Instructor Information

Instructor: Susan Bratcher LCSW, AADC
Office: CHARTS 443
Mailbox: CHARTS
Hours: TBD Adjunct
Phone: 501-733-5538
Email: sbratcher@uaptc.edu

*All emails and telephone calls will receive a response within two business days.

Chair: Michael Loya 501-812-2776 mloya@uaptc.edu
Dean: Christy Oberste 501-812-2869 coberste@uaptc.edu

*If your emails and telephone calls do not receive a response within two business days, the appropriate chain of command is above.

Course Information

Lecture Courses

Main Campus: SOCI2300-01 Intro to Sociology MW 6:00pm - 7:15pm CHARTS room 223

Catalog Description
3 Credit Hours (3 hours lecture per week)

Introduction to Sociology ACTS # SOCI 1013

This course is an introduction to the theories, concepts and basic principles used in the study of group life, social institutions and social processes.

PREREQUISITE: A score of 19 or above on the Reading section of the ACT, or a score of 78 or above on the Accuplacer Reading Comprehension Placement Test, or a score of 83 or above on the COMPASS Reading Placement, or completion of READ 0300 (Foundations of Literacy) with a grade of “C” or better.

Course Materials

Required textbooks:
Mission Statement

University of Arkansas – Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

Institutional Learning Outcomes and General Education

UA-PTC supports a college-wide institutional learning assessment program which concerns effective instructional methods and promotes student learning achievement by assessing:

1. Communication
2. Critical Thinking
3. Cultural Awareness
4. Information Literacy
5. Professionalism
6. Quantitative Literacy
7. Technology Literacy

For more information, please consult the following website: https://uaptc.edu/sla

Department / Program Learning Outcomes

This course is part of the general education category of courses at UA-PTC and is used in partial fulfillment of the Associate of Arts and Associate of Sciences transfer degrees, in particular. Therefore, the Institutional Learning Outcomes listed in section VI of this syllabus are also the General Education Learning Outcomes that apply to this course. Specifically, This course evaluates Communication, Critical Thinking, Cultural Awareness, and Information Literacy at a minimum.

Student Learning / Course Outcomes

82. SOCI1013 Introduction to Sociology  
General Description:  
An introduction to the theories, concepts, and basic principles used in the study of group life, social institutions, and social processes.

Expected Student Learning Outcomes:  
The student will demonstrate understanding of the following:

- Sociological perspective
- Sociological theories and methods
- Social institutions
Introduction to Sociology

Policies

Report a Complaint or Concern

UA-PTC takes very seriously complaints and concerns regarding the institution. Most complaints or concerns of a specific nature should be initiated and resolved at the campus level through normal college processes whenever possible. UA - Pulaski Technical College receives and resolves complaints using a variety of methods. To report a complaint or concern, please follow the link below.

https://www.uaptc.edu/report-a-concern-complaint

UA-PTC Attendance Policy

Education at UA-PTC requires students’ active involvement in the learning process. Thus, students are expected to attend all classes and actively engage in all learning assignments and/or opportunities provided in their classes. Class attendance should be treated as mandatory by all students as attendance will be taken by all instructors during the first two weeks of class. Additionally, a written policy on student attendance that is tied to course objectives and included in a course syllabus will be provided for each course by instructors.

Departmental Attendance Policy

Agencies granting financial assistance may be notified of the violation of the attendance policy by students receiving financial aid. **Students are expected to attend each class session in order to avoid missing any discussion which may be pertinent for test material, however, should you find it necessary to be absent during any dates of instruction it is your responsibility to follow-up on any needed information. Students will lose 20 attendance points for each day of absence for up to a maximum loss of 100 points possible. Students who consecutively miss four days in a MW class or four in a TR class will be administratively dropped (if the maximum days are missed after the final administrative drop date, an F will be assigned). Students habitually arriving late or leaving early will be considered absent without warning. Students absent because of military duty, jury duty, court appearances or doctor’s orders must supply official documentation to the instructor to have the absence excused. Please read the textbook in advance of class discussions for a**
more meaningful class experience. The focus of classroom time will be textbook based lecture interspersed with a broad discussion of topics.

Course Policies

The UA-PTC Catalog rules and regulations will be enforced in this course at all times.

Please consult the following website for more information:

Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the paragraph below.

Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.

Cell phones or other personal communication devices must not be used by students in class for any function and must be turned off. Instructor reserves the right to answer any phone that rings, sings, or vibrates during the class. Devices seen or heard during a test will result in an “F” being assigned due to the risk of cheating. There will be no tolerance for whispering due to the distraction it creates for students with disabilities such as attention deficit or hearing disorders, so if you have pertinent input please say it loud enough for all to hear. Those who are unable to express their opinions objectively and politely, for the sake of the sensitivity of subjects discussed, will be dismissed from the classroom and deemed absent. The instructor also reserves the right to ask students to leave the classroom if distractions or attitudes become a problem (this includes cell phones). If dismissal becomes necessary, the student will be required to meet with the instructor to discuss the behavior in order to return to the next regularly scheduled class. A repeat offense of same behavior will result in a referral to the department dean and/or the dean of students. A student who wishes to discuss any matter of complaint or differences of opinions on grades, assignments, attendance, or classroom procedures, must meet with the instructor in office (not in the classroom). If agreement cannot be reached between the student and faculty member, the student may then contact the department chair or dean for mediation, as stated in the due process section of the student handbook.

Guidelines For Email: Applies to EVERY email sent to the instructor. I will NOT respond to email messages that do not follow these guidelines.

1. Send your email messages from Blackboard, NOT from your personal email account. E-mail can be located on the Messages tab.
2. Students are expected to check their email and course website at least three times each week for announcements and/or important messages.

Grading Policy on Late Work:
Each assignment must be submitted correctly by the due date. **Late assignments will not be accepted.** If this course is too labor intensive or you find yourself getting far behind, it is important to consider whether online learning is a good match for you. For some students, it is not. All email and discussion board submissions are automatically dated with the time.

I suggest you write most of your answers to assignments using a word processing program. You can then copy and paste into the Discussion Board. Also, please read the instructions carefully for each learning activity you submit for points.

**LEARNING MODULES**

There is a learning module for each chapter covered in this course. For each module you will complete:

**Discussion Question:** Found on the discussion board on the content page. Each discussion is listed by chapter and topic. You must provide one primary response to the question and two peer responses to receive full credit of 20 points. You are to the answer the question as completely as possible. Your response should seek to clarify or provide additional information to their postings. To obtain full credit, your responses should be in complete sentences and relates to key principles. Examples should be integrated into the discussion. No spelling and no major grammatical errors should present. Language should be clear, concise, and easy to understand. Each initial response should be at least five complete sentences to receive full ten points. Each peer response should be at least three sentences.

**Assignments:**

Each there will also be an exploration question related to each week’s material. These assignments may include an article to read, a self-test to complete, or a website to review. Point values vary based on the intensity of the assignment. **PLEASE NOTE THE DUE DATES. ASSIGNMENTS WILL ONLY BE GRADED IF SUBMITTED TO THE ASSIGNMENT DROP BOX. EMAILED ASSIGNMENTS WILL NOT BE GRADED SO PLEASE MAKE NOTE OF DUE DATES. IT DOES NOT MATTER THE REASON. THIS INCLUDES COMPUTER MALFUCION OR OTHER ISSUES. I SUGGEST YOU NOT WAIT UNTIL THE LAST MINUTE TO COMPLETE YOUR WORK SINCE ANYTHING CAN HAPPEN.**
I WILL ONLY ACCEPT ASSIGNMENTS IN THE FOLLOWING FORMATS: *DOC, DOCX, RTF, OR PDF*. I CANNOT ACCEPT ODT OR OTHER MAC FORMATS SO PLEASE BE SURE TO USE AN ACCEPTABLE FORMAT.

**Quizzes:**

You will have an online quiz for each chapter. The questions will have multiple choices of answers and you must select the correct answer. You have unlimited time for each attempt. You have two attempts. Please note the questions are randomized for each attempt.

Cheating on quizzes will result in a “0”. Cheating includes having someone assist you on any quiz either voluntarily or unknowing and/or viewing an exam taken by someone else prior to taking your scheduled assessment. Printing exams will not be allowed. Attempting to print quizzes may cause your computer to lock up; thus preventing you from taking the quiz. You will **NOT** be able to make it up if this occurs.

* Instructors have one week to provide feedback and post grades for all assignments unless otherwise noted by a departmental policy that has been approved by the Dean of the School.

In an online class, eligibility for Financial Aid is based on student participation. Logging into the course does not constitute participation. For purposes of roster certification, students must complete a gradable attendance artifact.

**Academic Integrity**

It is expected that all students who attend UA-PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The UA-PTC catalogue states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The catalogue also states, “The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.”

The complete Academic Integrity Policy is in the UA-PTC code of conduct.

Plagiarism, the passing off of someone else’s work or ideas as their own, is a serious offence and will not be tolerated in this class. While open discussion of course topics is highly encouraged it is not permissible to copy others work for assignments or exams. If students are caught cheating on any exam, assignment, or other in class activity the first instance will result in zero credit on
the assignment for all individuals involved; the second instance will result in a failing grade for the course.

**Accommodation Policy**

Services for Students with Disabilities: UA-PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the American with Disabilities Amendments Act (ADAAA) of 2008. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Disability Services Office (Main Campus: 501-812-2738 or South Campus: 501-812-2862) and must provide current and relevant documentation.

Students requesting accommodations should inform the instructor at the beginning of the course or as soon as accommodations are approved. It is the student's responsibility to provide their Accommodation Letter to the instructor. Accommodations are not retroactive and will only be provided once your instructor receives the Accommodation Letter.

**Student Code of Conduct**

All students are expected to abide by the UA-PTC Student Code of Conduct. For the full Student Code of Conduct, access the most current version of the UA-PTC Academic Catalog. [http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2](http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2)

**Sexual Misconduct**

No person at Pulaski Technical College will, on the basis of gender, be excluded from participation in, be denied benefits of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity. All college administrative policies and procedures regarding sex discrimination, sexual harassment, and sexual misconduct are in compliance with Title IX. Students who feel they are victims of sexual misconduct should contact the UA-PTC Title IX Deputy Coordinator for Students:

Michelle Anderson, Director of Student Life and Leadership
Campus Center Building Room 216
501-812-2756
manderson@uaptc.edu

**Course Evaluations**

Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and
Information Literacy

UA-PTC is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives.

Tentative Course Schedule

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<tr>
<th>Week 1 (8/15 – 8/16)</th>
<th>Syllabus</th>
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<tbody>
<tr>
<td>Week 2 (8/20 – 8/24)</td>
<td>Chapter 1</td>
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<tr>
<td>Week 3 (8/27 – 8/31)</td>
<td>Chapter 2</td>
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<td>Week 4 (9/3 – 9/7)</td>
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<td>Week 5 (9/10 – 9/14)</td>
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<td>Week 6 (9/17 – 9/21)</td>
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<td>Week 7 (9/24 – 9/28)</td>
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<td>Week 8 (10/1 – 10/5)</td>
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<td>Week 9 (10/8 – 10/12)</td>
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<td>Week 10 (10/15 – 10/19)</td>
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<td>Week 11 (10/22 – 10/26)</td>
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<td>Week 15 (11/19 – 11/25)</td>
<td>Chapter 14</td>
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<td>Week 16 (11/26 – 11/30)</td>
<td>Chapter 15</td>
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<td>Week 17 (12/3 – 12/7)</td>
<td>Chapter 15</td>
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<tr>
<td>Week 18 (12/10 – 12/14)</td>
<td>Final Exam and Wrap up</td>
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[Insert your course schedule here. Please include all due dates and assignments. You may list by week or by date, at your discretion. The point is to make the syllabus as specific as possible as relates to textbook readings, class assignments, exams, and essay and project due dates].

Final Exam: December 12, 2018 6:30pm to 8:30pm

Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for [insert instructor's name and course name here] John Smith's English Composition I class at Pulaski Technical College, and I understand its content. I also understand the rules for the class, and I will follow and abide by these rules, including those relating to attendance, assignments, grading criteria, plagiarism, and behavior.

__________________________________________
Semester

__________________________________________
Date

__________________________________________
Print name

__________________________________________
Signature

__________________________________________
UA-UA-PTC Email address

__________________________________________
Telephone