I. Instructor Information

Name: Mary Kate Terrell  
Office: LRS 242  
Mailbox location: work room LRS 251  
Phone: _______________ fill in the blank with my cell phone number.
(My office line is 5018122875, but texting me at the number above is the best/fastest way to get me.)
Office Hours:  
T: 7:45AM-8AM; 10:45AM-12:10PM; and 1:30PM-2:PM South Campus room 242  
R: 7:45AM-8AM; 10:45AM-12:10PM; and 1:30PM-2:PM South Campus room 242  
MW office hours and campus locations vary, but you come first!  
Text me and I'll meet you when and where it's most convenient for you.
E-mail: mkterrell@uaptc.edu (Give me your cell # and I'll text/call you.)

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

Chair: Michael Loya  
Phone: 501-812-2776  
Email: mloya@uaptc.edu

Dean: Christy Oberste  
Phone: 501-812-2869  
Email: 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.

II. Course Information: Face-to-face courses on Tuesdays and Thursdays

Little Rock South Campus
SOC12300 Introduction to Sociology 8-9:15AM room 207  
SOC12300 Introduction to Sociology 9:25-10:40AM room 207  
ANTH2310 Cultural Anthropology 12:15-1:30PM LRS 207  
The above courses are traditional lecture courses with some assignments submitted through  
blackboard and grades posted online through the portal. Internet access is required.

Online: ANTH2310 Cultural Anthropology section 60  
ANTH2310 Cultural Anthropology section 61
Instruction in online classes is delivered through Blackboard and access to YouTube and other  
online services is required for success.

III. Catalog Description: SOCI 2300. 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. Prerequisites: 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. (3 credit hours)


V. 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.

VI. Institutional Learning Outcomes  
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

Official Notice: Every student EVER listed on my roster gets access to this syllabus in the Blackboard system and/or in the classroom. By opting to stay enrolled in this course past the drop/add period, EVERY student officially accepts the terms of this syllabus and agrees to follow and be subject to the rules, regulations, policies, and procedures stated herein.
VII. 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.

VIII. Student Learning / Course Outcomes (taken from acts.adhe.edu):
Upon completion of this course, students will demonstrate an understanding of:
7. Social inequality 8. Globalization

IX. 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.

For SOCI 2300 sections 40S and 41S, credit for homework assignments requires attendance the entire class period when you turn it in. Additionally, you cannot be tardy on the days that homework assignments are due. You must be on time and the homework must be on my desk before class begins to earn credit on it. There are no make ups on homework assignments.

You must be present to take tests. You cannot make up tests if you miss the day it is scheduled. Your 4th test, given during exam week, is not optional and will double to replace a zero if you missed a test due to an absence.

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: https://www.uaptc.edu/catalog

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.

1. Do not come to class with illnesses that cause snorting, sneezing, wheezing, flatulence, or any other bodily function that is disruptive to the classroom environment. I'll have to ask you to leave for the day if you do and potentially cite you for disruptive behavior in the classroom.
2. Do not attempt to dominate class discussions, be the class clown, or ignore the norms for classroom behavior that we have all learned since kindergarten. You’ll be asked to leave and potentially cited for disruptive behavior.
3. **No cell phone calls in class. Do not wear cell phone headsets in class. Do not use smart watches or devices without permission. No text messaging at any time. IF YOU VIOLATE THIS POLICY, 5 points from your overall grade average will be deducted for each time the violation occurs, you might be asked to leave, you might suffer embarrassment (not intentional), you might be cited for disruptive behavior.**

4. Use polite, professional communication patterns with your instructor and classmates at all times.

**Grading Policy:** Letter grades will be based on the following scale:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 to 100%</td>
<td>A</td>
</tr>
<tr>
<td>80-89%</td>
<td>B</td>
</tr>
<tr>
<td>70-79%</td>
<td>C</td>
</tr>
<tr>
<td>60-69%</td>
<td>D</td>
</tr>
<tr>
<td>0-59%</td>
<td>F</td>
</tr>
</tbody>
</table>

**Course specific assignments are:**

1. **TESTS:** Four exams (100 points each). Exams include **multiple choice and essay questions.** Tests cover assigned reading AND in-classroom lecture topics/activities.

   **GRADING CURVE:** Your lowest test score (from the first three unit tests) will be dropped and replaced by the grade you earn on the **LAST TEST OF THE SEMESTER.** This means that if you earn a 75, 65, 0, and 85 on your tests, your final test average will be calculated as follows: 75+65+85+85/4.

   **MAKE-UP TESTS:** There are NO make-up exams. If you miss a test you will be assigned a zero (0) for that grade. That grade will be dropped and replaced by the score you earn on the LAST TEST OF THE SEMESTER according to the example described above. If you **miss more than one test**, be aware that **ONLY ONE of the zeroes will be dropped and replaced by the score on the last test.** If you miss the last test or earn a lower score than any of your first three test scores, no grade will be dropped or duplicated and every grade will be calculated as earned.

2. **HOMEWORK – I call these REACTION PAPERS:** (100 points possible, 10 points at a time) Ten, 10-point reaction papers are your personal review of and comments about the material we are covering in class. You can summarize your class notes, summarize something from the reading assignment, and also include additional information from an outside source in your reaction paper. Use the reaction paper as study and prep time for the coming test. I will offer suggestions for topics to focus on during class. There are no make-ups or redos. Only one reaction paper accepted per week with the following requirements:

   1. Turn in reaction papers on **Thursdays only, BEFORE class begins.** Papers must be on my desk **BEFORE class begins** and you must attend class the entire day. NO, YOU CAN’T EMAIL IT TO ME it must be a paper copy, you can handwrite it, or type and print it.
   2. 400 to 600 words minimum. It can be handwritten or typed.
   3. Must cover a topic we are currently discussing in class and haven’t been tested over yet – don’t skip ahead or go back. I’ll give suggestions for topics to write about occasionally.
   4. Five of the 10 reaction papers must include a thorough discussion of an outside source that you think is relevant to the topics we are covering in class. Thoroughly explain why the outside source you chose relates to the material we are covering. Use outside sources to help you investigate/prove/disprove/ the topics we are covering in class. Use news stories, movies, tv shows, etc. Attach a print out of the article, the first page of a website for the movie/tv info (episode number), and or a formatted reference list. Cite your source in the body of your paper.

   **THERE ARE FIVE HUNDRED (500) POINTS POSSIBLE IN THIS COURSE.**

* 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.

Do not plagiarize, cheat, or collude on your tests and assignments in this class. See below for the penalties for doing such things.
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 catalog states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The catalog 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 is not tolerated. Offenders are assigned a grade of “F” in the course without exception. Plagiarism means, “the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.” (dictionary.com)

Cheating is not tolerated and offenders are assigned a grade of “F” in the course without exception. Cheating means “to take an examination, [quiz, homework assignment,] or test in a dishonest way, as by improper access to answers.” (dictionary.com)

Collusion is not tolerated and offenders are assigned a grade of “F” in the course without exception. Collusion is a dishonest act that occurs when someone turns in work that another person did [unpublished work – such as someone’s mom wrote his/her research paper], and he/she attempts to pass it off as his/her own. (dictionary.com)

No exceptions. “I didn't mean to” & “I didn't know” are not acceptable.

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

Sexual Misconduct

No person at UA-PTC 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 course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

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

<table>
<thead>
<tr>
<th>Week</th>
<th>Assignments/ Activities/ Learning Modules/ Important Dates:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 August 16</td>
<td>Unit 1 chapters 1-3. Syllabus review and begin unit one notes. Begin reading chapters 1-3 now and pace yourself so you’ve read everything by the first unit exam. Material covers learning objectives 1-5.</td>
</tr>
<tr>
<td>2 August 21 and 23</td>
<td>Unit 1 continued – reaction papers due on Thursday</td>
</tr>
<tr>
<td>3 August 28 and 30</td>
<td>Unit 1 continued – keep reading and reaction papers due on Thursday</td>
</tr>
<tr>
<td>4 Sept 4 and 6</td>
<td><strong>Unit 1 test</strong> and Unit 2 discussion begins – chapters 4-6 and selections from 16 Begin reading now and pace yourself so you’ve read everything by the second unit exam – the material is comprehensive. Material expands on learning objectives 1-5 and adds 6 &amp; 7. Reaction papers due for this week on Thursday</td>
</tr>
<tr>
<td>5 Sept 11 and 13</td>
<td>Unit 2 continued – keep reading and reaction papers due on Thursday</td>
</tr>
<tr>
<td>6 Sept 18 and 20</td>
<td>Unit 2 continued – keep reading and reaction papers due on Thursday</td>
</tr>
<tr>
<td>7 Sept 25 and 27</td>
<td>Unit 2 continued – keep reading and reaction papers due on Thursday</td>
</tr>
<tr>
<td>8 Oct 2 and 4</td>
<td><strong>Unit 2 test</strong> and begin Unit 3 – sections from chapters 7-10 &amp; 15 Begin reading now and pace yourself so you’ve read everything by the third unit exam – the material is comprehensive. Material expands on learning objectives 1-7 and adds 8. Reaction papers due for this week on Thursday</td>
</tr>
<tr>
<td>9 Oct 9 and 11</td>
<td>Unit 3 continued – keep reading and reaction papers due on Thursday</td>
</tr>
<tr>
<td>10 Oct 16 and 18</td>
<td>Unit 3 continued – keep reading and reaction papers due on Thursday</td>
</tr>
<tr>
<td>11 Oct 23 and 25</td>
<td>Unit 3 continued – keep reading and reaction papers due on Thursday</td>
</tr>
<tr>
<td>12 Oct 30 and Nov 1</td>
<td>Unit 3 continued – keep reading and reaction papers due on Thursday</td>
</tr>
<tr>
<td>13 Nov 6 and 8</td>
<td><strong>Unit 3 test</strong> and begin Unit 4 – sections from chapters 11, 12 and part of 13. Begin reading now and pace yourself so you’ve read everything by the fourth unit exam – the material is comprehensive. Material expands on learning objectives 1-8 with a heavy emphasis on 1-5. Reaction papers due for this week on Thursday</td>
</tr>
<tr>
<td>14 Nov 13 and 15</td>
<td>Unit 4 continued – keep reading and reaction papers due on Thursday</td>
</tr>
<tr>
<td>15 Nov 20 and 21</td>
<td>THANKSGIVING BREAK YAHOO!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!</td>
</tr>
<tr>
<td>16 Nov 27 and 29</td>
<td>Unit 4 continued – keep reading and reaction papers due on Thursday</td>
</tr>
<tr>
<td>17 Dec 4 and 6</td>
<td>Unit 4 continued – keep reading and reaction papers due on Thursday</td>
</tr>
<tr>
<td>Exam week</td>
<td>Last test over Unit 4 and last reaction paper accepted. See the schedule below.</td>
</tr>
</tbody>
</table>

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

Final Exam Schedule: Tuesday, December 11 at 8AM for those whose class met at 8AM TR
Thursday, December 13 at 8AM for those who class met at 9:25AM TR

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Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Mary Kate Terrell’s Introduction to Sociology class at University of Arkansas 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.

Additionally, by signing this you acknowledge that you are aware this course might be recorded for use online, for evaluation, and/or faculty and student benefit in the future. You agree to talk to your instructor personally if you do not want to be on camera or have your voice included in the recording should your class session be filmed. UA-PTC reserves the right to use your image and voice otherwise.

Semester  __Fall 2018__
Date
Print name ________________________________
Signature ________________________________
Email address ____________________________@students.uaptc.edu
(please use your UAPTC email address)
Cell Phone ________________________________

_____ I plan to talk to my instructor about recording the class sessions.