

**South Plains College Common Course Syllabus**  
**Introduction to Sociology – Soci1301**  
**Revised January 2023**

Department: Behavioral Science

Discipline: Sociology

Course Number: Soci1301

Course Title: Introduction to Sociology

Available Formats: conventional and internet

Campuses: Levelland, Reese, Plainview, Lubbock Center, Lubbock Downtown, Dual-Credit

**Course Description:** The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.

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

Credit: 3 Lecture: 3 Lab: 0

**Textbook:** The Real World, 8th edition, Norton Publishing, authors Kerry Ferris and Jill Stein. The faculty that teach this course have chosen to use the TexBook Program for the textbook for Introduction to Sociology.

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

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

required course material on your own. If you drop the class or opt-out before the opt-out deadline, the TexBook fee will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth-class day. The opt-out deadline for shorter terms varies between the second- and third-class day.

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

**Email:** pwells@texasbook.com / **Phone:** 806-716-2097

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

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

**Core Curriculum Objectives addressed:**

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

Approval number 45.1101.51 25

**Student Learning Outcomes: Upon successful completion of this course, students will:**

1. Compare and contrast the basic theoretical perspectives of sociology.
2. Identify the various methodological approaches to the collection and analysis of data in sociology.
3. Describe key concepts in sociology.
4. Describe the empirical findings of various subfields of sociology.
5. Explain the complex links between individual experiences and broader institutional forces.

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

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

**Attendance Policy:** As per the SPC General Catalog:

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

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

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

It is the student's responsibility to verify administrative drops for excessive absences through Texan Connect. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or

participated the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

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

**Academic Integrity: As per the SPC General Catalog:** It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

**Cheating:** Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating.

Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length, as well as to final examinations, to daily reports and to term papers.

**Plagiarism:** Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of fellow student, is guilty of plagiarism.

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

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

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

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

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;

8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;

9. Taking pictures of a test, test answers, or someone else's paper.

**Student Code of Conduct Policy: As per the General Catalog:** Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college.

As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development.

A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity and common sense guide the actions of each member of the college community both in and out of the classroom.

Students are subject to federal, state and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students.

Any student who fails to perform according to expected standards may be asked to withdraw.

Rules and regulations regarding student conduct appear in the current Student Guide.

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

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

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

**Title IX Statement of Non-Discrimination:** If you are pregnant, or have given birth within six months, under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or email [dburleson@southplainscollege.edu](mailto:dburleson@southplainscollege.edu) for assistance.

**Disabilities Statement:** Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

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

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

**South Plains College policies, return to campus plan, and protocols regarding COVID-19 can be found here: [COVID Response \(southplainscollege.edu\)](https://www.southplainscollege.edu/covid-response).**

**Course Information Sheet**  
**SOCI 1301 - Introduction to Sociology**  
**Summer I 2023**

**Instructor Information:**

**Elaina Fitzgerald**

**Office:** Levelland – AD 147

**Phone:** 806.716.4656

**E-mail:** [efitzgerald@southplainscollege.edu](mailto:efitzgerald@southplainscollege.edu)

**Preferred Contact Method:**

My preferred contact method is to email me at [efitzgerald@southplainscollege.edu](mailto:efitzgerald@southplainscollege.edu). Please email me through your SPC official email.

For phone calls to my office (806.716.4656), if I am not able to answer, leave a message with your name, course section/time, call-back number, and a detailed message.

**\*\*Please note:** I prefer to be contacted by email rather than by telephone. The phone number listed above rings only in my Levelland office, but as a general rule, I can get back to you more quickly if you email me rather than call me.

**Course Sections:**

SOCI-1301-151	Online	Online Lecture
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**Office Hours:**

**\*By appointment only.\*** - Please email me and I will be happy to set up a time to visit over the phone or video chat.

This time is set aside for you. You are not “bugging” or interrupting me when you pop in or set up a time to meet with me during these hours. Rather, you are making good use of a resource! You should feel free to use this time as you need — ask me a question, review notes, brainstorm ideas, consider future plans, etc. I’m also happy to meet in small groups.

**How this Course is Conducted:**

This course is fully online. All course materials, assignment submissions, and exams will be through Blackboard.

**Logging into Blackboard:**

To access your course, go to <https://southplainscollege.blackboard.com/> or go to the SPC Homepage and click on the “Login to” link in the top right-hand portion of the page and then click on the Blackboard link on the pull-down or you can type or copy the address into the address window of your computer. I recommend that you bookmark Blackboard on your computer for quick access. You can also log into MySPC and there is a Blackboard link there. Once you reach the site you will click "Log In". The log-in screen will come up asking for your user name and password. Simply follow the instructions on the screen.

## Other Information concerning Blackboard:

- **Minimum technology requirements:**

- Word Processing Software – Microsoft Word, Google Docs, WordPerfect. **Microsoft Word is available for FREE as an SPC student through your Office 365 account.**
- Web Browser – Firefox or Google Chrome
- Antivirus software

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

- **Technical Problems/Support:** If you are having computer problems, you have to let me know. I will try to help you in any way that I can. Please remember that it is your responsibility to have a backup plan if your computer goes down. Please have this plan in place now and do not wait until it is a crisis situation. If you lose your course work due to bad flash drives, Internet service down, computer crash, or your dog ate your homework, there is nothing I can do about it. **THIS IS YOUR WARNING TO HAVE A BACKUP PLAN IN PLACE.**

- **IMPORTANT:** Most technical issues are related to using the incorrect internet browser (try using Google Chrome or Firefox instead of Internet Explorer). Please note that I do NOT recommend use of any handheld devices for taking this course. **Cellphones are wonderful but not for course work done on the Internet.**

- Reminder - **bookmark** the Blackboard login page on your computer.

- **SPC Technical Support:**

- SPC Help Desk/Information Technology: Call (806) 716-2600 or email [helpdesk@southplainscollege.edu](mailto:helpdesk@southplainscollege.edu)
- SPC Blackboard Support: Call (806)716-2180 or email [blackboard@southplainscollege.edu](mailto:blackboard@southplainscollege.edu) for student technical support.
- I am your course work support contact. Only call or e-mail technical support with questions about Blackboard or computer functioning. There is Technical Support information in the Course Resources area of your Blackboard course. It contains links to Student Tutorials for Blackboard. Contact me for any course content information.

- **PLEASE DO NOT WAIT UNTIL THE LAST MINUTE TO TURN COURSE WORK IN OR YOU MAY HAVE PROBLEMS!** Remember the saying "TECHNOLOGY HAPPENS"!

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

## Academic Integrity:

In addition to the policy in the Common Course Syllabus, it should be understood that students found guilty of cheating or plagiarism will earn a zero on the work in question for the first offense and will be dropped from the course with an 'F' should a second offense occur. Any amount of dishonesty is subject to these consequences, whether a lot or a little; this can include but is not limited to one copied sentence of a written assignment, a missing citation, an entire paper copied from someone/somewhere else, one plagiarized post on a discussion board, one copied exam item, looking at the scantron of another student during an exam or an exam or other coursework completed by someone other than yourself. You have also committed academic dishonesty when sharing course content/items/answers. This includes sharing course content with classmates or future students as well as sharing course content on websites such as Quizlet, Course Hero, or similar "study applications." For further information and examples please see the Catalog, Student Guide, or refer to [www.plagiarism.org](http://www.plagiarism.org).

## Guidelines for Classroom Behavior:

The following is in addition to the Common Course Syllabus:

I would like to welcome all students into an environment that creates a sense of community, pride, courtesy and respect; we are all here to work cooperatively and to learn together. Disruptive behavior is not tolerated.



**\*To further classify: Disruptive behavior includes but is not limited to being rude to an instructor or other students, walking out of class before class ends, using an electronic device, making "side comments" to other students, or any other non-adult behavior as defined by the instructor.** For additional information on student misconduct, refer to the *Student Guide*. Failure to abide by policies may result in expulsion from the class and an "X" or "F" for the semester.

**Statement from SPC regarding COVID-19:**

South Plains College policies, return to campus plan, and protocols regarding COVID-19 can be found here: [COVID Response \(southplainscollege.edu\)](https://southplainscollege.edu/COVID-Response).

**Institutional Policies:**

South Plains College policies concerning diversity, disabilities, non-discrimination, Title IX Pregnancy Accommodations, and Campus Concealed Carry Statements can be found here: [Syllabus Statements \(southplainscollege.edu\)](https://southplainscollege.edu/Syllabus-Statements).

**Content Warning:**

Students are advised that difficult or sensitive issues may be represented or discussed in this class. While care will always be taken not to cause distress and to create a welcoming learning environment for everyone, there may be occasions where you will confront images or texts, or where you hear discussions that are uncomfortable for you. I will not issue trigger warnings with respect to potentially challenging or distressing content, for several reasons. I do not presume in advance to know what content or discussions may cause you distress; trauma is a deeply complex and personal experience. Instead, I will provide context for materials that feature content generally found to be challenging and make it clear why I am showing particular images or we are reading particular texts. If you ever feel unable to continue to participate in a particular class, you may leave at any point and will not be challenged. I will follow up to address any concerns and provide additional resources for support. You are also, of course, welcome to share any concerns about the course content you may have at any time during the term, and I promise to listen openly and respectfully.

**Basic Needs Statement:**

Other factors may also affect your ability to thrive in this class. In particular, students who have difficulty affording groceries or accessing sufficient food to eat every day or who lack a safe and stable place to live may find that their situation affects their performance. I encourage each of you to contact the Dean of Students or the Health and Wellness Office for support. You may also notify me, if you feel comfortable doing so, and I will do my best to help you identify resources, or simply walk with you to the campus offices that have resources set aside and additional information for all students.

**SPC's Texan Food Pantry Locations:**

- Health & Wellness Center, Levelland Campus
- Health & Wellness Office Lubbock Downtown Center
- Lubbock Career and Technology Center, across from the Learning Center
- Plainview Center: Please contact the Director of the Plainview Center at 806-716-4301.

## Course Policy and Requirements

This is what you need to do to earn your grade:

### Textbook:

Kerry Ferris and Jill Stein - *The Real World: An Introduction to Sociology*, 8th Edition

### SPC TexBook Syllabus Statement

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

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- **How do I access my TexBook?** Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by VitalSource or other links inside your Blackboard course. VitalSource (and many publisher's) eBook features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download 100% of the book for offline access.
- **Help with TexBook issues and support:** check with your professor or visit: <https://support.vitalsource.com/hc/en-us/requests/new> (available 24/7 via chat, email, phone, and text)
- **Opting out of TexBook:** Participating in TexBook is not mandatory, and you can choose to opt out. However, by opting out you will lose access to the course textbook/digital content and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or opt-out before the opt-out deadline, the TexBook fee will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth class day. The opt-out deadline for shorter terms varies between the second and third class day.  
*\*Please consult with your professor before deciding to opt-out.* If you still feel that you should purchase the course textbook/materials on your own, send an **opt-out email** to [pwells@texasbook.com](mailto:pwells@texasbook.com). Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted-out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:  
**Email:** [pwells@texasbook.com](mailto:pwells@texasbook.com) / **Phone:** 806-716-2097  
**Email:** [agamble@texasbook.com](mailto:agamble@texasbook.com) / **Phone:** 806-716-4610

### Overview of Assignments:

#### Exams:

- There will be five (5) exams. To avoid scheduling problems, the following exam dates are "set in stone," therefore do not schedule conflicts. **If there is a conflict with a religious holiday let me know by June 8, 2023 or you will be expected to complete the exam on the scheduled date.**
- All exams will be delivered **in class**, and you will have one attempt to complete the exam. If you miss an exam, a grade of "0" will be recorded for that exam grade and you may take a make-up comprehensive exam at the end of the semester.

#### InQuizitive Assignments:

Once you register your TexBook for this course, you should be able to access the *How to Use InQuizitive* link within the Introduction Module of Week 1 on the Course Content page in Blackboard and log in with the same credentials you used to set up your TexBook. This will help you learn how to use this assignment component and

be prepared for the first assignment's due date. After setting up your account access, you will then always access your homework assignments through the link provided in each weekly module in which they are due.

The *How to Use InQuizitive* assignment will walk you through the tutorial for these assignments, which are listed within each week module for the term for the chapters of the textbook that will be covered in the course. You are to complete the assignments to earn this portion of your grade. **For the assigned InQuizitives, you are required to answer at least 13 questions AND earn a minimum of 1000 points to earn 100% of the grade.** In other words, if you answer 10 questions and earn 1000 points, you do not earn a grade because you didn't answer the minimum of 13 questions. See the calendar in Blackboard for the deadline for each assignment. Late work is not accepted in this course.

**\*A note about InQuizitive:** InQuizitive is adaptive learning and the time is set for 20 to 30 minutes. If you know all of the answers, you should finish in about that amount of time but if you guess and give incorrect answers, the program will add questions so it will take you longer than the 20 to 30 minutes.

#### **Class Assignments:**

There will be five (5) written assignments over the course of the semester. Each of these will have some tie to one of the three chapters discussed that week.

#### **Break down of points for the course:**

5 Exams @ 100 each =	500 points
5 Class assignments @ 50 each =	250 points
10 InQuizitive assignments @ 25 each =	250 points
Total =	1,000 points

**All grades will be posted in Blackboard under the My Grades link.**

**Feedback:** I will reply to all messages or emails within 24 hours during the week; 48 hours on the weekend. I will grade your class assignments within two weeks. InQuizitives and Exams will be graded automatically.

Total Possible Points 1000 points. In addition, grades are NOT automatically rounded up.

**Grading scale:** A = 900 – 1000; B = 800 – 899.99; C = 700 – 799.99; D = 600 – 699.99; F = 0 – 599.99.

This scale is the typical: A = 90%-100%; B=80%-89.99%; C=70%-79.99%; D=60%-69.99%; and F=0%-59.99%.

If you have any questions about any of the course work or anything about the course material do not hesitate to speak to me during office hours, before/during/after class, or via e-mail or Blackboard messaging.

**Study materials are provided** under each module link on your Blackboard menu panel. Study tools include Power Points, Course Outlines and Materials, and Practice Quizzes to help students study the materials for the course and prepare for exams. The practice questions come from the same test bank as some of the questions that will be on your exam. You may take each quiz as many times as you want, and they are not timed. The grades you earn on the Practice Quizzes are not counted in your total points earned, so they do not raise or lower your grade for the course. However, taking the Practice Quizzes may help your exam grades.

#### **Drop Policy:**

In addition to the catalog policy of the General Catalog, a record of attendance will be maintained. **It may be considered that a student may be dropped from the course with an X if they miss a minimum of 2 weeks of class/BB assignments with no communication and/or is earning an F. If absences occur after the final drop**

**date you will not be dropped and will receive the grade you have earned.** Attendance will be taken every class period beginning the first day of class and will be used to document attendance.

**Extra credit opportunities will be made available during the semester.** I recommend that you take advantage of those opportunities as they become available as I will not make extra credit available on individual request.

Remember that the ***official deadlines*** are when the work is ***due***, but I recommend that you set your ***personal deadlines*** for when you ***do*** your work a couple of days before the official ***due*** date.

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