A note to students: The syllabus is an important document that you will need to refer to several times during the semester.

Required Text: *Sociology*, 10th Edition, Rodney Stark. The ISBN is 0-495-09344-0 and it is available at Scottsdale Community College bookstore. The SCC Bookstore has a rental program and its website is [here](#).

Renting the textbook is a pretty good deal in my opinion and the only drawback is that you don’t keep the textbook. You get a brand new textbook, you can mark in it and then you return it at the end of the end of term. If you don’t return it they charge you the full amount for the book. The cost is a lot less, but it is completely up to you as to what you want.

[Publisher’s rental program](#) Another option. Check it out and it might be a really good deal!

**Course Structure**

This course is completely online. The course consists of online lectures supplemented by textbook readings. Each chapter will have an outline of material being covered, PowerPoint presentation, and chapter assessment. Each presentation will have audio to explain the pictures, figures and/or diagrams shown during the lecture. The student should take notes on the lecture on the outline that I provide for you at the beginning of each chapter (or you can use your own paper). The student is expected to have read the chapter assigned in the course outline for each lecture. Reading the chapter will help you understand the lecture and complete your notes.

New chapters are released every Friday at 12:05 a.m. MST (Mountain Standard Time = the time in Phoenix, AZ) unless otherwise noted. Assessments are due the following Thursday at 11:55 p.m. MST unless otherwise noted. The course schedule has all of the information on assignment release and due dates. Please see the Due Date Policy and Course Schedule below for further details.

**COURSE DESCRIPTION:** In this course we will study the fundamental social concepts of organization, culture, socialization, social institutions, and social change.

No prerequisites.

**COURSE OBJECTIVES:**
1. Define sociology and explain how it differs from other social sciences.
2. Explain the sociological imagination and how it operates in everyday life.
3. Describe the basic theoretical perspectives sociologists use to analyze social phenomena.
4. Name and briefly describe the importance of selected major theorists to the field of sociology.
5. List and explain the stages in a basic research design.
6. Describe and differentiate between qualitative and quantitative research methods.
7. Define the basic sociological concepts: culture, society, socialization, social structure, groups, and institutions.
8. Describe values and norms, including mores, folkways, and laws.
9. Describe societal and structural factors that can influence individual behavior.
10. Describe sociological/psychological theories as they relate to the development of the self.
11. Describe the influence of selected institutions on society and the individual.
12. Describe the effect of race/ethnicity, sex/gender, and age on social inequality.
13. Explain major sociological perspectives on social class.
14. Explain how conflict, functionalist, and symbolic interactionist theoretical perspectives view deviance and conformity.
15. Describe and explain social change, including the influence of collective behavior, social movements, and demographic factors

**CLASS PROCEDURE:** The main parts of this course consist of the following activities:

1. Read chapters.
2. View PowerPoint lecture on chapter (optional but recommended)
3. Study for Quiz.
4. Take Quiz. (Multiple times allowed).
5. Take chapter exam. (One time only—multiple times not allowed).
6. Do two writing assignments.

**GRADES:** Grades are based on a point basis.

<table>
<thead>
<tr>
<th>Syllabus Quiz</th>
<th>30 points (3.4% of total grade)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Quizzes</td>
<td>120 points (12 x 10) (13.8% of total grade)</td>
</tr>
<tr>
<td>Chapter Exams</td>
<td>300 points total (12 x 25) (34.5% of total)</td>
</tr>
<tr>
<td>Writing Assignments</td>
<td>120 points (2 x 60) (13.8% of total grade)</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>150 points (17.24% of total grade)</td>
</tr>
<tr>
<td>Final Exam</td>
<td>150 points (17.24% of total grade)</td>
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</tr>
<tr>
<td>Total:</td>
<td>870 total points</td>
</tr>
</tbody>
</table>

**Course grades will be determined as follows:**

- **A** 90% - 100% (783-870 points)
- **B** 80% - 89% (696-782 points)
- **C** 70% - 79% (609-695 points)
- **D** 60% - 69% (522-608 points)
- **F** 0% - 59% (0-521 points)

Point values for individual assignments can be viewed in MY GRADES. Please click the link at top of this file.

All assignments are based in Blackboard. New chapter material is made available each Friday, 12:05 am (Arizona time) and will be due the following Thursday, 11:55pm (Arizona time).

No early homework, quizzes, tests, exams, or other assignments will be given. All assignments must be completed through Blackboard. Any assignments sent via email will not be accepted.

If you cannot complete a Blackboard assignment due to user error, computer freeze or failure, or Internet access failure - your grade will be zero for all missed assignments. It is the student's responsibility to follow user instructions, to request clarification, to use reliable equipment, and to work on assignments well ahead of the official due date.

Some student work may be presented and evaluated in either a public face-to-face forum, in a Blackboard online forum, or in some other non-Blackboard online forum. Student work may be evaluated by either or both the instructor and/or by student peers. In such instances, students forfeit their expectation of privacy in relation to those materials by remaining in the class.

**HELPDESK**

The IT Help Desk can also provide support and assistance with your technology needs and questions. For 24/7 help with Blackboard, call the HelpDesk at 480-423-6274 and selection option #1. Check out the HelpDesk web site at www.sc.maricopa.edu/its/Services/HelpDesk.html including the self-service "Help Yourself Desk."

Help Logging in: If you have problems logging into Blackboard call the HelpDesk at 480-423-6274, option #1. If you have problems with Blackboard itself, you may call Blackboard at 24 hour Phone Support at 888-994-4433.

**QUIZZES**
All quizzes will be taken online. After the student has read the chapter and watched the chapter lecture, the quiz should be taken. It can be taken multiple times, so it is a kind of preparation for the exam. All quiz questions are based directly on information from the textbook. Quizzes are posted with every chapter starting on Friday at 12:05 a.m. MST.

The format for the quizzes is similar to the exams with all questions being multiple choice. Quizzes are open notes / open book. There is a 30-minute time limit on both quizzes and exams. This will get you in the habit of being timed for questions when you take the exam. You can take the quiz as many times as you want. Only your highest score will be recorded. Each assessment consists of 10 questions generated from a pool of around 35-60 questions. Each time you take the assessment the web site will randomly select 10 different questions. Grades will be posted immediately after you take the assessment.

CHAPTER EXAMS

All exams, including the midterm and final, will be taken online. Chapter Exams will consist of 25 multiple choice questions. The exams will be randomly selected from the same test bank from which the chapter quizzes are selected.

Exams can be taken only once. Before you start the exam make sure you have read the chapter, watched the lectures and studied your notes. All of the questions on the exam are on material covered in the lectures. Once you start the exam you must finish the exam. You cannot save the exam and come back later to finish. Again, make sure you have all of your material before you start the exam. There will be a thirty minute time limit on exams.

Exams can be taken starting at 12:05 a.m. MST on Friday of exam week and must be completed by 11:55 a.m. MST on the following Thursday. See the Due Date Policy section below for more information.

WRITING ASSIGNMENTS

There will be two writing assignments for the semester. Check the schedule to see when they are due. The minimum length will be 350 words. You will explore a sociological topic by applying it to your own life in some chapters; in others you may apply concepts or theories to current events. Write your assignment in Word. The document should end in .doc or .docx. If you do not have Word (part of Microsoft Office) then you can use mySCC and use word there. It is in the folder called “Microsoft Office.” You can also go to mySCC through the button on the main page. Please do not submit an odt. document.

DUE DATE POLICY

| Soft Due Date - Each Thursday at 12:00 noon MST. Submit your work before noon so that there is sufficient time to address Blackboard | The Red Zone - Each Thursday 12:00 noon to 11:55 p.m. MST. Any work submitted Thursday between 12:00 noon to 11:55 p.m. MST | The "Drop-Dead" Due Date - Each Thursday at 11:55 p.m. MST. The Chapters file and any assessment assignments will go blank at 11:55 p.m. |
| issues or other technical problems. I will stop resetting assessments at 12:00 noon. | will be at your own risk. There may not be sufficient time to reset the assessments. | MST. New chapters / assessments will appear 10 minutes later at 12:05 a.m. on Friday. |

After the “Drop-Dead” due date has passed it is not possible to take the exams or submit the writing assignments.

Always assume that you will have technical problems if you wait to the last minute to complete your assessments / assignments. To be safe make sure your work is submitted by the "Soft Due Date”.

**MAKEUP POLICY AND EXTRA CREDIT**

Makeup assignments are not provided. However, students may apply extra credit points available at the end of the semester to his/her total score. The extra credit chapters are 16 and 21. If a student uses the extra points toward as a replacement for missed points, the student is not allowed to use these same points as extra credit. If a student cannot submit an assignment by the due date because of a Blackboard technology issue, then the student is required to notify the instructor of the problem by email before the "12:00 noon" due date. The student must explain the nature of the technical problem in the email. The student must provide evidence of technical inability to access Blackboard or the technical inability to submit responses to Blackboard. Evidence of technical difficulty will include a copy of the student’s email correspondence with the SCC Blackboard HelpDesk. A copy of the Help Desk response to this particular issue is also required from the student.

Be aware that Blackboard provides the instructor with the ability to check the exact time and date of all assessment or assignment attempts. Any and all missed assignments will receive a grade of zero. Please do not request a special, individual extra credit assignment. Extra credit assignments are will be available to the entire class.

**User Error** does not qualify a student for any kind of makeup or retake opportunity. Completing and submitting the quiz or exam responses by the due date is the sole responsibility of the student. If you receive an incomplete score because of failure to submit the test by the due date, then your score for that event will be recorded as "zero".

All final due dates are "drop dead" due dates. In other words, we will not be returning to a chapter once the completion date passes. Any and all missed assignments will receive a grade of zero. In light of the fact that I cannot easily verify your circumstance when I do not receive an assignment by the due date, I am going to treat all students and all events as equal. No matter what the personal or technical reason, any assignments not submitted on time will receive a grade of zero. If you cannot abide by this policy, then you should consider withdrawing from this course as soon as possible.
All assignments must be completed through Blackboard. Any assignments sent via email will not be accepted. If you cannot complete a Blackboard assignment due to user error, computer freeze or failure, or internet access failure - your grade will be zero for all missed assignments. It is the student’s responsibility to follow user instructions, to request clarification, to use reliable equipment, and to work on assignments well ahead of the official due date.

If the instructor has been notified by the administrator of the SCC Blackboard server that the Blackboard site is either working improperly or not working at all then an exception will be made to the makeup policy. In such situations, the instructor will extend the due dates of the impacted assignments or make other arrangements.

No early homework, quizzes, tests, exams, or other assignments will be given. All assignments must be completed through Blackboard. Any assignments sent via email will not be accepted. If you cannot complete a Blackboard assignment due to user error, computer freeze or failure, or internet access failure – your grade will be zero for all missed assignments. It is the student’s responsibility to follow user instructions, to request clarifications, to use reliable equipment, and to work on assignments well ahead of the official due date.

**DISCUSSION BOARD**

The discussion board in Blackboard is an area where students can post questions to the instructor or to other students in the class. You can post questions that relate to a specific lecture/chapter or if you have a general question about climate and/or climate change. Please keep the language and content within normal guidelines for a classroom. I have the option to remove posts that are deemed inappropriate. Continued posting of inappropriate material can cause the student to be banned for the discussion board.

**OFFICE HOURS:** Online office hours are 11:00-12:00 PM Monday through Thursday.

**EMAIL:** Please do not hesitate to email me. It is the best way to communicate for most matters. My email address is: gary.lemons@sccmail.maricopa.edu

**ATTENDANCE POLICY**

You must login within the first two days of the start of the online class. If you do not login and have not contacted me, you will be dropped.

It is your responsibility to attend class (online) the minimum of 2.5 hours per week (the same as a traditional in-person class). However, it will not be uncommon to spend more than this time on the class materials. If you do not login to the course for more than 10 working days without contacting me, your login will be disabled and you will be dropped.

In order to succeed in this class, you will have to login regularly (3-4 times per week, preferably every day), read the textbook and all class materials keeping up with the class schedule. This is a survey course with a tremendous amount of information. Please make sure to set aside a regular time to study for this course. You will need to spread out your studying over the week
rather than trying to learn it all the night before material is due. Pay attention to all deadlines for all assignments. Assessments will expire and be unavailable after the published due dates. However, lectures will be from the time they are assigned until the end of the semester.

Enrolling in the course after the first official day of class

Students who enroll in the course after it has begun will receive a grade of zero for any missed assignments. The instructor will not provide such student with an opportunity to makeup any missed work because the student has enrolled after the course has started.

WITHDRAWAL POLICY

Please refer to the current catalog for withdrawal policies, procedures and refunds. If you do not follow the correct procedure, you will receive an "F", which can only be removed by retaking the course. Do not rely on the instructor to drop you from the class. If you are having difficulty, please let me know. Please don't just disappear from the class. If you wish to drop after the unrestricted withdrawal date, I can drop you electronically, just ask.

- Student may initiate an official withdrawal from any course by submitting a withdrawal form with required signatures to the A&R office within published deadlines.
- The official date of withdrawal will determine degree of refund, if any.
- Failure to file official withdrawal form within published deadlines can result in a failing grade and may effect refund of course tuition and fees.
- Additional information on Withdrawals can be found in the 2007/08 College Catalog at [http://www.sc.maricopa.edu/catalog/](http://www.sc.maricopa.edu/catalog/) on page 31.

TECHNOLOGY WEBSITE: For help on Blackboard, My Maricopa., student Gmail, My SCC, and campus network access, etc. [SCC Technology website](http://www.sc.maricopa.edu/catalog/)

Social / Behavioral Learning Center (SBLC)

If you are on campus there is another recourse to help you with this class. The SBLC is located in SB 158. There are tutors there you can help you with any questions you may have. They will not be able to help you if you are taking an assessment or exam. The SBLC also has computers for student use. Please check with the SBLC for their semester hours.

Free Face-To-Face Sociology Tutoring on SCC Campus

Social/Behavioral Learning Center, Location SB-158 (main lobby of SB Building).

Nicholas Bacon - SBLC Coordinator: nick.bacon@sccmail.maricopa.edu

Telephone: 480.423.6223

SCC Website: [http://www.scottsdalecc.edu/sbscience/sblc.html](http://www.scottsdalecc.edu/sbscience/sblc.html)
**Textbook On Reserve in SB158 (SBLC: Social Behavioral Learning Center)**

Students must acquire the required textbook in sufficient time in order to submit the first set of textbook-based assignments. These assignments will be due on the second Thursday of the semester, 11:55pm, MST. Any assignments not completed because of lack of textbook will earn the grade of zero. The student may recapture lost points through the standard makeup opportunity in this course.

Although purchasing textbooks online through services such as Amazon.com may be convenient, shipping delays will not be recognized as sufficient reason for submitting work late.

Book delayed? Go to SBLC. Ask for: Sociology by Stark

Course: SOC101. Instructor: Lemons

The **SBLC: Social Behavioral Learning Center** (SB158) has a copy of this material on reserve. You may check it out for up to three hours of use in the library.

Location: S/B 158
Click [here](http://www.sc.maricopa.edu/sbscience/sb_isl.html) for map to campus.
Click [here](http://www.sc.maricopa.edu/counseling/) for campus map.
Click [here](http://www.sc.maricopa.edu/writingcenter/) for map of Social Behavioral Building (S/B Learning Center: S/B158)

**EMAIL ADDRESSES FOR STUDENTS:** All students now have Maricopa Community Colleges email addresses. You must use it instead of your personal email address for important emails from the school and from me! However, if you email me from your personal email address, I will respond to it.

**ACADEMIC SUPPORT SERVICES**

A variety of student services can be accessed online. Please refer to the SCC Student Home Page at: [http://www.sc.maricopa.edu/students/](http://www.sc.maricopa.edu/students/). Services are free of charge to all registered SCC students.

Check the following web sites for information and operating hours:

- Online library resources through NetLibrary at [http://www.netlibrary.com/](http://www.netlibrary.com/)
- Social/Behavior Sciences Learning Center, Room SB158, [http://www.sc.maricopa.edu/sbscience/sb_pages/sb_isl.html](http://www.sc.maricopa.edu/sbscience/sb_pages/sb_isl.html)
- Writing Center, Room LC379, [http://www.sc.maricopa.edu/writingcenter/](http://www.sc.maricopa.edu/writingcenter/)
- Open Computer Lab, Room BU133W, [http://www.sc.maricopa.edu/its/Services/Labs.html](http://www.sc.maricopa.edu/its/Services/Labs.html)
- Counseling Center, Room SC108, [http://www.sc.maricopa.edu/counseling/](http://www.sc.maricopa.edu/counseling/)
- Advisement Center, Room SC118, [http://www.sc.maricopa.edu/advisement/](http://www.sc.maricopa.edu/advisement/)

**SPECIAL CONSIDERATIONS**
If you have a specific physical, psychiatric, or learning disability and require academic accommodations, please contact Disability Resources & Services office located in SC-144. You will need to provide appropriate documentation of your disability. 480-423-6517 http://www.sc.maricopa.edu/disabled/

ACADEMIC HONESTY

- Every student in this class is expected to produce his/her own original work.
- Plagiarism is unacceptable and will not be tolerated.
- Plagiarism will result in being dropped from the course with a failing grade.
- Plagiarism will result in a letter to the Dean of Students for further action.

CODE OF CIVILITY

Instructors are expected to be professional, courteous, respectful and empathic to students. They will:

- Provide academic feedback and grade assignments in a timely manner
- Be available for individual consultation
- Clarify assignments and inform students of any adjustments to the class schedule

Students are expected to be reflective, courteous, respectful and empathic to classmates, instructor and other college staff assisting in their learning. Students will be expected to:

- Put forth their best efforts. Exchange phone numbers with two classmates in order to keep current.
- Ask questions when they don’t understand.
- Maintain knowledge of their grade status.
- Contact instructor right away about concerns or situations that interfere with their success in class.
- Comply with policies found in the SCC Catalog and SCC Student Handbook.

Syllabus DISCLAIMER: Students will be notified by the instructor of any changes in course requirements or policies.