit may be granted in special circumstances.

Here is a list of prospective movies for the summary/critique. ****Students may make other suggestions; but, check with the instructor for approval.**

My Family-starring Edward Olmos, Jimmy Smits

- Volver-currently in theaters-Penelope Cruz (now on DVD)
- Belle Epoque-starring Penelope Cruz (Spain)
- Women on the Verge of a Nervous Breakdown (Spain)
- Don Quijote de la Mancha-starring Peter O'Toole and Sophia Loren for those literary scholars
- El Norte-Mexico (will be hard to find at rentals)
- Pan's Labyrinth (may be hard to find?)
- Tortilla Soup
- Frida (be aware of language and sexual situations)
- Fast and the Furious IV (Paul Walker and Vin Diesel, Michelle Rodriguez)
- Vicky Christina Barcelona (Penelope Cruz)
- Savages (recently in theaters and full of violence!)
- Love in the Time of Cholera
- Maria Full of Grace
- Like Water for Chocolate- Mexico
- Encanto
- West Side Story
- Cuidado! ****Some of these may not be appropriate for all audiences!**

A good website to seek information is www.donquijote.org.

Grading Policy/Scale

Grade	Percentage or Point Range
A	90-100 %
B	80-89%
C	70-79%

D	60-69%
E	0-59%

Class Policies/Procedures

Review all Class Policies/Procedures on the [HCTC Syllabus Information Webpage](#).

(From the [HCTC Website](#) Click Current Students > Academic Resources > Syllabus Information)

Academic Honesty Policy (including Cheating and Plagiarism)

From the KCTCS Code of Student Conduct, KCTCS faculty and students are bound by principles of truth and honesty that are recognized as fundamental for a community of teachers and scholars. The College expects Learners and faculty to honor and faculty to enforce these academic principles. The College affirms that it will not tolerate academic dishonesty including, but not limited to, violation of the academic rights of Learners (section 2.0) and student academic offenses and sanctions (section 2.3).

- [KCTCS Code of Student Conduct](#)

Accommodations Procedure

HCTC strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodation for all persons with disabilities. If you are seeking accommodations for this course under the Americans with Disabilities Act (ADA), you are required to contact the [Accessibility/Disabilities Services Office](#).

To request accommodations, complete the [Online Accommodation Request Form](#). Please do not request accommodations directly from your Instructor without a letter of accommodation from the Accessibility/Disability Services Office.

If you are a student from a KCTCS college other than HCTC, contact your Home College for establishing disability accommodations. You can find your Home College's Accessibility/Disability Services Office contact information on the [KCTCS Disability Services website](#). Your Home College will communicate with your Instructors and Accessibility/Disability Services Office to provide you with reasonable and appropriate accommodation. Your accommodation will begin after the Instructor has received confirmation of your accommodation from the Accessibility/Disability Services Office. Accommodation cannot be applied to your course retroactively.

Julie Caudill, HCTC Disabilities Services

Director Phone: 606-487-3486, Email:

jcaudill0129@kctcs.edu

Appeals Process

Always begin the informal process by talking to your instructor. If issues cannot be resolved, then speak with the Dean/Supervisor of the faculty member (contact information available

near the end of the syllabus). For information about academic rights, academic offenses, and the student's formal right to appeal, review the [KCTCS Code of Student Conduct](#).

Classroom Recordings

Instructors at Hazard Community and Technical College are authorized to use microphones and audio-enabled video cameras in the College's classrooms. Instructors may use these cameras to record their teaching and presentation of course material but usually direct the cameras toward themselves and/or their presentation material. Students must be informed if their class is being recorded. The College has a general rule prohibiting release of these recordings to any individuals who are not officially enrolled in the class and against making them available to students beyond the end of the course. If an Instructor determines a need to release the recording for use in other sections of the course, for outside individuals, or for public consumption, the instructor must seek permission using college procedure and must obtain written authorization from the students who are visually or orally identifiable in the recording.

Class periods associated with this course will be recorded by the instructor. Students are hereby notified that the content of the recordings may, at times, include their faces and voices. If the instructor intends to release post these recordings for other sections of this course or for any other purposes, the instructor will notify students heard or seen in the recordings and will ask for written permission. Students are advised that the written permission, if granted, will be retained in their student records. If students in this class have any questions regarding these recordings or the form they may be asked to sign, students should talk with the instructor.

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The No-Show assignment must be completed by 18 September 2023.

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If a student thinks that s/he has been discriminated against, the student shall inform the chief student affairs officer or his/her designee within thirty (30) calendar days of the occurrence of the alleged incident. The chief student affairs officer or his/her designee shall conduct a preliminary investigation of the discrimination grievance.

The student, chief student affairs officer or his/her designee, and other involved parties shall work informally to negotiate a solution within fourteen (14) calendar days. The

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SPA 201 Syllabus

Spanish 201 48Z1 (52478)
Elementary Spanish 101 Online (52478)

Start Date: September 11, 2023

No-Show Date: September 14, 2023

Last Date to Withdraw without Instructor Permission: October 23, 2023

Last Date to Withdraw with Instructor Permission: December 1, 2023

Instructor Name/Title: Professor Scott May Office hours Monday 1:00-2:00 @
Lees library after September 9; Tuesday, 11:00-3:30 Wednesday By appointment;
Thursday 11:00-3:30 Friday By appointment

Office Location: 213 FFC, Hazard campus

Phone Number: 606-487-3201

Email Address:

Communication/Response Time: 48 hours of request

Course Information

Course Description

Focuses on intermediate level speaking listening, reading, and writing skills with an emphasis on more advanced grammatical structures; emphasizes speaking the language to expand vocabulary; examines current issues, cultural nuances, and dominant Hispanic themes.

Prerequisites

Spanish 102 or consent of department or placement test.

Course Competencies/Student Learning Outcomes

Upon completion of this course, the student can:

1. Speak, read, comprehend and write on a basic level in the present tense.
2. Respond independently with everyday conversations, such as greetings, expressing needs, asking and answering questions.
3. Write in simple sentences using controlled grammar framework.
4. Demonstrate general knowledge of the culture, life-style and history of selected regions of the Spanish-speaking world

Assessment measure: Oral exams and essays.

- Questions on exams and exercises completed from Spanish resource handouts.
- Autobiographical essay as a final and exercises from grammar assignments.

General Education Course Competencies/Student Learning Outcomes

Arts and Humanities (AH)

1. Utilize basic formal elements, techniques, concepts and vocabulary of specific disciplines within the Arts and Humanities.
2. Distinguish between various kinds of evidence by identifying reliable sources and valid arguments.
3. Demonstrate how social, cultural, and historical contexts influence creative expression in the arts and humanities.
4. Evaluate the significance of human expression and experience in shaping larger social, cultural, and historical contexts.
5. Evaluate enduring and contemporary issues of human experience.

Textbook Information and Supplies

The following book is optional for the class. Students may wish to share a textbook to defer the cost.

Puntos De Partida, 11th ed., Mc-Graw-Hill publishers. ISBN # 978-1-259-99168

To purchase the printed copy of this text you must have a debit\credit card to pay for the item. It **cannot** be a prepaid card. Financial Aid cannot be used. Where it is a rentable title, you may write and highlight in the text all that you would like. Do not get the book wet with anything, do not tear the cover or pages out, must have no damage of any kind when the book is returned to the bookstore, otherwise you will be charged for the cost of the book at the end of the term. To help with the reminder a green sticker is placed on the book with the date it needs to be returned to the bookstore, which is during finals week. It may be dropped off in store or use the \$5.00 UPS label from our website. Both websites are listed below.

If you would like to rent or buy a digital copy you may use your financial aid or pay cash.

Course Structure, Evaluation, and Grading Methods

*****One mandatory syllabus quiz. Students are also asked to send personal information with contact information by no later than Thursday, September 14. Also, please post a picture in the**

Discussion board under Introduce yourself.

- 1 review assignment using regular, stem- changing and reflexive present tense verbs.
- 2 Grammar assignments due at various points of the semester dealing with the preterit past in the first and the imperfect past in the second. Refer to videos and book.
- One assignment translation of Professor May's day in the life.
- The course will consist of one open book midterm exam with both written and oral

questions to be completed in Spanish.

- The final exam is entirely written and is due by December 6, 2023.
- One movie summary to be completed in English. I will send an example, if necessary! See below/next page for possible choices.
- One internet summary to be completed in English over some topic dealing with Hispanic culture, bullfighting, dancing, sports, etc. just simply summarize 2 paragraphs. **I will send an example of both the internet summary/critique and movie critique. Of course, I will not allow students to use the same article or watch the same movie in the respective examples. Please contact me if you wish to watch a different movie from the list.
- The final essay will be done orally and in written form. It must contain both preterit and imperfect past tense forms. See pages 24-25 for an example. The essay is due by December 6, 2023.

Also, I prefer students send me their work in the assigned drop box for each assignment. If necessary, students can send their work in e-mail for me to check prior to grading.

**No late work will be accepted unless permission is granted from the instructor! Please consistently check e-mail and Blackboard for revised deadlines.

Oral recitations: Students will be required to show their faces in any youtube videos or BB collaborate sessions. Failure to do so will result in a loss of 10% of the overall grade for the oral component. Of course, students can also do their oral in person, if that opportunity arises.

Extra bonus!

During the semester I will have 4 optional BB collaborate sessions for explanation and to assist with homework and other assignments. These will be during my office hours Tuesday or Thursday from 1:00-4:00. Note students can always request one at their convenience. Each session will be for 2% bonus credit added to your final grade. Again, this is not required.

Here is a list of prospective movies for the summary/critique. **Students may make other suggestions; but, check with the instructor for approval.

My Family-starring Edward Olmos, Jimmy Smits

- Volver-currently in theaters-Penelope Cruz (now on DVD)
- Belle Epoque-starring Penelope Cruz (Spain)
- Women on the Verge of a Nervous Breakdown (Spain)
- Don Quijote de la Mancha-starring Peter O'Toole and Sophia Loren for those literary scholars
- El Norte-Mexico (will be hard to find at rentals)

- Pan’s Labyrinth (may be hard to find?)
- Tortilla Soup
- Frida (be aware of language and sexual situations)
- Fast and the Furious IV (Paul Walker and Vin Diesel, Michelle Rodriguez)
- Vicky Christina Barcelona (Penelope Cruz)
- Savages (recently in theaters and full of violence!)
- Love in the Time of Cholera
- Maria Full of Grace
- Like Water for
Chocolate- Mexico
- Encanto
- West Side Story
- Cuidado! **Some of these may not be appropriate for all audiences!

If you watched one of these in another one of my classes, please choose a different one. A good website to seek information is www.donquijote.org.

Grading Policy/Scale

Grade	Percentage or Point Range
A	90-100 %
B	80-89%
C	70-79%
D	60-69%
E	0-59%

Class Policies/Procedures

Review all Class Policies/Procedures on the [HCTC Syllabus Information Webpage](#).
(From the [HCTC Website](#) Click Current Students > Academic Resources > Syllabus Information)

Academic Honesty Policy (including Cheating and Plagiarism)

From the KCTCS Code of Student Conduct, KCTCS faculty and students are bound by principles of truth and honesty that are recognized as fundamental for a community of teachers and scholars. The College expects Learners and faculty to honor and faculty to enforce these academic principles. The College affirms that it will not tolerate academic dishonesty including, but not limited to, violation of the academic rights of Learners (section 2.0) and student academic offenses and sanctions (section 2.3).

- [KCTCS Code of Student Conduct](#)

Accommodations Procedure

HCTC strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodation for all persons with disabilities. If you are seeking accommodations for this course under the Americans with Disabilities Act (ADA), you are required to contact the [Accessibility/Disabilities Services Office](#).

To request accommodations, complete the [Online Accommodation Request Form](#). Please do not request accommodations directly from your Instructor without a letter of accommodation from the Accessibility/Disability Services Office.

If you are a student from a KCTCS college other than HCTC, contact your Home College for establishing disability accommodations. You can find your Home College's Accessibility/Disability Services Office contact information on the [KCTCS Disability Services website](#). Your Home College will communicate with your Instructors and Accessibility/Disability Services Office to provide you with reasonable and appropriate accommodation. Your accommodation will begin after the Instructor has received confirmation of your accommodation from the Accessibility/Disability Services Office. Accommodation cannot be applied to your course retroactively.

Julie Caudill, HCTC Disabilities Services
Director Phone: 606-487-3486, Email:
jcaudill0129@kctcs.edu

Appeals Process

Always begin the informal process by talking to your instructor. If issues cannot be resolved, then speak with the Dean/Supervisor of the faculty member (contact information available near the end of the syllabus). For information about academic rights, academic offenses, and the student's formal right to appeal, review the [KCTCS Code of Student Conduct](#).

Classroom Recordings

Instructors at Hazard Community and Technical College are authorized to use microphones and audio-enabled video cameras in the College's classrooms. Instructors may use these cameras to record their teaching and presentation of course material but usually direct the cameras toward themselves and/or their presentation material. Students must be informed if their class is being recorded. The College has a general rule prohibiting release of these recordings to any individuals who are not officially enrolled in the class and against making them available to students beyond the end of the course. If an Instructor determines a need to release the recording for use in other sections of the course, for outside individuals, or for public consumption, the instructor must seek permission using college procedure and must obtain written authorization from the students who are visually or orally identifiable in the recording.

Class periods associated with this course will be recorded by the instructor. Students are hereby notified that the content of the recordings may, at times, include their faces and voices. If the instructor intends to release post these recordings for other sections of this

course or for any other purposes, the instructor will notify students heard or seen in the recordings and will ask for written permission. Students are advised that the written permission, if granted, will be retained in their student records. If students in this class have any questions regarding these recordings or the form they may be asked to sign, students should talk with the instructor.

College Rights

The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and employees. The College will attempt to make these changes as minimally disruptive as possible, but the College reserves the sole right to alter the type, place, or time for their classes.

Dual Credit Policy/Procedure

High school students who are enrolled in college classes and who need to make changes to their class schedule or withdraw from this course must contact and work with the HCTC Dual Credit Coordinator, Jama Griffie, at jama.griffie@kctcs.edu or by phone at 1-606-487-3203.

End of Program Assessment

Students who are graduating with an AAS technical degree or diploma (that uses an End of Program Assessment such as NOCTI/ASE) may be required to complete the assessment before a grade can be assigned for the last semester or in the capstone course. Failure to do so will result in a delay in the awarding of credentials. Additionally, most testing centers will verify your identity with a Photo ID and follow proper test center procedures. This on-site testing can include placing personal items in a locker since phones, notes, or textbooks may not be allowed for use during the test; so, leave these items at home or in your car.

General Education Competencies

Students should prepare for twenty-first century challenges by gaining:

- A. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.
- B. Intellectual and practical skills, including:
 - inquiry and analysis
 - critical and creative thinking
 - written and oral communication
 - quantitative literacy

- information literacy
 - teamwork and problem solving
- C. Personal and social responsibility, including
- civic knowledge and engagement (local and global)
 - intercultural knowledge and competence
 - ethical reasoning and action
 - foundations and skills for lifelong learning
- D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

Handshake

Handshake is HCTC's official job/internship portal. Handshake is the #1 way college students find jobs. [Join](#) today to explore career options, find jobs and internships for students, and connect with employers. Upon activation, you can complete your career interest survey to receive personalized recommendations for jobs/events and direct outreach from employers that align to your career interests. Right now, 80% of students with a complete Handshake profile get messaged by employers!

- [Activate your Handshake Account](#) today with your KCTCS email and password.
- Download the [Handshake App from Apple or Google Play](#) so you get notifications on the latest jobs, events, and employers.
- Learn more about the [Handshake Career Tool](#).

Inclement Weather Class Policy/Procedure

During periods of inclement weather, HCTC will either open at 11:00, be closed, or operate remotely. On days that HCTC opens at 11:00 a.m., all courses scheduled **BEFORE 11:00 a.m.** will be **canceled or may begin at 11:00 a.m. if the class starts before and ends after 11:00 a.m.** Decisions regarding evening classes will be made by 4:00 p.m. Check local radio, TV stations, or the HCTC website for information.

KCTCS Student Account/MyPath

All students have access to various KCTCS tools, including Students Self Service, Email, Starfish, and Blackboard.

- [Student Self Service](#)-where you can view your grades, FERPA release, and other information.
- [KCTCS Email](#)-where you can communicate with HCTC staff about academic questions you may have, receive course information, instructor emails, course evaluation links/surveys, and other college-related information.
- [Starfish](#)-where you can review or raise flags for assistance and review account information.
- [Blackboard](#)-where course materials are if added by your instructor.

First, you must activate your KCTCS account at the [User Account Center \(UAC\)](#). At the UAC, you can:

- Setup your User Profile: Add your personal (or home) email address or mobile phone number ready.

- Update your User Profile: Update your password and information needed to verify your identity when you reset your password.
- Other user services: Things that you may need as part of the KCTCS community.

The [KCTCS User Account Center](#) stores your information securely and provides access to your information online, 24/7. To access KCTCS tools, go to [MyPath](#). Here you can access the Student Self Service, Email, Starfish, Blackboard, and more.

Accessing Blackboard

Blackboard is the course learning management system that houses the content for your online, hybrid, flex, or web-enhanced classes. How to access Blackboard directly:

1. Go to <http://elearning.kctcs.edu>
2. Login using your username and password. Your username is the first part of your email.

Checking Your KCTCS Email

You are issued a login ID and password. Email is an integral part of the distance learning process as well as your everyday process as a student of HCTC (Hazard Community and Technical College). You will receive course information, campus information, registration information, and other related information on your email account. In addition, all your KCTCS information will come through email.

KCTCS email is the official communication tool.

Go to [MyPath](#) or go to the direct link to check your email: <https://webmail.kctcs.edu/>

Library Information

[HCTC Libraries](#) offer students, faculty, staff, and community access to library and information services and materials. HCTC has two libraries, the Stephens Library and the Lees College Campus Library.

Extended Campus Library Services meets the needs of students at the Leslie County Center, Knott County Branch, Technical Campus, and other external off-campus locations, as well as students taking online classes.

No-Show Classroom Policy

According to federal financial aid regulations, attendance and/or participation in each class must be verified before a student's financial aid can be disbursed and the student receives any refund. If a student is not attending or participating in a class, s/he is not eligible to receive financial aid for that class or classes. At HCTC, we use the No-Show process to verify attendance and participation.

The No-Show Process: After the last day to drop/add a class without a penalty, instructors are required to report the names of students who have not attended or participated in their classes. When students are reported, a hold is placed on financial aid until the No-Show status can be verified. This hold is automatic and will delay the student's aid disbursement. Students reported as a No-Show by their instructors will receive an email from the Financial

Aid Office, notifying them of their No-Show status and instructions to contact the instructor if they have questions about why they were reported. At the end of ten business days (two academic weeks) from the initial report, if there has not been a request from the student or adjustment from the faculty member, the student will be administratively removed from the reported class(es) for which the student was reported as a No- Show. The student's financial aid will be adjusted. The student will receive aid based upon the actual number of classes the student is attending (this will be less than the amount the student originally was awarded). Students who are removed from a class cannot enroll in another class during that term.

Finally, students who decide they do not want to take one or more of the classes for which they have registered must take the required steps to drop them during the drop/add period. To avoid problems with the No-Show process, attend/participate in classes! It is as simple as that!

Procedures relating to Discrimination, Harassment, and Sexual Misconduct

If a student thinks that s/he has been discriminated against, the student shall inform the chief student affairs officer or his/her designee within thirty (30) calendar days of the occurrence of the alleged incident. The chief student affairs officer or his/her designee shall conduct a preliminary investigation of the discrimination grievance.

The student, chief student affairs officer or his/her designee, and other involved parties shall work informally to negotiate a solution within fourteen (14) calendar days. The informal student discrimination grievance procedure shall be completed within forty-four (44) calendar days of the occurrence of the alleged incident. If the grievance is not resolved to the satisfaction of the student through the informal grievance procedure, the student may file a formal appeal according to the KCTCS Student Code of Conduct.

If a student feels s/he has been subject to sexual misconduct, those official [complaints](#) should be made to the College Title IX Coordinator or another college administrator. Such [complaints](#) shall be handled in accordance with the Sexual Misconduct Procedure.

Student Evaluation of Instruction

The student evaluation of instruction is an essential process for HCTC to continuously improve course offerings each year. Students will be given the opportunity to complete evaluations of instruction on classes in which they are enrolled every semester (only exceptions are classes with low enrollment as students could be identified). The evaluations of instruction are completed online, and only aggregate summaries are shared with the instructor after grades have been submitted. HCTC thanks you in advance for your participation and valuable feedback.

Student Ombudsman

The [Student Ombudsman](#) is a student advocate who provides counsel and support for students who may have a conflict.

Test Proctoring

Proctored exams require students to take an examination in a controlled location under the supervision of a proctor, who monitors students during the exam period. A class that requires proctoring will give you one of two options: online test proctoring and on-campus test proctoring. All test proctoring information will be provided by your instructor with additional information provided on the [Proctored Testing Website](#).

If you are an HCTC student you will need to [schedule and request test proctoring](#) days and times. If you are a student from another KCTCS College but are taking the class through HCTC, you will need to check the [contact for your closest location](#) to take an on-campus proctored exam.

What is required to use the Testing Center?

- A login is required to use the Testing Center.

You must also:

- Have an official picture ID
- Know the name of your class and teacher
- Make an appointment 72 business hours in advance using the [Proctor Exam Online Request](#). Testing Staff do not respond to emails on weekends or holidays.

Withdrawal Class Policy/Procedure

A student may officially withdraw from any class up to and including the midterm date without instructor approval receiving a W grade assigned to the student's record. [Requesting a withdraw](#) is now all online from Student Self Service (From Student Self Service > Click Academic Records > Click Withdraw/Drop Request).

SUR 100 Syllabus

Instructor: Tammy Day

Office: Harold Rogers Student Commons, Room 222

Office Hours:

Tuesday: 9-12 & 1-3

Thursday: 9-12 & 1-3

Friday: by appointment only

Telephone: 606-451-6792

Email: tammy.day@kctcs.edu

Immediate Supervisor: Ron Meade, Dean of Health Sciences

**Office: Somerset North, ATB,
Room 301D Office Hours: by
appointment only**

Telephone: 606-451-6842

Email: ron.meade@kctcs.edu

Administrative Assistant I: Tanya Cowan

Office: SCN-ATB-301

Office Hours: 8:00-4:30

Telephone: 606-451-6764

Email: tanya.cowan@kctcs.edu

Catalog Course Description

Provides an overview of the history of surgery and the role of surgical technologists, including professional responsibilities, developing a professional resume, legal and ethical considerations, interpersonal relationships and communication skills. Incorporates safety, hazards preparation, aseptic technique and duties of the scrubbed and the circulating surgical technologist during a surgical procedure. Provides information for the performance and completion of surgical procedures including general surgery, ob/gyn with attendant specialty equipment, abdominal incisions, wound closures, and standard precaution skills.

Pre-requisite OR Co-requisite: CPR (for Healthcare Providers) must be completed prior to the first surgical technology skills practicum course and must remain current throughout the Surgical Technology Program. Lecture: 12 credits (180 contact hours)

Pre-requisite: Minimum "C" grade (BIO 137 and BIO 139) and (AHS 115 or CLA 131 ,MIT 103) and (BIO 225 or BIO 226, BIO 118).

Co-requisite: SUR 102 and SUR 125, CPR (for Healthcare Providers) must be completed prior to the first surgical technology skills practicum course and must remain current throughout the Surgical Technology Program.

Attributes:

Technical

Components:

LEC: Lecture

Accreditation:

- The Surgical Technology program holds accreditation from the **Commission on Accreditation of Allied Health Education Program** mail@caahep.org or www.caahep.org.
- CAAHEP accredits programs upon the recommendation of the **Accreditation Review Council on Education in Surgical Technology and Surgical Assisting** (ARC/STSA) info@arcstsa.org or www.arcstsa.org.
- **Southern Association of Colleges and Schools (SACS)**. www.sacscoc.org.

Students who have completed program requirements must sit for the certifying examination offered by the **National Board on Certification for Surgical Technology and Surgical Assisting** (NBSTSA), 3 West Dry Creek Circle Littleton, CO 80120; Phone: (800) 707 0057; mail@nbstsa.org or www.nbstsa.org

Pre-requisite(s):

- Admission to the AAS in Surgical Technology program
- BIO 137 & 139
- AHS 115 or CLA 131 or MIT 103
- BIO 118 or BIO 225 or BIO 226

- MAT 110 or Higher-Level Quantitative Reasoning Course
- ENG 101
- Digital Literacy or Competency Exam
- Social/Behavioral Science
- Heritage or Humanities

CPR: (for Healthcare Providers) must be completed prior to the first surgical technology skills practicum course and must remain current throughout the Surgical Technology program. Certification is required from the **American Heart Association** only.

All pre-requisites and co-requisite SUR classes must be completed with a grade of “C” or better to continue in the program. Students who withdraw from or earn less than a “C” in any course with a Surgical Technology prefix will be dropped from the Surgical Technology program and must reapply for admission.

Required Textbook/ISBN

- Delmar/Cengage (Unlimited) MindTap, [Surgical Technology for the Surgical Technologist, 6nd Ed](#); ISBN:9780357622573
- Boardvitals [Medical Board Review, CME, & Question Bank - BoardVitals](#)

Recommended Textbook/ISBN

- Lang Q&A Surgical Technology Examination Study Guide; ISBN: 978126047024

Websites:

- For a current listing of web resources please visit the Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting (ARC/STSA) website.
www.arcstsa.org
- Association of Surgical Technologists (AST) website: www.ast.org
- National Board of Surgical Technology and Surgical Assisting (NBSTSA) website: www.nbstsa.org
- Commission on Accreditation of Allied Health Education Programs (CAAHEP) website:
www.caahep.org
- Southern Association of Colleges and Schools (SACS). www.sacscoc.org

Supplies: #2 Pencils, Pens, Paper, Binder, laptop

General Education Competencies

Students should prepare for twenty-first century challenges by gaining:

1. Knowledge of human cultures and physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.
2. Intellectual and practical skills, including:
 - A inquiry and analysis
 - B critical and creative thinking
 - C written and oral communication
 - D quantitative literacy
 - E information literacy
 - F teamwork and problem solving
3. Personal and civic responsibility, including
 - A civic knowledge and engagement (local and global)
 - B intercultural knowledge and competence
 - C ethical reasoning and action
 - D foundations and skills for lifelong learning
4. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

Course Competencies

Upon completion of this course, the student can:

1. Compare and contrast health care facilities, hospital organizations, management, and governing bodies.
2. Identify and interpret the job description for a surgical technologist.
3. Evaluate personal employability qualities that include positive characteristics.
4. Develop a professional resume and interview strategies.
5. Identify the members of the surgical team and their roles.
6. Identify the aspects of the physical environment of the surgical suite.
7. Identify the hospital departments that relate to the surgical suite.
8. Identify and demonstrate principles of communication and their importance in the surgical setting.
9. Trace the historical development of surgery.
10. Explain the scope and principles of all hazard's preparation.
11. Define and interpret ethical, moral and legal responsibilities of the surgical technologist including development of surgical consciences.
12. Describe the identification process for surgical patients including the time-out process.

13. Identify patients' physical and psychological needs and provide appropriate reassurance.
14. Identify the perioperative routine required.
15. Describe the principles and modes of transportation of the patient.
16. Describe patient transfer, positioning, prepping, and draping for a surgical procedure.
17. Describe the various patient positions and the operating room table attachments with relationship to these positions.
18. Define the handling, labeling, and containment of specimens and transporting to the lab.
19. Identify principles and techniques of sterilization and operation of a sterilizer.
20. Describe correct hand washing and a surgical scrub.
21. Explain steps and methods followed in sterile gloving and gowning of self and others.
22. Identify and describe handling of equipment used in specific areas of the body.
23. Explain the purpose of dressings and drainage devices/system.
24. Identify the principles of aseptic technique before, during, and after surgery.
25. Identify instruments, supplies, and equipment or lasers for specific surgical procedures.
26. Describe the cleaning and restocking of the operating room while identifying safety hazards of equipment and supplies.
27. Describe techniques for handling contaminated instruments, equipment, and supplies.
28. Describe common general, ob/gyn, and abdominal incisions including endoscopy and their uses in surgical.
29. Describe different suture materials including clips and staples for general wound closure. .
30. Identify diagnostic procedures used in surgical specialties.
31. Identify and describe retractor use.
32. Identify when to irrigate, suction, and sponge operative sites.
33. Describe the technique of counting instruments, sharps, and sponges before, during, and after surgery.
34. Define and describe biomedical sciences of electricity and robotics as they pertain to perioperative practice.
35. Identify information resources using current technology.
36. Describe procedures and identify instruments, supplies, and equipment for general surgery, endoscopic surgery obstetrics and gynecological surgeries, emergency and trauma related to surgical specialties, and advantages and disadvantages of tissue replacement materials as related to surgical specialties.

Course Outline

I. Orientation to Surgical Technology – Ch. 1

- A. Terminology
- B. Abbreviations
- C. History

II. Professional management – Ch. 2

- A. Information management
- B. Employability Skills

III. The Surgical Patient – Ch. 2

- A. Medical, ethical, and legal responsibilities
- B. Emotional support – Ch. 3

IV. Physical Environment of Perioperative Settings and Safety Standards – Ch. 4

- A. Preparation
- B. Maintenance
- C. Occupational hazards
- D. Biomedical sciences (electricity, robotics)

V. All-Hazards Preparation – Ch. 8

- A. Preparation and planning
- B. Detection and communication
- C. Incident management and support systems
- D. Safety and security
- E. Clinical/Public health assessment and intervention
- F. Contingency
- G. Continuity
- H. Recovery
- I. Public health laws
- J. Ethics

VI. Asepsis/Infection Control – Ch. 7

- A. Pathophysiology
- B. Aseptic technique
- C. Sterilization and disinfection
- D. Packing and dispensing supplies
- E. Perioperative environment - Ch. 13
- F. Perioperative case management

VII. General Patient Care and Safety – Ch. 12

- A. Transportation
- B. Positioning/transferring
- C. Observation and monitoring
- D. Documentation and records
- E. Cardiopulmonary resuscitation – Ch. 8
- F. Homeostasis – Ch. 11
- G. Legal issues, documentation, and risk management – Ch. 2

VIII. Perioperative Instrumentation and Equipment – Ch. 10

- A. Instrumentation
- B. General equipment
- C. Specialty equipment
- D. Supplies

IX. Wound Management – Ch. 11

- A. Sutures
- B. Needles
- C. Stapling
- D. Wound classification, immune response, infection, and healing

X. Tissue Replacement Materials – Ch. 10

- A. Biological
- B. Synthetic

XI. Role of the Surgical Technologist – Ch. 12 A. Positions for operative procedures

- B. Skin preparation
- C. Urinary Catheterization
- D. Draping
- E. Scrub, gown, and gloves
- F. Instrumentation
- G. Equipment
- H. Supplies
- I. Counts

XII. Surgical Procedures. General surgery

- B. Gynecology
- C. Obstetrics
- D. Other specialty areas

XIII. General Surgery – Ch. 16

- A. Appendectomy
- B. Breast procedures
- C. Cholecystectomy
- D. Colon resection
- E. Gastrectomy
- F. Hemorrhoidectomy
- G. Herniorrhaphy
- H. Laparoscopic Nissen fundoplication
- I. Splenectomy
- J. Thyroidectomy
- K. Pancreaticoduodenectomy (Whipple Procedure)

XIV. Obstetrical and Gynecological – Ch. 17

- A. Cervical
- B. Uterine, ovarian, fallopian tubes
- C. External genitalia
- D. Vaginal
- E. Pelvic

Core Curriculum for Surgical Technology, 7e NEW!:

https://arcstsa.org/wp-content/uploads/2022/03/Core_Curriculum_for_Surgical_Technology_7ed_3-18-22.pdf

Grading Criteria

All testing dates are scheduled on the course calendar and are mandatory! Lack of transportation or childcare is not an acceptable excuse for an absence. If a student must be absent when a test is scheduled, s/he must notify the instructor prior to the absence and explain the absence. Missed exams will be taken on the following lecture day at the instructor's convenience. Unannounced quizzes may be given. If a test is missed on a day when the student does not have an excused absence, the student will receive a zero (0) on that exam. An excused absence on quiz/exam day can be made up without penalty pending a doctor's statement is presented. Weights for assignments are as follows:

Five Unit Exams = 75%

Exam 1 - 100 questions = 15%

Exam 2 – 100 questions = 15%

Exam 3 - 100 questions = 15%

Exam 4 - 100 questions = 15%

Exam 5 - 100 questions = 15%

Mindtap Assignments in Blackboard = 5%

Quiz 1 = 6%

Quiz 2 = 6%

Course Evaluation = 3%

Blood Donation = 5%

Grand Total = 100%

Course grades will be determined using the following scale:

92.00 – 100.00% = A

84.00 – 91.99% = B

77.00 – 83.99% = C

65.00 – 76.99% = D

0 – 64.99% = E

Grades will be posted immediately following exams in MindTap and Blackboard. Test review for unit tests will be conducted on test day or the first following lecture day. It is the student's responsibility to plan with the instructor to review an exam in case of absence. Test questions may come from assigned reading, lectures, homework and/or other assignments. A student may challenge a test item only during this review period. A test grade will be changed at the end of the semester only if there has been a calculation error.

Students are responsible for skills and knowledge acquired in prerequisite courses. Skills and testing are cumulative throughout the program.

Attendance Statement

If **four (4)** occurrences of unexcused absenteeism, as determined by the Surgical Technology faculty occur within a semester, the student is subject to automatic failure of SUR 100. In cases of illness please submit a Dr. statement within 48 hours (about 2 days) to be considered excused. If a Dr. statement is not submitted within 48 hours (about 2 days) the absence will be considered unexcused.

Late Assignments/Make-up Exam Policy

Late work will not be accepted. This policy will only be waived due to extreme circumstances as ascertained by Surgical Technology faculty.

Written work Policy:

Due dates for written and/or oral assignments/presentations will be given at the time of assignment. All written work is to be turned in as soon as class begins on the assignment's due date.

Requirement for Students to Maintain an Active Email Account:

To facilitate communications and have quick and easy access to grade reports, schedules, schedule changes, bills, etc. all students are issued a KCTCS (Kentucky Community and Technical College System) e-mail account. Students are required to have an active e-mail account. This is where official communication occurs between yourself and the instructor. Students who do not access and manage their e-mail accounts will fail to receive valuable information about the course and college. It is the student's responsibility to maintain contact with the

instructor by phone if his/her e-mail is inoperable. Students who do not have internet access may use computers in the Learning Commons Building.

Social Networking Statement:

Social networking is not limited to named sites (Facebook, Twitter) as new sites are always being added. Private patient information must be kept confidential and can only be disclosed or used for specific purposes related to an individual's care. Students may not post comments that would compromise another person's or organization's privacy (HIPAA) or comments that do not conform to professional ANA nursing standards, state, federal laws and KCTCS policy. Students should also be aware that postings and pictures on social networking sites may be viewed by KCTCS and potential employers and could reflect negatively on the individual and or school and may be a violation of school policy. Confidentiality of medical information on patients and information regarding the conduct of health care personnel must be honored.

Withdrawal Policy

A student may officially withdraw from any class up to and including the date of midterm with a W grade. After the date of midterm and through the last class of the semester or session, any student may request to withdraw from a course and receive a W, which may be given at the instructor's discretion. Each instructor shall state at the first or second class meeting the factors used in determining if a student can withdraw during the discretionary period. An instructor shall not assign a student a W for a class unless the student has officially withdrawn from that class in a manner prescribed by the college. The grade of W may be assigned by the College Appeals Board in classes involving a violation of student academic rights or for academic offenses. <https://somenset.kctcs.edu/current-students/academic-resources/student-records-office.aspx>

Readmission

To be considered for readmission, each applicant must submit the following credentials by the June 1 deadline. A student who withdraws from or earns less than a grade of "C" in any course with the Surgical Technology program prefix will be dropped from the Surgical Technology program. The process for readmission to the program is as follows: Students who wish to apply for readmission to the program must do so by the same dates as for admission – by June 1; and submit a written request to the Surgical Technology Program Coordinator including information to justify readmission. If more than one year has elapsed since initial enrollment in a Surgical Technology program, the entire sequence of surgical technology courses must be repeated. A student may be

readmitted to the Surgical Technology program one (1) time. A student must have a minimum grade point average of 2.00. Readmission to the Surgical Technology program will be dependent upon available resources and the selective admission process. Application is not a guarantee of readmission to the program.

Transfer

To transfer, each applicant must submit the following credentials by the June 1 deadline. Applicants who wish to transfer from one Surgical Technology program to another must: Meet all admission requirements of the receiving institution. Apply for admission to the program by the dates indicated above. Notify the Coordinator of the Surgical Technology Program in writing, stating anticipated entry date and reason for transfer. Have a faculty member from the program previously attended submit a letter of recommendation to the receiving institution. Submit an official transcript for evaluation by the Admissions Committee. If more than one year has elapsed since initial enrollment in a Surgical Technology program, the entire sequence of surgical technology courses must be repeated. Acceptance of any transfer student will be dependent upon available resources and the selective admission process. Application is not a guarantee of acceptance to the program.

Academic Integrity

For matters concerning the rules, procedures, rights, and responsibilities related to probation, suspension, and dismissal, the student is referred to Part I, Section 1 of *The Community College Code of Student Conduct*. Issues regarding admission, right of privacy, disciplinary records, and sexual harassment can be found in Part I, Section 2 of the same book. The sanctions and penalties for academic offenses such as plagiarism and cheating are listed in Part II, Section 3 of the Code and will be followed in each Surgical Technology course. Academic Rights of Students, including the grievance and appeals process, can be found in Part II, Sections 1 and 2 of *The Community College Code of Student Conduct*.

Please refer to this link for more information regarding the updated SCC Student Code of Conduct: [Code of Student Conduct | KCTCS](#).

CONDUCT AND BEHAVIOR:

Professional behavior while in lecture is required. Unacceptable behavior will not be tolerated. Refer to the student handbook table of progressive discipline for examples.

Accessibility Services

SCC students with disabilities requiring accommodation (i.e. academic adjustment and/or auxiliary aids or services) for this course must contact the [SCC Accessibility Office](#). Please DO NOT request accommodation directly from the instructor without a letter of accommodation from the DSO. The instructor is responsible for providing the designated reasonable accommodation(s) when notified by the DSO. Upon receipt of the letter of accommodation, the instructor will contact the student to discuss how accommodations will be met. If your instructor has not contacted you and you have questions about your accommodation, you should contact your instructor as soon as possible.

Students with a home college other than SCC must contact disability services at their home college for accommodations. The [DSO at the student's home college](#) will communicate with the student's instructor and/or the SCC DSO to coordinate and/or provide reasonable and appropriate accommodation for the student.

In compliance with federal law, including the provisions of Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, SCC does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability or military service in its programs, activities, admissions policies, scholarship and loan programs, athletic and other college-administered programs or employment. In addition, SCC does not discriminate based on sexual orientation consistent with KCTCS nondiscrimination policy. Inquiries or comments regarding these issues should be directed to the SCC DSO, 808 Monticello Street, Somerset, KY 42501.

Manager of Disability Services: Amanda Vanhook

Office Hours: Somerset North Campus, Student Commons Bldg. #115 and Laurel North Campus, Bldg. 3, #203-B. Please contact staff to set up an in-person or virtual appointment. **Contact Information:** 606-451-6706 and/or amanda.vanhook@kctcs.edu

Procedures relating to Discrimination, Harassment, and Sexual Misconduct

Students may direct complaints of discrimination or harassment to Dean of Student Affairs Tracy Casada at tracy.casada@kctcs.edu or 606-451-6631 for resolution pursuant to the updated Code of Student Conduct at: [Code of Student Conduct | KCTCS](#). Sexual misconduct matters should be directed to the Title IX Coordinator Tracy Casada to be handled in accordance with the Sexual Misconduct Procedure at <https://somerset.kctcs.edu/about/student-life/title-ix/index.aspx>. Any responsible employee who receives information related to sexual misconduct is required to report it to the Title IX Coordinator.

More information about KCTCS Title IX procedures can be found at <https://somerset.kctcs.edu/about/student-life/security-parking.aspx>.

Student Academic and Technical Support

Somerset Community College offers support to all its students, whether enrolled in classes on campus or online. Your instructor is your primary resource, but the Learning Commons branches are available for assistance with research, tutoring, and computer services.

Tutoring appointments can be made at <http://somerset-kctcs.libcal.com/>, but are not necessary. Walk-ins are welcome. Students can also access contact information and hours of operation for all the branches of the Learning Commons at <http://somerset-kctcs.libcal.com/>. For more information, call [606-451-6710](tel:606-451-6710)

Blackboard technical support is available by telephone at [855-664-6722](tel:855-664-6722) (option 4).

Starfish

SCC is dedicated to your academic success. Starfish is a program available to all students to enhance communication among students, instructors, and advisors. To access Starfish, just log in to Blackboard and click Starfish link. Ask your instructor or advisor for details. Check out SCC's website for more details and helpful instructions.

SNAP

Safety Notification Alert Process (SNAP) is the official notification system for the Kentucky Community and Technical College System (KCTCS). SNAP alerts users to on campus emergencies (including closures for inclement weather) for all 16 KCTCS colleges and the System office. With SNAP you can:

- Find out if classes are cancelled or delayed due to weather, power outages or other unexpected events impacting campus.
- Get severe weather notifications so you can take shelter when a storm hits.
- Receive emergency messages when something or someone could be a threat to your personal safety.

To enroll, visit https://systemoffice.kctcs.edu/about/safety_and_security/emergency_preparedness/snap/index.aspx to sign up and/or update your mobile and email information.

KCTCS/SCC Tobacco Free Policy

“Tobacco use, including chewing (oral), smoking, and electronic cigarettes are NOT permitted on the properties of Somerset Community College campuses and centers, including buildings, sidewalks, and parking lots. *KCTCS Tobacco Free Policy, Administrative Procedures, Section 3.3.14.*”

The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and public areas to protect students and employees. The College will attempt to make these changes as minimally disruptive as possible, but the College reserves the sole right to alter the type, place, or time for their classes.

SUR 202 Syllabus

Instructor: Tammy Day

Office: Harold Rogers Student Commons
Bldg, Rm. 222

Office Hours: Tuesday 9:00-12:00 &
1:00-3:00 Wednesday
9:00-12:00 & 1:00-3:00
Friday by appointment only

Telephone: (606) 451-6792

Email: tammy.day@kctcs.edu

Immediate Supervisor: Ron Meade, Dean of Health Sciences Office:
Alton Blakely Bldg, Division Office, Rm. 301D

Office Hours: By appointment

Telephone: (606) 451-6842, Ext. 16842

Email: ron.meade@kctcs.edu

Administrative Assistant II: Cheryl Ping

Office: Somerset North, ATB, Room 302

Telephone: (606) 451-6841

Email: cheryl.ping@kctcs.edu

Catalog Course Description

Focuses on the relevant anatomy, indications for surgery, patient preparation, special equipment and supplies, purpose, expected outcomes, and possible complications of specialty areas following OSHA standards. Introduces the fundamental principles of the clinical use of drugs. Emphasizes the role and responsibility of the surgical technologist related to drugs, a review of basic mathematic skills, a thorough knowledge of the systems of measurement, and conversion and application of skills to perform dosage calculations. Presents information related to medicines in common use in the surgical setting.

Components: Lecture: 11 credit hours (165 contact hours).

Pre-requisite:

BIO 137 & 139

BIO 225, 226 or 118

MAT 110 or Higher Level Quantitative Reasoning Course

ENG 101

AHS 115 or MIT 103 or CLA 131

COMPUTER LITERACY (0-3 Semester Hours)

HERITAGE or HUMANITIES (3 Semester Hours)

SOCIAL/BEHAVIORAL SCIENCE (3 Semester Hours)

CPR (BLS): for Healthcare Providers must be completed prior to the first surgical technology skills practicum course and must remain current throughout the Surgical Technology program. Certification is required from the **American Heart Association** only.

Admission into the Surgical Technology Program

Co-requisite: SUR 201

All pre-requisites and co-requisite SUR classes must be completed with a grade of “C” or better to continue in the program. Students who withdraw from or earn less than a “C” in any course with a Surgical Technology prefix will be dropped from the Surgical Technology program and must reapply for admission.

Accreditation:

- The Surgical Technology program holds accreditation from the Commission on Accreditation of Allied Health Education Programs (**CAAHEP**), 9355 – 113th St. N. #7709, Seminole, FL 33775; (727) 210 2350; www.caahep.org.
- CAAHEP accredits programs upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (**ARC/STSA**), 19751 E. Mainstreet, Suite #339, Parker, CO 80138; Phone: (303) 694 9262; www.arcst.org.
- The program is also accredited by the Southern Association of Colleges and Schools (**SACS**), 1866 Southern Lane, Decatur, GA 30033; Phone (404) 679-4500 www.sacscoc.org

Students who have completed program requirements must sit for the certifying examination offered by the **National Board on Certification for Surgical Technology and Surgical Assisting** (NBSTSA), 3 West Dry Creek Circle Littleton, CO 80120; Phone: (800) 707 0057; www.nbstsa.org.

Learning Resources:

- Frey, Kevin (2018). *Surgical Technology for the Surgical Technologist: A Positive Care Approach* (5th ed). Boston, MA: Cengage Learning ISBN: 978-1-305-95641-4
- Snyder, Katherine C. and Keegan, Chris (2017) *Pharmacology for the Surgical Technologist* (4th ed). St. Louis, MO: Elsevier, Inc. ISBN: 978-0-323-34083-0
- Rutherford, Colleen (2019). *Differentiating Surgical Instruments* (3rd ed). Philadelphia, PA: F.A. Davis
ISBN-10: 978-080368317 ISBN-13: 978-0803668317

Websites

- For a current listing of web resources please, visit the Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting (ARC/STSA) website. www.arcstsa.org
- Association of Surgical Technologists (AST) website: www.ast.org
- National Board of Surgical Technology and Surgical Assisting (NBSTSA) website: www.nbstsa.org
- Commission on Accreditation of Allied Health Education Programs (CAAHEP) website: www.caahep.org
- Southern Association of Colleges and Schools (SACS): www.sacscoc.org

Required Textbook/ISBN

- Surgical Technology for the Surgical Technologist, 5th Ed; ISBN: 9781305956414
- Surgical Technologist Certifying Exam Study Guide, 3rd Ed; ISBN: 9780926805668

Recommended Study Guides/Flash Cards:

- Surgical Technology Review; Certification & Professionalism, 2st Ed; ISBN: 9780803616769 • Appleton & Lange Review for the Surgical Technologist Examination 5th Ed. ISBN: 9780071385503
- Flash Cards for Differentiating Surgical Instruments, 1st Ed, ISBN: 9780803628977

General Education Competencies

Students should prepare for twenty-first century challenges by gaining:

A. Knowledge of human cultures and physical and natural worlds through study in the sciences and mathematics, social sciences, humanities,

histories, languages, and the arts. B. Intellectual and practical skills, including:

- a. inquiry and analysis
 - b. critical and creative thinking
 - c. written and oral communication
 - d. quantitative literacy
 - e. information literacy
 - f. teamwork and problem solving
- C. Personal and civic responsibility, including
- a. civic knowledge and engagement (local and global)
 - b. intercultural knowledge and competence
 - c. ethical reasoning and action
 - d. foundations and skills for lifelong learning
- D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

Course Competencies:

Upon completion of this course, the student will:

1. Describe procedures and identify instruments, supplies, equipment, and pharmaceutical agents and medication administration techniques for otorhinolaryngologist, plastic and reconstructive, oral and maxillofacial, urologic, orthopedic, neurosurgical, cardiothoracic, peripheral vascular, and ophthalmology surgeries.
2. Define general terminology associated with drug use including nomenclature, abbreviations, and symbols.
3. Calculate medication conversions and dosages.
4. Identify, mix, and measure medications for use on the sterile field with 100% accuracy.
5. Demonstrate correct aseptic procedures for care and handling of drugs in the sterile and non-sterile areas.
6. Review and describe the history of anesthesia and pharmacology from a global perspective.
7. Identify the principles of drug use in the care of the surgical patient.
8. List and describe medication sources, forms, and informational resources.
9. Describe current legislative regulation of controlled substances and the ramifications of noncompliance in perioperative practice.
10. List common pre-operative medication rationale for administration and the effects of each on the body.
11. List and describe the effects and side effects of commonly used medications and drugs in surgery.
12. Describe and explain the principles of administration and types of anesthesia in the operating room.
13. Identify types of anesthesia as appropriate for selected surgical procedures stating advantages and disadvantages of each.

14. Review fluid and electrolyte balance, including blood products administration, and apply learned principles to the selected surgical procedures.
15. Assist with the preoperative preparation of the patient for anesthesia, assist with I.V. induction and intubation procedure.
16. Identify and describe current medications utilized in emergency situations in surgery including malignant hyperthermia.
17. Describe post-operative care, equipment and discharge.

Course Outline:

I. Ear

- A. Cochlear implant
- B. Mastoidectomy
- C. Myringotomy
- D. Stapedectomy
- E. Tympanoplasty

II. NOSE

- A. Choanal atresia
- B. Endoscopic sinus surgery (FESS)
- C. Nasal antrostomy
- D. Nasal polypectomy
- E. Septoplasty
- F. Turbinectomy

III. Oral cavity and Throat

- A. Laryngectomy
- B. Parotidectomy
- C. Radical neck dissection
 1. Glossectomy
 2. Mandibulectomy
- D. Temporomandibular joint arthroscopy (TMJ)
- E. Tonsillectomy and adenoidectomy (T & A)
- F. Tracheotomy and tracheostomy
- G. Uvulopalatopharyngoplasty

PLASTIC AND RECONSTRUCTIVE SURGERY

I. Head and face

- A. Blepharoplasty
- B. Brow lift
- C. Cheiloplasty/palatoplasty
- D. Malar implants
- E. Mentoplasty

- F. Otoplasty
- G. Rhinoplasty
- H. Rhytidectomy

II. Breast

- A. Augmentation
- B. Mastopexy
- C. Mannoplasty
- 1. Nipple reconstruction
- 2. Transverse rectus abdominis musculocutaneous flap (TRAM)

III. Abdomen

- A. Abdominoplasty
 - B. Suction lipectomy
- ## **IV. Superficial lesion/neoplasm**
- A. Basal Cell Carcinoma (BCC)
 - B. Squamous Cell Carcinoma (SCC)
- ## **V. Skin grafts**
- A. full thickness skin graft (FTSG)
 - B. split thickness skin graft (STSG)
 - C. Microvascular pedicle graft

VI. Scar revision

- A. Dermabrasion
- B. Incisional
- 1. Z-Plasty
- 2. Y-Plasty

VII. Hand procedures

- A. Dupuytren's contracture
- B. Traumatic injury repairs

VIII. Correction of congenital defects

- A. Radial dysplasia
- B. Release of Polydactyly
- C. Release of Syndactyly

ORAL AND MAXILLOFACIAL

I. Maxillary and mandibular fractures

- A. ORIF
- B. Arch bar application

II. Cleft repair

- A. Lip

B. Palate

III. Odontectomy

A. Tooth extraction

IV. Maxillary fractures

A. LeFort I

B. LeFort II

C. LeFort III

V. Frontal fractures

A. ORIF orbital fracture

B. Depressed sinus fracture **Genitourinary**

I. Kidney, Ureter and Bladder

A. Kidney

1. Nephrectomy

2. Kidney transplant

3. Wilm's tumor excision (a drena lectomy)

B. Ureter

1. Ureteroscopy

2. Ureteropyelithotomy

C. Bladder 1.

a. Operative

b. Diagnostic

2. Cystectomy with creation of ileal conduit

3. Suspension (TVT/sling)

II. Prostate

A. TURP

B. Prostatectomy

1. Laparoscopic with robot

2. Suprapubic

C. Prostate seeding

III. Penile

A. Circumcision

B. Epispadias repair

C. Hypospadias repair

D. Penile implant insertion

E. Penectomy

IV. Testicular

- A. Hydrocelectomy
- B. Orchiopexy
- C. Orchiectomy

ORTHOPEDIC SURGERY

I. Shoulder

- A. Acromioplasty
 - 1. Open
 - 2. Arthroscopic
- B. Arthroscopy
- C. Bankart procedure
 - 1. Open
 - 2. Arthroscopic
- D. Total arthroplasty

II. Radius

- A. ORIF
- B. External Fixator

III. Hip

- A. Total arthroplasty
- B. ORIF

IV. Femur

- A. Femoral shaft fracture
 - 1. Rodding
 - 2. Plating

V. Knee

- A. Arthroscopy
- B. Anterior cruciate ligament repair (ACL)
- C. Above-the-knee amputation (AKA)
- D. Below-the-knee amputation (BKA)
- E. Total arthroplasty

VI. Ankle and foot

- A. Achilles tendon repair
- B. Ankle arthrodesis
- C. Bunionectomy

NEUROSURGERY

I. Carpal tunnel release

- A. Open

B. Endoscopic

II. Cervical Discectomy

A. Anterior

B. Posterior

III. Craniotomy

A. Aneurysm repair

B. Cranioplasty

C. Craniostomy repair IV. Lumbar laminectomy

A. Lumbar discoscopy

B. Spinal fixation

V. Rhizotomy

A. Neuromuscular conditions

B. Spinal cord injuries

VI. Stereotactic procedures

A. Intracranial masses

B. Vascular malformations

VII. Transsphenoidal hypophysectomy

A. Intranasal approach

B. Gingivobuccal approach

VIII. Ulnar nerve

A. Transposition

B. Decompression

IX. Shunt placement

A. Ventriculoperitoneal

B. Ventriculoatrial

X. Ventriculoscopy

A. Hydrocephalus

B. Lesion removal

CARDIOTHORACIC PROCEDURES

I. Thoracic

A. Bronchoscopy

B. Mediastinoscopy

1. Lymph node biopsy

2. Diagnostic

C. Video Assisted Thoracoscopy

D. Thoracotomy

1. Lobectomy
2. Pneumonectomy
3. Decortication of the lung
4. Lung transplantation
5. Pectus excavatum repair
6. Pulmonary embolectomy

II. Cardiothoracic

- A. Aortic/mitral valve replacement
- B. Atrial/ventricular septal defect repair
- C. Cardiac
 1. Heart transplantation
 2. MID-CABG
 3. Closure of patent ductus arteriosus
 4. Repair of Coarctation of the aorta
 5. Tetralogy of Fallot repair
 6. Off-Pump CABG
- D. Ventricular aneurysm repair
- E. Ventricular assistive device (VAD) insertion
- F. Intra-aortic balloon pump
- G. Pacemaker insertion

PERIPHERAL VASCULAR SURGERY

I. Abdominal Aortic Aneurysm With Graft Insertion

- A. Endoscopic
 - B. Open
- #### **II. Angioplasty**
- A. Endograft Placement
 - B. Endostent insertion
 - C. Angioscopy

III. Vascular Bypass

- A. Aortofemoral Bypass
 - B. Axillofemoral Bypass
 - C. Femoropopliteal Bypass
- #### **IV. Venous Access Device**
- A. Arteriovenous Fistula
 - B. Arteriovenous Shunt
- #### **V. Endarterectomy**
- A. Carotid
 - B. Femoral

VI. Embolectomy

- A. Peripheral Catheter
- B. Thrombolysis

VII. Vein ligation and stripping

- A. Endovascular laser ablation
- B. Sclerotic therapy injection

VIII. VIII Vena Cava Devices

- A. Greenfield filter
- B. Endostent Insertion

OPHTHALMIC SURGERY

I. External

- A. Chalazion Excision
- B. Dacryocystorhinostomy
- C. Entropion/Ectropion Repair
- D. Laceration Repairs

II. Internal Globe

- A. Enucleation
- B. Extracapsular Cataract Excision
- C. Iridectomy
- D. Keratoplasty
- E. Strabismus Correction
- F. Recession and Resection
- G. Scleral Buckle
- H. Vitrectomy

Core Curriculum for Surgical Technology, 7e NEW!:

https://arcstsa.org/wp-content/uploads/2022/03/Core_Curriculum_for_Surgical_Technology_7ed_3-18-22.pdf

Grading Criteria:

All testing dates are scheduled on the course calendar. All testing dates are mandatory! If a student must be absent when a test is scheduled, she/he must notify the instructor prior to the absence and explain the absence. Calling your classmate to relay the message is not acceptable. Lack of transportation, or lack of available, or alternative child care is not a satisfactory excuse for missing a test. **Since an alternative test/quiz may not be given, the student will receive no higher than a 77% on the makeup test. This policy will only be waived due to extreme circumstances as ascertained by the Surgical Technology faculty. Any missed exams will be taken on a following lecture day at the instructor's convenience.** Unannounced quizzes may be given. If a quiz is

missed on a day when the student does not have an excused absence, the student cannot take the quiz and will receive a zero (0) on that quiz. Since they are, a distraction to other student's cell phones must be turned off in class regardless of whether a test is being given. When finished with a test please leave the classroom/testing center and do not reenter until all testing by other students is complete.

There will be (5) unit exams, 12 Mindtap homework assignments and possible bonus points. Weights for these evaluations are as follows:

Mindtap Assignments (1% ea) = 12%

Unit Exams Total = 80%

Exam 1 - 100 pts = 15%
Exam 2 - 100 pts = 15%
Exam 3 - 100 pts = 15%
Exam 4 - 100 pts = 15%
Exam 5 - 100 pts = 20%

Must be completed BEFORE due date = 8%

Course Eval = 3%
Blood Donation = 5%

Grand Total = 100%

Grading Scale

100-92 = A
91.99-84 = B
83.99-77 = C
76.99-65 = D
64.99-0 = E

Test review will be performed after the exam. Test questions may come from assigned reading, lectures, handouts and/or other assignments. A student may challenge a test item only during this review period. A test grade will be changed at the end of the semester only if there has been a calculation error.

Students are responsible for skills and knowledge acquired in prerequisite courses. Skills and testing are cumulative throughout the program.

A STUDENT MUST PASS EACH SURGICAL TECHNOLOGY COURSE WITH A MINIMUM OF 77% AND SATISFACTORY CLINICAL PERFORMANCE TO CONTINUE IN THE SURGICAL TECHNOLOGY PROGRAM.

Attendance Statement:

Excessive absenteeism demonstrates a lack of responsibility and a student may be subject to dismissal from the program. If **four (4)** occurrences of unexcused absenteeism, as determined by the Surgical Technology faculty occur within a semester, the student is subject to automatic failure of SUR 202.

Tardiness:

Excessive tardiness demonstrates lack of responsibility and a student may be subject to dismissal from the program. All reprimand reports will be placed in the students file.

Excessive tardiness will result in automatic failure of SUR 202. Excessive tardiness is **four (4)** or more days late to class.

Late Assignments/Make-up Exam Policy:

Late work will not be accepted. Mindtap assignment due dates are posted in Blackboard and in your monthly calendar. A zero will be assigned for past due work.

In case of an absence make up work must be initiated by the student upon return to campus. If the student does not address the occurrence, it will be treated as a (0) zero. All missed written assignments must be made up at the beginning of the next school day with a 10-point reduction in the final grade of said work. The assignment will not be accepted thereafter. Credit will only be given if faculty determines the absence was excused.

Withdrawal Policy:

A student may officially withdraw from any class up to and including the date of midterm with a W grade. After the date of midterm and through the last class of the semester or session, any student may officially request to withdraw from a course and receive a W, which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining if a student will be allowed to withdraw during the discretionary period. An instructor shall not assign a student a W for a class unless the student has officially withdrawn from that class in a manner prescribed by the college. The grade of W may be assigned by the College Appeals Board in classes involving a violation of student academic rights or for academic offenses.

<https://someset.kctcs.edu/current-students/academic-resources/student-records-office.aspx>

Please refer to this link for more information regarding the SCC Student Code of Conduct: [Code of Student Conduct | KCTCS](#)

Academic Integrity:

Please refer to this link for more information regarding the SCC Student Code of Conduct: [Code of Student Conduct | KCTCS](#)

Conduct and Behavior:

Professional behavior while in lecture is required. Unacceptable behavior will not be tolerated. Depending on the event and at discretion of the instructor/program coordinator the student may be subject to dismissal from the Surgical Technology program.

Accessibility Services:

SCC students with disabilities requiring accommodations (i.e. academic adjustment and/or auxiliary aids or services) for this course must contact the [SCC Accessibility Office](#). Please DO NOT request accommodations directly from the instructor without a letter of accommodation from the DSO. The instructor is responsible for providing the designated reasonable accommodation(s) when notified by the DSO. Upon receipt of the letter of accommodation, the instructor will contact the student to discuss how accommodations will be met. If your instructor has not contacted you and you have questions about your accommodations, you should contact your instructor as soon as possible.

Students with a home college other than SCC must contact disability services at their home college for accommodations. The [DSO at the student's home college](#) will communicate with the student's instructor and/or the SCC DSO to coordinate and/or provide reasonable and appropriate accommodations to the student.

In compliance with federal law, including the provisions of Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, SCC does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability or military service in its programs, activities, admissions policies, scholarship and loan programs, athletic and other college-administered programs or employment. In addition, SCC does not discriminate on the basis of sexual orientation consistent with KCTCS nondiscrimination policy. Inquiries or comments regarding these issues should be directed to the SCC DSO, 808 Monticello Street, Somerset, KY 42501.

Manager of Disability Services: Amanda Vanhook

Office Hours: Somerset North Campus, Student Commons Bldg. #115 and Laurel North Campus, Bldg. 3, #203-B. Please contact to set up an in-person or virtual appointment.

Contact Information: 606-451-6706 and/or amanda.vanhook@kctcs.edu

Procedures relating to Discrimination, Harassment, and Sexual Misconduct:

Students may direct complaints of discrimination or harassment to Dean of Student Affairs Tracy Casada at tracy.casada@kctcs.edu or 606-451-6631 for resolution pursuant to the Code of Student

Conduct at: [Code of Student Conduct | KCTCS](#). Sexual misconduct matters should be directed to the Title IX Coordinator Tracy Casada to be handled in accordance with the

Sexual Misconduct Procedure at <https://somerset.kctcs.edu/about/student-life/title-ix/index.aspx>. Any responsible employee who receives information related to sexual misconduct is required to report it to the Title IX Coordinator. More information about KCTCS Title IX procedures can be found at <https://somerset.kctcs.edu/about/student-life/security-parking.aspx>.

Student Academic and Technical Support:

Somerset Community College offers support to all its students, whether enrolled in classes on campus or online. Your instructor is your primary resource, but the Learning Commons branches are available for assistance with research, tutoring, and computer services.

Tutoring appointments can be made at <http://somerset-kctcs.libcal.com/>, but are not necessary. Walk-ins are welcome. Students can also access contact information and hours of operation for all the branches of the Learning Commons at <http://somerset-kctcs.libcal.com/>. For more information, call [606-451-6710](tel:606-451-6710)

Blackboard technical support is available by telephone at [855-664-6722](tel:855-664-6722) (option 4).

Starfish:

SCC is dedicated to your academic success. Starfish is a program available to all students to enhance communication among students, instructors, and advisors. To access Starfish, just log in to Blackboard and click Starfish link. Ask your instructor or advisor for details. Check out SCC's website for more details and helpful instructions.

SNAP:

Safety Notification Alert Process (SNAP) is the official notification system for the Kentucky Community and Technical College System (KCTCS). SNAP alerts users to on-campus emergencies (including closures for inclement weather) for all 16 KCTCS colleges and the System office. With SNAP you can:

- Find out if classes are cancelled or delayed due to weather, power outages or other unexpected events impacting campus.
- Get severe weather notifications so you can take shelter when a storm hits.
- Receive emergency messages when something or someone could be a threat to your personal safety.

To enroll, visit <https://kctcs.edu/about/safety-security/snap/index.aspx> to sign up and/or update your mobile and email information.

Social Networking Statement:

Social networking is not limited to named sites (Facebook, Twitter) as new sites are always being added. Private patient information must be kept confidential and can only be disclosed or used for specific purposes related to an individual's care. Students may not post comments that would compromise another person's or organizations privacy (HIPAA) or comments that do not conform to professional ANA nursing standards, state, federal laws and KCTCS policy. Students should also be aware that postings and pictures on social networking

KCTCS/SCC Tobacco Free Policy:

"Tobacco use, including chewing (oral), smoking, and electronic cigarettes are NOT permitted on the properties of Somerset Community College campuses and centers, including buildings, sidewalks, and parking lots. *KCTCS Tobacco Free Policy, Administrative Procedures, Section 3.3.14.*"

The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and employees. The College will attempt to make these changes as minimally disruptive as possible, but the College reserves the sole right to alter the particular type, place, or time for their classes.

WGS 200 Syllabus

Introduction to Women's and Gender Studies in the Social Sciences

WGS 200 – 19Z1 – 81859

Standard Online – [See Class Types/Learning Options](#)

Spring 2024 – 16 week Session

Student Success:

Your one-stop access to BCTC Academic Services (Tutoring, Technology, etc.) and Student Resources (Counseling, Child Care, etc.).

Starfish:

Check out notifications from your Instructor and Raise Your Hand to get help from across the college, including financial aid, tutoring, and counseling.

BCTC Accommodations:

BCTC strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodations for all persons with disabilities. Students who would like to request academic accommodations and/or auxiliary aids or services for a course must contact BCTC's [Student Accessibility Services\(SAS\)](#). Students should not request accommodation directly from the instructor.

Course Information:

A. Course Description

Introduces women's and gender studies from a social science perspective, using a cross- cultural and interdisciplinary approach. Emphasizes social science explanations for sex- typed behavior, social perceptions of women and men, and the roles of women in social and cultural life.

Lecture: 3 credits (45 contact hours).

B. KCTCS General Education Competency

Students at Bluegrass Community and Technical College will continue to prepare for— and engage with—the twenty-first century by gaining:

1. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.
2. Intellectual and practical skills, including inquiry and analysis, critical and creative thinking, written and oral communication, quantitative literacy, information literacy, teamwork, and problem solving.
3. Personal and social responsibility, including civil knowledge

4. and engagement (local and global), intercultural knowledge and competence, ethical reasoning and action, and foundations and skills for lifelong learning.
5. Integrative learning, including synthesis and advanced accomplishment across general and specialized skills.

C. Student Learning Outcomes (CPE)

Students at Bluegrass Community and Technical College who take WGS in the social sciences will have the opportunity to:

1. Evaluate the significance of human expression and experience in shaping larger social, cultural, and historical contexts.
2. Evaluate enduring and contemporary issues of human experience

D. Course Level Learning Outcomes

Upon completion of this course, students will be able to:

1. Identify major concepts and theoretical frameworks in Women's and Gender Studies.
2. Describe how gender is socially constructed and operates on an institutional level to shape the realities of our lives.
3. Identify indicators of women's social, economic, and political position related to
4. research findings and explanations for gender and gender differences, oppression, and gender inequality.
5. Apply research and analytical tools and methods commonly employed in Women's and Gender Studies.
6. Describe the intersection of their lives in a gendered society within the context of social science theoretical frameworks.
7. Compare and contrast American gender norms with other cultures.

E. Course Outline

This course introduces Women's and Gender Studies as a discipline that considers what we can learn from "experience." After situating its origins in twentieth century women's liberation movements, and exploring some basic guiding theories, we will enter three thematic modules that describe current trends or kinds of work in the field. We will end with an interview research project that asks students to continue work in a chosen theme, employ social science methods, collect data, and analyze findings in terms of the concepts we have discussed.

Class Materials

A. Required Technology/Equipment

Most BCTC courses have a required online component and thus require regular and consistent access to a computer, webcam, and high-speed internet. Mobile devices such as cellphones and some tablets [e.g., Chromebooks] are not sufficient to access all components of many courses. Access to required technologies is necessary and expected, even when open computer labs or public library access might be limited, so students should arrange access as needed. BCTC does have a Laptop Loaner program available if needed.

Please see BCTC Student Technology Tools for BCTC Minimum Equipment Requirements, BCTC Required Software, and information about the BCTC Laptop Loaner program.

Required Materials

This course does not have a required textbook. Women's and Gender Studies was borne from listening to people's actual experiences and considering what those stories can tell us. Readings and material in this course will include both first person reflections and actual Social Science research on women and men in society and people's experiences with race, class, sexuality, and ability.

All assigned readings will be posted to our Blackboard site. You are only required to have consistent access to Internet and printing. I strongly encourage visiting campus computer labs to access and print readings, work on and upload assignments, and locate resources as necessary for the final project.

We have four required films. These are the only materials that you *must* rent or purchase. You are expected to watch all films before the day they are due to be discussed in lecture. *I suggest checking Netflix, Amazon Prime, or YouTube.*

Disclosure: Trans Lives on Screen, produced by Sam Feder and Netflix (2020)

Feminists: What Were They Thinking?, produced by Cheryl Swannack (2018)

Monogamy: Explained, produced by VOX and Netflix (2018)

The Mask You Live In, produced by Jennifer Siebel Newsom (2015)

Miss Representation, produced by Jennifer Siebel Newsom (2011)

Optional Materials

Suggested texts will be uploaded to Blackboard and indicated on the course outline. Students may also use a webcam and microphone to attend virtual office hours on Blackboard's Collaborate. Students without these can text or call the instructor.

Note to Students: The materials above are the only ones required for this course. Any additional items listed as Optional or Recommended by the bookstore are not required to purchase.

Class Polices and Expectations

A. Attendance Policy

Students are expected to view Online Lectures and complete Lecture Activities as assigned.

Students must complete these assignments as scheduled to view the next assignments. I will only excuse missed assignments, and any other tardiness in lectures or activities those might lead to, if your absence is excused.

B. Attendance Verification

This class has two “no-show” assignments. Students who do not complete both of these assignments may be reported to the registrar, which may drop you from the class.

1. Complete our Community Contract
2. Attend our first two lectures

Attendance verification is required for all BCTC classes and is essential for financial aid distribution, so please don't miss these assignments! If the attendance verification activities are not completed prior to Tuesday of the second week of class, then I will declare you a “No Show” and you will no longer be eligible to continue working in the class.

Similar to my late assignment policy, if you at least talk to me, then we can work something out, but the college typically considers documented illness, death in the family, or college-related events as acceptable excuses for absence.

C. Academic Integrity Policy

It is an expectation for all college classes that all academic work, written or otherwise, submitted by a student to an instructor or other academic supervisor, is the result of the student's own thought, research, or self-expression. Utilizing outside resources and study groups for guidance of learning concepts is strongly encouraged. However, all submitted work should be completed solely by you, the student. **This class follows the policies outlined in the KCTCS Code of Student Conduct.**

D. Plagiarism/Cheating Statement

Any time you submit academic work where you use an outside source and present its content as your own, it is a form of Academic Dishonesty (cheating). This includes, but is not limited to: (1) all forms of plagiarism, such as copying or paraphrasing work from other sources without using proper citation; (2) turning in someone else's paper, a tutor's work, or your own paper from a different course; (3) submitting work generated through the utilization of technological tools, such as AI Content Generators (e.g. ChatGPT) or applications (e.g. apps such as Mathway), without acknowledging their use. Cheating in any form violates KCTCS and BCTC Academic Integrity policies and is subject to Article IV Sanctions for Standards of Conduct Violations of the KCTCS Code of Student Conduct. All work submitted should be a product of your own critical thinking and ideas, and written in your own voice, with all sources clearly acknowledged and cited, including technology-based sources. Outside sources and tools are best used as intended and not to replace student learning or perspective.

E. Class Communications/Email Policy

Your KCTCS email address is the only email address for which I can respond. Please ensure all email communications take place in the KCTCS email system and **include the COURSE NUMBER in the subject line**. I will answer all emails within 24 – 48 hours.

F. Copyright Statement

You may record lectures and conversations with my consent.

G. Syllabus Change Policy

The instructor views the course syllabus as an educational contract between instructor and student. Every effort will be made to avoid changing the course schedule, but unforeseen events may make changes necessary. The instructor reserves the right to make changes as necessary. Students will be notified in a timely manner of any changes by face-to-face, email, or Blackboard communication.

H. BCTC Equity and Unity Statement

BCTC welcomes and respects people of all cultures, religions, ages, socio-economic statuses, sexual orientations, gender identities, national origins, languages, and abilities. We celebrate individual differences as we evolve to be the face of a unified world. Our differences strengthen our resolve to deliver the highest standard of education in the Bluegrass Region. (endorsed by BCTC Board of Directors – 3/1/2017). In this class, we build an inclusive culture that encourages, supports, and celebrates diversity. You belong. You should engage and participate. You matter.

Class Requirements

This is an online course. *All lectures and assignments will be on Blackboard.* Students will read materials as assigned and watch films before they are due to be discussed in online lectures.

A. Course Assignments

This course has 1000 possible points.

a. Participation (500 points)

A score for students' overall class participation and engagement with material.

Students must post to *Introduce Yourself!* forum and complete a Community Contract. Both are on Blackboard. These are “no show” assignments. I will report “no shows” to the Registrar.

- *Attendance and Discussion (250 points toward Participation)*
Students will view Online Lectures and complete Lecture Activities on Blackboard. *Lectures will be conversational.* Instead of simply presenting content, we will talk about the material and make connections.
- *Progress Checks (250 points toward Participation)*
A two-part progress check will conclude each of our three thematic modules. The check will include two parts:

- A. Key Concept Quiz: A five-question, multiple-choice Blackboard quiz that asks students to define/apply key concepts from that module.
- B. Class Discussion: A class-wide discussion on Blackboard. The goal of this assignment is to apply material to everyday experiences and use what we have learned to imagine change and improve lives.

b. Women's and Gender Studies in Practice (500 points)

The final project requires original research that continues work in a "theme" of WGS. Students will find three people whose experiences help answer a "question" asked for a thematic module, conduct interviews, analyze data in terms of a Key Concept, and present findings in a 3-4-page, double-spaced, final paper. A complete prompt and rubric are attached to this syllabus (see page 15).

The goal of this assignment is to allow students to see themselves as practitioners of WGS and how the field can be applicable to themselves and their participants. Students who do not complete the project will receive "0s" for missed assignments.

B. VI. Makeup/Late Work Policy

I will grade late assignments with a one-letter-grade per day penalty. Assignments more than three days late will not be accepted. Make-up work must be discussed at least 24-hours after a deadline. It is your responsibility to arrange a make-up schedule. I reserve the right to not accept work if we do not speak, or if you do not provide an excuse, after this time. I reserve the right to decide which excuses are acceptable. Generally, if you at least talk to me, then we can work something out, but the college typically considers documented illness, death in the family, or college-related events as acceptable excuses.

Course Grade

A. Midterm Grades and Official Course Grades

Midterm grades will be posted as indicated on the BCTC Academic Calendar. Blackboard shows in-progress grades only. Official Midterm and Final Course Grades are accessed through your Student Self-Service account. See instructions for accessing grades.

B. Final Course Grade

Grades will be calculated as an average of individual assignment scores. Rubrics will be available on Blackboard assignment pages.

Grade Calculation

Grades will be calculated as an average of individual assignment scores.
Rubrics will be available on Blackboard assignment pages.

Score Breakdown

<u>Assignment</u>	<u>Points</u>
Attendance & Discussion	250 points
Progress Checks	250 points
Final Project	500 points
TOTAL POINTS	1000 POINTS

Grading Scale

<u>Percentage</u>	<u>Letter Grade</u>
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Withdrawal Policy

Students may withdraw online or through the Registrar anytime during the course. I encourage visiting my office hours to discuss possible accommodations if you wish to stay enrolled.

Additional Resources

Helpful BCTC Resources	
BCTC Website	BCTC Home Website
KCTCS Blackboard	Blackboard is our learning management system. All classes include a Blackboard course where you can find important class information.
KCTCS MyPath	Online portal to KCTCS email, Blackboard, and Student Self-Service.
Early Alert and Starfish	See notices from your instructors and "Raise Your Hand" in Starfish to ask questions or get assistance from across the college.
BCTC Academic Services & Student Resources	One-Stop Access to BCTC Academic Services & Student Resources for success both inside and outside the class, including: IT assistance, Tutoring, Student Success Hub Spotlight Instruction Series, Student Handbook, Personal Counseling, Community Resources, and more!

BCTC Closed Campus - Remote Instruction Contingency Plan

Please see BCTC Academic Policies and Resources and BCTC Emergency and Contingency Policies for important information about campus closures.

Should we have an extended campus closure and be required to go to remote learning, the following will detail any changes to our class. Please note, each instructor will have a different process for conducting remote coursework. Please check your email and/or course messages often for updates.

WGS 201 Syllabus

WGS 201: Introduction to Women’s & Gender Studies in the Arts & Humanities

Spring 2024 16-week Hybrid Newtown Campus Classroom Bld.

Room 212 (January 8– April 26) **Thursdays 11:00 – 12:15 meet in classroom 212; CHECK your KCTCS email prior to class meetings**

Welcome to:	Spring 16-week 2024 WGS 201-J101 (# 81863)
Class type:	“Hybrid” means we meet in-person each Thursday on Newtown Campus in Classroom Building Room 212; a “Hybrid” class “REQUIRES both online and on-campus learning, and while most content is delivered online asynchronously, on-campus WEEKLY meetings are also required. Please see Different Class Types/Learning Options for details.
Student Success:	<i>Your one-stop access to BCTC Academic Services (Tutoring, Technology, etc.) and Student Resources (Counseling, Child Care, etc.)</i>
Starfish:	<i>Check out notifications from your instructor and Raise Your Hand to get help from across the college, including financial aid, tutoring, and counseling.</i>

INSTRUCTOR INFORMATION:

Instructor:	
Email:	I will respond within 24 hours, except on Fridays, weekends, and holidays. Please check your email within 24 hours if you email me. Do NOT email me and then wait days to check your own email.
Phone:	
Office Location:	
Office Hours:	Online Office Hours: MW 12:30 – 3:00 or by appointment In-person Office Hours may change based on Covid-19 or Severe Weather: Thursday 12:30 – 5:30 For Appointments: Email or call me to request a meeting. Appointments are also available virtually via Teams or Blackboard Collaborate, or via telephone. Email or call me to request a scheduled meeting time.
Virtual Communication:	Please use the “General Class Questions” discussion board in the class for course-related questions; please email me or call me for specific questions about individual grades, or for requesting appointments.

BCTC ACCOMMODATIONS

BCTC Accommodations:	BCTC strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodations for all persons with disabilities. Students who would like to request academic accommodations
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	<p>and/or auxiliary aids or services for a course must contact BCTC's Student Accessibility Services(SAS). Students should not request accommodation directly from the instructor.</p> <ul style="list-style-type: none"> • SAS Email: BL-SAS@kctcs.edu • SAS Phone: (859) 246 – 6534 • To Request Services, complete SAS Online Form. • DSS Bookings: Schedule an appointment with DSS
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BCTC INFORMATION:
HEALTH & SAFETY: BCTC establishes health and safety guidelines based on recommendations from the CDC, KCTCS, and state and local agencies. Changes to classes may also occur per the [Campus Contingency Policy](#). Check KCTCS email and [#HealthyAtBCTC](#) frequently for updates!

BCTC Website:	Bluegrass.kctcs.edu
KCTCS Blackboard:	elearning.kctcs.edu
KCTCS MyPath:	mypath.kctcs.edu (access to Email, Student Self-Service, etc.)
BCTC Academic Policies & Student Services:	For important information, including BCTC Academic Policies and BCTC Resources and Student Services, please see the BCTC Student Handbook .
BCTC Technology Support:	For IT assistance and quick guides for Online Learning, Blackboard, Bookings, Teams and more: BCTC Student Technology Tools

COURSE INFORMATION

COURSE DESCRIPTION:

Introduction to Women’s & Gender Studies in the Arts and Humanities: WGS 201

Introduces women’s and gender studies from a humanities perspective, using a cross-cultural and interdisciplinary approach including art and literature. Examines issues and problems of women in contemporary society through the lens of race, gender, class, and socio-political spheres. (WGS 201 fulfills 3 credit hours under the General Education requirement for Humanities and can also be used to satisfy the Cultural Competence* requirement for the AA or AS degrees.) -- *KCTCS Cultural Competence (CC):

Cultural Competence courses prepare students to live in increasingly diverse domestic and international environments. These courses encourage students to use critical thinking skills to develop an understanding of diversity, equity, and inclusion. The goal of these courses is for students to be able to interact with those from other cultures and to see the world from a broader perspective.

Course Objectives:

Upon completion of WGS 201, the student will:

1. Identify major concepts and theoretical frameworks in women’s studies.
2. Describe how gender is socially constructed and represented in the arts and humanities.
3. Identify indicators of women’s social, economic, and political position related to research findings and explanations for gender and gender

- differences, oppression, and gender inequality.
4. Apply research and analytical tools and methods commonly employed in women's studies.
 5. Describe the intersection of their lives in a gendered society within the context of arts and humanities theoretical frameworks.
 6. Compare and contrast representations of gender in the arts and literature of America and other cultures.

General Education Competencies (LEAP):

This course assists students in meeting the [BCTC General Education Student Learning Outcomes](#). Students should prepare for the twenty-first century by gaining:

- A. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.
- B. Intellectual and practical skills, including inquiry and analysis, critical and creative thinking, written and oral communication, quantitative literacy, information literacy, teamwork, and problem-solving.
- C. Personal and social responsibility, including civic knowledge and engagement (local and global), intercultural knowledge and competence, ethical reasoning and action, foundations and skills for lifelong learning.
- D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

General Education Student Learning Outcomes (SLO's) (CPE):

Arts and Humanities (AH)

1. Utilize basic formal elements, techniques, concepts and vocabulary of specific disciplines within the Arts and Humanities. (LEAP A and B)*
2. Distinguish between various kinds of evidence by identifying reliable sources and valid arguments. (LEAP B)*
3. Demonstrate how social, cultural, and historical contexts influence creative expression in the arts and humanities. (LEAP A and B)*
4. Evaluate the significance of human expression and experience in shaping larger social, cultural, and historical contexts. (LEAP A, B and C)*
5. Evaluate enduring and contemporary issues of human experience. (LEAP A and D)*

* Kentucky's Statewide General Education Student Learning Outcomes are mapped to the American Association of Colleges and Universities' (AAC&U) Liberal Education for America's Promise (LEAP) Essential Learning Outcomes—as a guiding vision and national benchmarks for college learning and liberal education in the 21st century.

CLASS MATERIALS

Required Technology/Equipment:

REQUIRED TECHNOLOGY

This course requires regular and consistent access to a computer, webcam, and high-speed internet is required for this course. Mobile devices such as cellphones and some tablets are not sufficient to access all components of the course. Access to required technologies is necessary and expected, even when open computer labs or public library access might be limited, so students should plan access to technologies as needed. If you need assistance meeting this requirement, please contact your instructor immediately.

Please see [BCTC Student Technology Tools](#) for BCTC Minimum Equipment Requirements and BCTC Required Software.

This course is designed to be accessed DAILY through the BLACKBOARD site using distance learning via the computer and Internet. The course portal will be: <https://elearning.kctcs.edu> Or <https://elearning.kctcs.edu/ultra/institution-page> using the course management system BLACKBOARD.

Office 365 Download

All submissions in this class must be Word files. I cannot open Mac or Works files, so these submissions will get a zero. If you are a Mac user or do not have Office on your PC, you must use Office 365 or learn to convert your documents to Word. Read the instructions on how to download it to your computer below and click on the link above to follow the directions.

What is Office 365 Student Advantage and how do I get it?

All KCTCS students who are currently enrolled in a course are eligible to install the full version of Office 365 Pro Plus on up to 5 devices for free. This includes PC, Mac, Apple tablets and phones, and Android tablets and phones. The software will continue to work as long as you are enrolled in at least one class at a KCTCS college.

Install Office on your PC or Mac

1. Sign into your KCTCS student email (<https://outlook.com/kctcs.edu>)
2. Click the gear icon beside your name at the top right, then choose Office 365 Settings
3. Click the Software link
4. Under the Office heading, click Install
5. When prompted to save or run the application, choose Run
6. Follow the on screen prompts to install Office
7. After Office is installed, if prompted to log in, use your KCTCS email address and password

Install Office on your Apple or Android device

1. Download the Office Mobile app from the app store

2. Open the app and sign in with your KCTCS student email and password

NOTE: THE STUDENT IS RESPONSIBLE FOR ACQUIRING ANY NECESSARY SOFTWARE, TEXTBOOKS, COMPUTER ACCESSIBILITY, ETC THAT IS NECESSARY FOR PROGRESS TO BE MADE WITHIN THE COURSE. This includes Microsoft Office products such as Word and PowerPoint. Since this syllabus is a Word document, students will need Microsoft Word to open and view the document. The same thing applies to Microsoft PowerPoint, etc.

Students can get free copies of a “Viewer” for each of these products at www.Microsoft.com. These viewers will allow the student to open, copy, and print the documents but they will not allow the student to create a new document. Viewers will also not allow the student to type an answer into any of these documents. Therefore, the complete software rather than the viewer may be needed to be successful in this class.

Students may acquire products such as Microsoft Office products at our KCTCS Microsoft site:
<https://bluegrass.kctcs.edu/sshub/student-orientation-handbook.aspx#technology-essentials>

COURSE FORMAT

WGS 201 will be taught via Internet, using e-mail and the course web site. The course portal will be: <https://elearning.kctcs.edu> using the course management system BLACKBOARD.

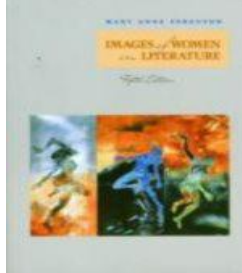
All grades on assignments are confidential. Reading assignments will require you to purchase/rent textbooks from whywaitforbooks.com, chegg.com, ecampus.com, etc. Lessons are structured to allow students to: download syllabi and course requirements, complete individualized assignments such as leading group discussions of reading materials via discussion board, read assignments via textbooks, converse about course issues with the supervising instructor via threaded discussion or chat rooms, research historical context of authors/works via the available links. Students are also able to pose questions, send assignments, and store personal course work, via Internet or Web, in specially designed compartments available for each student enrolled in the course. Instructors post lecture notes, special readings, announcements, bulletins, and other material which facilitates learning in this course. Access and open communication to reach diverse populations within the Commonwealth is a focus of this course.

Required Textbook/Supplies:

Note to Students: One textbook listed below is “optional” and one is “required” for this course. Any textbooks listed as Optional or Recommended, the bookstore is not required to purchase. Also, the bookstore will NOT have

the film below, but you may acquire it via your own streaming service or rent it or purchase it online.

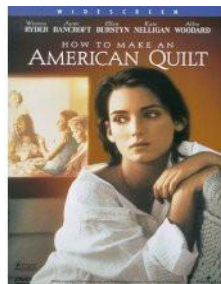
- Optional Textbook: Ferguson, Mary Anne: **Images of Women in Literature**, 5th ed. (IWL) ISBN # 0-395-55116-1



- Required Textbook: Author: Chopin, Kate: **The Awakening** (TA) (Norton Critical Edition – 3rd edition edited by Margo Culley) ISBN # 9780393617313



- Required Film: "How to make an American Quilt" (Film needs to be viewed at end of semester for purposes of paper). This film stars Wynona Ryder, Maya Angelou, etc. **MAKE PLANS IN ADVANCE TO STREAM, RENT OR PURCHASE THIS FILM. YOU MAY DO SO ONLINE AMAZON.COM, or a variety of streaming services, but you must view this film prior to writing your paper at the end of this semester . . . so DON'T PROCRASTINATE and then tell me you couldn't order it and get it in "in time" to write the paper. You are responsible for the film at the end of the semester for your paper.**



- We will also have one required, short cultural film where students may attend the viewing via Teams, or watch the film on their own time via the link provided in the class. The short film will be streamed during the WGS Film-fest sometime in March (date to be announced), and students will be expected to use the short film as a source in their "Awakening Paper."
- One "memory stick" or jump drive (**TO BACK UP / SAVE ALL OF YOUR ESSAY RESPONSES**)

- You are responsible for the work whether you purchase and/or receive the textbook.
- Textbooks may be purchased from a variety of sources: BCTC's bookstore will NOT have "Images of Women in Literature" since this is not required and is OPTIONAL. BCTC's bookstore will have "The Awakening" by Kate Chopin. (You may also find textbooks to order online from whywaitforbooks.com, amazon.com, cheggs.com, etc.) SO MAKE SURE YOU PURCHASE YOUR TEXT BASED ON THE ISBN NUMBER ABOVE AND NOT SIMPLY THE TITLE OR THE PHOTO ON THE COVER, OR YOU MAY PURCHASE THE WRONG EDITION AND WILL THEN BE FORCED TO PURCHASE THE CORRECT EDITION.

CLASS POLICIES AND EXPECTATIONS

Attendance/Participation:

This class is a hybrid class, so attendance and participation both online and on-campus is REQUIRED and expected. While the campus is open, attendance at scheduled on-campus meetings each week is required. Completion of the "Hello. I took this because" discussion board no-show assignment by the deadline designated by the instructor is required for attendance confirmation and participation credit. More specific details will be provided the first week of classes.

Being physically or virtually "present" and participating in class activities and discussion is part of the student's final grade. Students will receive credit for their presence in the classroom, and this credit will include participation in discussions in-class and virtual group discussions online. Online participation is required in addition to classroom attendance.

ATTEND "DISCUSSION BOARDS" AND ATTEND AND PARTICIPATE IN CLASS! If you are absent for an in-person class meeting or for an assignment, then YOU must contact me before or immediately after the absence.

This class is your responsibility, and whether or not you are in attendance, YOU are responsible for making up missed work.

ATTENDANCE VERIFICATION & "NO -SHOW" ASSIGNMENT

Attendance verification is required for all BCTC classes and is essential for financial aid distribution, so please don't miss this assignment! If the attendance verification activity is not completed prior to Tuesday of the second week of class, then I will be required to declare you a "No Show" and you will no longer be eligible to continue working in the class.

Students must post their introduction on the "Hello. I took this class because . . ." Discussion Board by the college-wide deadline for instructors to record "no-shows" for the college (see the Academic Calendar), or the student will be reported as a "no-show" and will incur the consequences, such as being removed from the course, suffering financial aid repercussions, etc.

Any student who does not complete the attendance verification assignment by the due date determined for the assignment by the instructor: TUESDAY, January 16th by midnight will be reported as a "NO SHOW" for the course. Those students will be dropped by the college and will not be eligible to continue working in the course. (Note: this deadline is based on the college-wide deadline, but this deadline is EARLIER based on the need for the instructor to "collect and read" the assignment before the college reporting deadline.)

ATTENDANCE AND CLASS PARTICIPATION

ATTEND IN-PERSON CLASS MEETINGS AND PARTICIPATE IN CLASS, AND ATTEND "DISCUSSION BOARDS"

ONLINE! If you are absent for an assignment, then **YOU** must contact me before or immediately after the absence. **This class is your responsibility**, and whether or not you are in attendance, **YOU** are responsible for your work.

Since we meet in both a real classroom and also online, regular attendance is re-defined, for purposes of this hybrid course as:

1. The student is required to attend in-person classroom meetings and also to be "present" when assignments are due. "Present" is defined as attending class and also responding on time to the deadlines for assignments to be posted. If the student successfully posts all his assignments prior to the deadline, he/she will be given credit for being "present."
2. If the student, for some acceptable reason (see KCTCS ADMINISTRATIVE Distance Learning POLICIES and Student Code of Conduct) <https://kctcs.edu/current-students/academic-resources/code-of-student-conduct.aspx> cannot post the assignment on time, he must petition for a variance in advance from the instructor. This must be done in writing via email or posted to the confidential area of the BLACKBOARD site.
3. The student is required to be "present" within 24 hours of a query or message

SENT from the instructor concerning an assignment. This is intended to address situations where the student might have innocently failed to include all or part of the assignment and the instructor is granting some "grace period" which allows the student to submit the missing part of the assignment or to address questions of clarification which the instructor may require in order to fairly evaluate the assignment.

4. If the student does not respond with the completed assignment within 24 hours of the instructor's query, the assignment will be considered incomplete and will be graded on the merits of what the instructor has in-hand.
5. The student must be present for all classroom chats or discussions. We will not have synchronous chats where everyone must be online at the same time unless otherwise announced in advance. If a synchronous discussion is announced for some reason (such as for an extra credit opportunity), the student must stay online the full time and be an active participant in the discussion. If he/she cannot participate in the discussion or must enter late or leave early, he/she must state the reason, in writing via email or post it to the confidential area of the BLACKBOARD site.
6. **This class follows the policies outlined in the [KCTCS Code of Student Conduct](https://kctcs.edu/current-students/academic-resources/code-of-student-conduct.aspx)**
<https://kctcs.edu/current-students/academic-resources/code-of-student-conduct.aspx>.
7. The student is expected to **DAILY monitor (during weekdays only unless student's deadlines on weekends have not been met)** the public and private "email" portion of the BLACKBOARD site to read messages from fellow students and the instructor. This is intended to keep the student up-to-date and informed about class activities and answers to questions which may be of import.
8. If the assignment is required for a grade in the course, and if a student has excused absences in excess of one-fifth of the class contact hours for that course, the faculty member may advise the student to petition for a "W" in the course. <https://kctcs.edu/current-students/academic-resources/code-of-student-conduct.aspx>

Note: I will determine if the absence is excused by employing the aforementioned guidelines and will determine if the student conduct is appropriate by definitions found in the Student Code of Conduct.

Behavior in the Classroom:

The instructor reserves the right to request the student discontinue use or leave the classroom if inappropriate use of a phone, laptop, tablet, or any other device, occurs during class instruction. Inappropriate use includes but is not limited to: sending/receiving text messages or phone calls, accessing any website, game, streamed event/show, social media, music, email, or any material for a class besides this class. The instructor reserves the final right to classify an activity as

inappropriate, including but not limited to disrespectful discourse with another classmate or with the instructor; talking with other students when the instructor is speaking and/or relaying lecture materials; refusing to turn off phones, laptops, tablets or any other device during classroom instruction; the inappropriate use or lack of personal protective equipment (PPE) such as masks. If the student is told to leave the class for any of the above violations, he/she/they will be counted as absent for that day, regardless of when the request is made during the class.

TIME EXPECTATIONS

Hybrid classes that meet once per week typically require more time than on-campus classes that meet twice per week. A regular 16-week on-campus class meets approximately 3 hours in class each week with 3 – 6 hours each week of expected time out of class for writing, reading, and research. Since this class is 16 weeks, please plan on spending **at least 9 hours each week** on and in this course.

**Note: Some students may require more time to be successful.*

Academic Integrity Policy:

It is an expectation for all college classes that all academic work, written or otherwise, submitted by a student to an instructor or other academic supervisor, is the result of the student's own thought, research, or self-expression. Utilizing outside resources, technology and study groups for guidance of learning concepts is strongly encouraged. However, all submitted work should be completed solely by the student. **This class follows the policies outlined in the [KCTCS Code of Student Conduct](#).**

PLAGIARISM

Plagiarism is the stealing and using ideas or writings of another as one's own and is a serious academic offense. The consequences and procedures regarding this offense are outlined in the [KCTCS Code of Student Conduct](#)

<https://kctcs.edu/current-students/academic-resources/code-of-student-conduct.aspx>

Plagiarism is a serious academic offense and will be dealt with according to the policies set forth in The KCTCS Code of Student Conduct. Students will review the full policy set forth there. Please take note of the following:

Any time you submit academic work where you use an outside source and present its content as your own, it is a form of Academic Dishonesty (cheating). This includes, but is not limited to: (1) all forms of plagiarism, such as copying or paraphrasing work from other sources without using proper citation; (2) turning in someone else's paper, a tutor's work, or your own paper from a different course; (3) submitting work generated through the utilization of technological tools, such as AI Content Generators (e.g. ChatGPT) or applications (e.g. apps such as

Mathway), without acknowledging their use. Cheating in any form violates KCTCS and BCTC Academic Integrity policies and is subject to Article IV Sanctions for Standards of Conduct Violations of the KCTCS Code of Student Conduct. All work submitted should be a product of your own critical thinking and ideas and written in your own voice, with all sources clearly acknowledged and cited, including technology-based sources. Outside sources and tools are best used as intended and not to replace student learning or perspective.

For instances of academic dishonesty related to earning grades the instructor may implement any of three sanctions: A) a failing grade for the specific assignment; and/or B) a reduced grade for the course; and/or C) a failing grade for the course.

SATISFACTORY PROOF THAT YOUR WORDS ARE YOUR OWN, OR THAT YOUR RESEARCH HAS BEEN DOCUMENTED AND QUOTED OR PARAPHRASED APPROPRIATELY, MUST ACCOMPANY ASSIGNMENTS TO ENSURE ALL WORK IS YOUR ORIGINAL WORK! PURCHASING RESEARCH PAPERS OR PRESENTING TECHNOLOGY AND/OR OTHERS' IDEAS, OR WORDS AS YOUR OWN IS PLAGIARISM. IF A STUDENT PLAGIARIZES, HE OR SHE WILL RECEIVE AN "E" AND MAY FAIL THE COURSE.

VIRTUAL OFFICE HOURS

For this class, I will be holding virtual office hours from 12:30 a.m. to 3:00 p.m. on Mondays and Wednesdays. My preferred method of communication with students is within the BLACKBOARD Discussion Board titled "General Class Questions or Difficulties" if the message is not private in nature. If students wish to speak with me privately, you may email me at lori.houghton@kctcs.edu. I will not check "Messages" in Blackboard daily, but there is a provision on the site for that purpose under "Blackboard Messages", a message site designated for this course.

CLASS COMMUNICATION AND EMAIL POLICY

My preferred method of communication with students is within the BLACKBOARD Discussion Board titled "General Class Questions or Difficulties" if the message is not private in nature.

If students wish to speak with me privately, there is a provision in Blackboard for that purpose under "Messages", and you may also email me from your KCTCS student email account for this course.

REMEMBER, UNLESS THE MESSAGE IS PRIVATE, PLEASE POST YOUR QUESTIONS, CONCERNS, COMMENTS, ETC., on the site to post messages for everyone in the class to read . . . this site is the "GENERAL CLASS QUESTIONS/DIFFICULTIES" DISCUSSION BOARD. For assignments such as essay exams and quizzes, essentially, each student is

assigned to a confidential electronic folder where he/she may post assignments, tests, and queries so other students may not see individual exams, papers, etc., after these are submitted.

One may also correspond via e-mail if one is unable to connect via the BLACKBOARD site but PLEASE limit email messages to essential questions about the class. One can only imagine how many e-mails might be generated by 30 students during a given week . . . This is why I would PREFER that you post all questions on the GENERAL CLASS QUESTIONS/DIFFICULTIES discussion board if possible, so that other students may also have the opportunity to answer questions sometimes before I can respond!

All email communication with your instructor outside of the classroom must take place through the KCTCS email system. **All emails should include your NAME and the COURSE NUMBER.** Emails are answered within 24 hours, but often much sooner. You should use proper English and grammar and avoid "text-speak". Communications that do not adhere to these policies may not receive a response.

I will read my e-mail at least once per day except for Fridays, weekends, and holidays. My office e-mail is lori.houghton@kctcs.edu and will be read daily before 1 p.m. Mondays through Thursdays unless otherwise posted.

I DO NOT RESPOND TO EMAILS ON FRIDAYS. IF YOU EMAIL ME, PLEASE CHECK YOUR EMAIL WITHIN 24 HOURS TO SEE IF I HAVE RESPONDED . . . DO NOT WAIT FOR DAYS TO CHECK YOUR EMAIL AFTER YOU CONTACT ME AND THEN SAY, "I'm sorry. I didn't check my email."

I DO NOT TEXT STUDENTS.

I will attempt to answer all e-mail messages within 24 hours, except for Fridays, weekends, and holidays; however, please feel free to call me at home BEFORE 9:00 PM (EST) AT NIGHT. ANY CALLS AFTER 9:00 WILL NOT GENERATE AN ANSWER, ARE NOT MY EMERGENCY AFTER 9:00 PM, AND WILL WAKE MY FAMILY.

PLEASE LIMIT CALLS TO MY HOME UNLESS THERE IS SOME URGENCY. If I am to be away from the office for an extended period, I will notify you by e-mail. Please feel free to call me at work and either talk to me in person or leave a message on my voice mail (859-246-6592), but also know that I may only check my work voicemail messages once per week so your best bet to reach me is through email or my cell phone listed above.

Most minor problems can be solved via the Discussion Board on BLACKBOARD site. For more complex problems, dialogue by telephone or via Microsoft Teams

may be more useful.

BCTC Equity and Unity Statement

BCTC welcomes and respects people of all cultures, religions, ages, socio-economic statuses, sexual orientations, gender identities, national origins, languages, and abilities. We celebrate individual differences as we evolve to be the face of a unified world. Our differences strengthen our resolve to deliver the highest standard of education in the Bluegrass Region. (endorsed by BCTC Board of Directors – 3/1/2017) In this class, we build an inclusive culture that encourages, supports, and celebrates diversity. You belong. You should engage and participate. You matter.

CLASS REQUIREMENTS – What we will do in this course

Graded Course Components:

See “Course Grades” section of the syllabus for all assignments and points possible. Students will be required to complete reading quizzes, as well as expanded, researched discussion boards this semester. All assignments will be explained in detail on the Blackboard site under “Important Announcements” and under the corresponding assignment folders.

- **NO PROCTORED EXAMS ARE REQUIRED IN THIS CLASS.**
- **ALL EXAMS ARE OPEN NOTE/OPEN BOOK “ESSAY EXAMS”.**
- **STUDENTS ARE REQUIRED TO COMPLETE ALL QUIZZES, DISCUSSION BOARDS, ESSAY EXAMS AND PAPER BY THE DUE DATES ON THE CLASS CALENDAR.**
- **8 QUIZZES, 5 DISCUSSION BOARDS AND 4 ESSAY EXAMS WILL BE POSTED BY THE “POSTING DATE” AND WILL “DISAPPEAR” BY THE DUE DATE.**
- **NO LATE WORK OR EXTRA CREDIT WORK WILL BE OFFERED THIS SEMESTER. NO EXCEPTIONS!**
- **3 EXAMS ARE REQUIRED IN THIS COURSE AND ARE OPEN NOTE/OPEN BOOK.**
- **ONE PAPER IS REQUIRED AT THE END OF THE SEMESTER, AND DETAILED INSTRUCTIONS WILL BE OFFERED IN ADVANCE OF THE DUE DATE, BUT BASICALLY YOU WILL BE REFLECTING ON FIVE WORKS IN THE CLASS (2 works I choose for you include The Awakening & the film “How to Make an American Quilt”, and you must choose 3 works, one of which must be a work that focuses on a culture OTHER than your own) and applying them to your life or the lives of others you know, so this assignment is more about what you have learned about YOU . . . a fun and great way to wrap up the semester.**

Exams:

- **NO PROCTORED EXAMS ARE REQUIRED IN THIS CLASS. NO FINAL EXAM IS**

REQUIRED IN THIS CLASS.

- **ESSAY EXAMS WILL BE POSTED BY THE "POSTING DATE" AND WILL "DISAPPEAR" BY THE DUE DATE.**
- **3 EXAMS ARE REQUIRED IN THIS COURSE AND ARE OPEN NOTE/OPEN BOOK.**

COURSE GRADE

<u>Writing Assignments</u>	<u>Pts.</u>	<u>Percentage</u>
Essay Exam I	100	10%
Essay Exam II	100	10%
Essay Exam III	100	10%
"Awakening Paper	200	20%
Quizzes:	200	20%
Class Participation/Disc. Boards:	300	30%
Total Points Possible:	1000	100%

MIDTERM AND OFFICIAL FINAL COURSE GRADES

Midterm grades will be posted as indicated on the [BCTC Academic Calendar](#). Blackboard shows in-progress grades only. Official Midterm and Final Course Grades are accessed through your Student Self-Service account. See [instructions for accessing grades](#).

Quizzes and Tests:

Quizzes and tests are 50% of your final grade. Make sure you read the assignment carefully, because you are responsible for each reading assignment in detail. THERE ARE NO STUPID QUESTIONS! If no questions are asked, I will assume that everyone understands the material, and will be able to make an "A" on a quiz. **BE PREPARED!** If you have read the assignments, you should have no problems.

This course uses the standard 90%, 80%, 70%, 60% grading scale for A, B, C, D grades, respectively.

Midterm grades will be posted on March 4th. You may access your midterm grades through your Student Self- Service account. **For more information on how to access your midterm and official course grades:**

<https://bluegrass.kctcs.edu/admissions/information-for/online-distance-learners/student-resources/find-grades-in-student-self-service.aspx>

MAKE-UP WORK/LATE WORK POLICY

READ CAREFULLY: I DESPISE LATE WORK, AND YOU ARE RESPONSIBLE FOR ADHERING TO ALL PROCEDURES

SURROUNDING LATE OR MISSED WORK! All work must be submitted to me on the date when it is due.

If the student, for some acceptable reason (see [KCTCS Code of](#)

Student Conduct <https://kctcs.edu/current-students/academic-resources/code-of-student-conduct.aspx>

)

cannot post the assignment on time, he must petition for a variance from the instructor. This petition must be done in writing and posted to the confidential area of the BLACKBOARD site no later than 24 HOURS of the missed posting. IN ALL CASES, IT IS THE STUDENT'S RESPONSIBILITY TO PETITION FOR A VARIANCE FROM THE INSTRUCTOR WITHIN 24 HOURS OF THE MISSED ASSIGNMENT'S DEADLINE OR THE ASSIGNMENT WILL NOT BE ACCEPTED. After consultation with the student, the instructor will determine if the student is permitted to post the missed assignment. Failure to post the assignment at the agreed time will result in an E or failing grade for that assignment.

- **I RESERVE THE RIGHT TO REFUSE LATE WORK.**
- **QUIZZES MAY NOT BE MADE UP IF MISSED!**
- **Due to its very nature, group work such as discussion assignments may not be made-up if missed!**
- **Students must complete all major assignments for the course to pass.**
- **IF YOU ANTICIPATE A PROBLEM, PLEASE MAKE ARRANGEMENTS FOR SUBMITTING YOUR WORK EARLY!**
- **"ATTEND DISCUSSION BOARDS" AND PARTICIPATE IN CLASS!** If you are absent for an assignment, then **YOU** must contact me before or immediately after the absence. **This class is your responsibility**, and whether or not you are in attendance, **YOU** are responsible for all work.

WITHDRAWAL POLICY

Students who wish to withdraw may do so, independently, **before midterm, March 4th.** **After midterm, students must have my permission to withdraw.** **The student must schedule a personal conference with me and deliver a written explanation as to why he or she is requesting to withdraw (conference may be scheduled via telephone).**

After this conference and the consideration of the explanation, I will determine if the request will be granted. Acute illness, a call into military service, and death of a spouse or child are examples of events which would merit my permission to withdraw after midterm. Poor academic performance, an unduly hectic schedule brought on by outside life circumstances, or minor health issues are examples of events which may not merit my permission to withdraw from the course. **Students who fail to officially withdraw will receive a failing grade for the course.** **Withdrawing from the course before midterm is the student's responsibility.** **The student must generate and produce the information necessary for withdrawal.** I can be reached during office hours to discuss withdrawals after midterm.

REMEMBER: Withdrawals after midterm are RARELY granted.

For more information and Instructions on how to withdraw from a class:

<https://bluegrass.kctcs.edu/current-students/registrar/withdrawal-policy.aspx> **BCTC**

Withdrawal Procedures.

STATEMENT

<https://bluegrass.kctcs.edu/affording-college/satisfactory-academic-progress/index.aspx>

If you receive grants and/or loans to pay for this class, you should be aware that withdrawing or failing this class may affect your future financial aid eligibility. You should review the Financial Aid Satisfactory Academic Progress (SAP) policy for additional information. Contact the Financial Aid Office for a copy of the SAP policy. All students are expected to attend class and have the required textbook(s) even though you have not received your financial aid or you may have an appeal in process.

ADDITIONAL RESOURCES

A. BCTC Helpful Resources:

Weblink	Description
BCTC Website	BCTC Home Website.
KCTCS Blackboard	Blackboard is our learning management system. All classes include a Blackboard course where you can find important class information.
KCTCS MyPath	Online portal to KCTCS email, Blackboard, and Student Self-Service
Early Alert and Starfish	See notices from your instructors and “Raise Your Hand” in Starfish to ask questions or get assistance from across the college.
BCTC Academic Services & Student Resources	One-Stop Access to BCTC Academic Services & Student Resources for success both inside and outside of class, including: IT assistance, Tutoring , Student Success Hub, Spotlight Instruction Series, Student Handbook, Personal Counseling, Community Resources, and more!

BCTC CLOSED CAMPUS – REMOTE INSTRUCTION CONTINGENCY PLAN

Please see [BCTC Student Handbook – Closed Campus Contingency Policy](#) for important information about campus closures. Should we have an extended campus closure and be required to go to remote learning, the following will detail any changes to our class. Please note, each instructor’s policies may differ. Please check your email and/or course messages often for updates.

FOR WGS 201 HYBRID

An extended campus closure will not have a significant impact on our hybrid course content delivery or policies. However, the following adjustments will be made in such an event:

- Online Class Sessions: o Online synchronous class sessions will be held each Thursday, 11:00 am – 12:15 pm, as regularly scheduled, through

Blackboard Ultra or via Microsoft Teams as needed.

- Please be prepared to meet during this time just as you did for regularly scheduled classes.
- Course Calendar/Due Dates:
 - A revised course calendar, if needed, will be available in Blackboard.
- Late Work/Makeup Work Policies:
 - No Changes will be needed.
- Online Office Hours:
 - Additional online office hours may be available by appointment using Microsoft Teams, Blackboard Ultra, and the class Blackboard's General Class Questions discussion board.

NOTE: Most, but not all, assignments are given on this syllabus. Based on the needs and interests of this class, as well as problems in scheduling times, some additions and deletions will be made in the assignments throughout the semester.

KCTCS is an Equal Opportunity Employer.