Instructor Information

Instructor: Dr. Jimmy Brooks
Office: **see note
Mailbox: **see note
Hours: **see note
Phone: **see note
Email: jbrooks@uaptc.edu

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

**Since this is an online course, I will not be on campus regularly. The departmental office is not a good location to leave messages for me.

Chair: Michael Loya 501-812-2776 mloya@uaptc.edu
Dean: Dr. Christina 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

This course is online only.

Catalog Description

3 Credit Hours (3 hours lecture per week)

This course is a study of world civilizations to the early modern period.

Prerequisite or corequisite: 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

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

The Social Sciences Department, consistent with the College’s mission and the Division’s objectives, encourages the success of its students in all technical fields and academic disciplines by promoting:

PLO #1
Students will examine a given historical event, issue, or individual to identify and discuss the impact of intellectual, political, religious, social, or cultural factors.

PLO #2
Students will compare and contrast two civilizations, individuals, social or political movements, ideas, time periods, religions, governments, economic systems or ideologies.

Student Learning / Course Outcomes

ACTS course: HIST 1113

General Description: Study of world civilizations to the early modern period.

Expected Course Learning Outcomes: The student will develop and utilize critical thinking and communication skills in order to gain a global and historical perspective.
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.

Attendance is taken starting the first day of the semester, with the exception of students who enroll after classes have started. Teachers have the right to count students as absent if they arrive late to class, leave class early, or go in and out of the classroom during class time. Teachers have the right to lower a student’s grade based on excessive absences.

Any student who misses two consecutive weeks of class may be administratively withdrawn from the class.

Any student who does not attend class within the first two weeks of class will be considered a “no show” according to the campus attendance policy and will be reported as such and dropped from the class.

Teachers have the right to enforce UA-PTC’s administrative drop policy for days of consecutive nonattendance. Such particulars as determined by the instructor are detailed in the paragraph below.

Attendance in Online Courses
You are expected to log in to class an adequate number of times to access necessary course materials, complete your required discussion postings, read the postings of other students, take your quizzes, and take care of other business related to the course.
The administrative drop policy for online classes states that an instructor may drop a student if he or she has not logged in to and actively engaged or participated in the course for 7 consecutive days. Simply logging into the course is not sufficient by itself to demonstrate active course engagement and/or academic attendance. Individual instructors determine activities that require student engagement and participation. Examples of engagement and participation include, but are not limited to: posting to a discussion board, contributing to collaborative activities, submitting assignments, or taking tests, quizzes, or assessments. Students who are administratively dropped are not eligible for a refund.

Agencies granting financial assistance may be notified of the violation of the attendance policy by students receiving financial aid.

Important: Please note that eligibility for financial aid in this course is based on student participation. You will not be marked as having attended until you participate in the course by posting a discussion, submitting an assignment, taking an assessment, emailing the instructor, or taking the Course Agreement Test. This must be done before the Roster Certification deadline or you will be marked as a “no show,” dropped from the class, and ineligible for financial aid.

Attendance and participation are tracked using course login records and assignment and/or test submissions. Failure to login and participate may result in your being dropped from the class, or you may simply be given a grade for the course based on your accumulated points.

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.

Email: All students must follow the UA-Pulaski Tech email policy.

Online Interaction: Specific policies addressing appropriate interaction in the online environment are posted in Blackboard.

Instructor Response Information: Generally I will log in to Blackboard at least once each day during the week. (There may be rare occasions when I miss a day.) During the weekend, I will typically log in at least once. Thus, you should rarely wait more than 24 hours for a response from me, and only in extremely unusual circumstances would you wait longer than 48 hours for a response from me.
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.

**Grading Policy**

Letter grades will be based on the following scale:

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

The distribution of points for the semester is as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly Discussions</td>
<td>300</td>
</tr>
<tr>
<td>Other Discussions</td>
<td>10</td>
</tr>
<tr>
<td>Syllabus Quiz</td>
<td>10</td>
</tr>
<tr>
<td>Other Quizzes</td>
<td>284</td>
</tr>
<tr>
<td>Final Exam</td>
<td>60</td>
</tr>
<tr>
<td><strong>Total Class</strong></td>
<td><strong>664</strong></td>
</tr>
</tbody>
</table>

**Quizzes/Tests:**

1. **Quizzes:** There will be 8 timed quizzes during the course of the semester—approximately one every two weeks. The quizzes will be a combination of multiple choice, true/false, matching, and possible written response questions. The quizzes will vary in length, as some will cover more material than others.

2. **Final Exam:** The course will have a final exam at the end of the term. The exam will be **comprehensive** in nature. Like the quizzes, this exam must be taken without the use of your notes, book, or other help.

**Weekly Discussions:** Although we never meet in a classroom setting, each student will be required to participate in the class through the discussion forums. It will be a simple process, yet it will be crucial to achieving a high level of success in this course. There are two components to this assignment:

- Every student must **answer** one question **per week**
- Every student must post **one response** to another person’s comment **per week**

Each discussion assignment is worth 25 points. You are required to complete a discussion assignment each week. I will grade 12 of the 15 weekly discussions, but I will not announce ahead of time which weeks will be graded and which ones will not be graded.
My Expectations:
1. Read the assigned material, read each other’s posts, and respond appropriately.
2. Complete the assignments given on Blackboard on or before the days they are required. The Blackboard calendar will provide specific due dates.

Each week your assignments are due at a specific time. It is imperative that you complete your assignments within the time designated.

Calculation of Grades: Your grade for the course will depend on your points earned on the above requirements. Grades will be computed on a total-points scale: the number of points you earn will be divided by the total possible number of points during the semester to arrive at a grade percentage.

Late work:
- Late assignment submissions will be penalized 50%. All late work must be submitted within one week from the original due date.
- Missed quizzes: If you miss a quiz, I will either allow you to take the quiz, less a 30% penalty, or I will allow you to take an essay quiz. I will decide whether the regular or essay quiz is offered.
- Instructions for submitting late assignments or taking missed quizzes will be provided. It is the student’s responsibility to contact the instructor and make appropriate arrangements.

Institutional Assessment: Students may be asked to complete assessment activities that measure and monitor Course and Program Learning Outcomes in support of the department and the College. Requirements and instructions will be made available at the appropriate times.

* 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.
All forms of dishonesty include, but are not limited to, the following:

**Cheating**
- a) Copying from another student’s test paper.
- b) Using any unauthorized assistance in taking quizzes, tests or examinations.
- c) Possession during a test of materials that are not authorized by the person giving the test, such as class notes or specifically designed “crib notes,” or any other device or technology that would aid in cheating.
- d) Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out assignments.
- e) The acquisition, without permission, of tests or other academic material belonging to a member of the UA-Pulaski Tech faculty or staff.
- f) Aiding and abetting another person in committing any form of academic dishonesty.

**Plagiarism**
Offering the work of another person as one’s own without proper acknowledgment is plagiarism. Therefore, any student who fails to give appropriate credit for ideas or material he or she takes from another, whether fellow student or a resource writer, is guilty of plagiarism. This includes downloading or buying papers from the Internet and cutting and pasting from the Internet without proper acknowledgment.

**Other**
- a) Making, possessing or using any falsified college documents or records; altering any college document or record, including identification cards.
- b) Knowingly providing false information to college officials, including disciplinary meeting bodies. Passing insufficient funds checks or fraudulent money orders in payment of any financial obligations to the college.
- c) Falsely claiming to represent the college or a registered student organization of the college.

**Procedure for Discipline of Cheating and Plagiarism:** 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.

**Penalty:** If, in the judgment of the instructor, cheating or plagiarism has occurred, the penalty assessed could be a grade of “F” in the course. The instructor will notify the student of his or her decision concerning the student’s grade. Students should understand that offenses of cheating may also subject the offenders to disciplinary action. The Dean of Students shall determine if disciplinary action is warranted.
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/2018-19-academic-catalog?sfvrsn=2213b64e_2

Sexual Misconduct

No person at UA-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 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

This course is divided into weekly lessons. They will be posted and available on Friday morning (or earlier) prior to the beginning of class for the following week. Below is an overview of each week's contents and due dates.

Discussion Assignments: There is a discussion assignment due each week. Each discussion assignment is worth 25 points. I will grade 12 of the 15 weekly discussions, but I will not announce ahead of time which weeks will be graded and which ones will not be graded. The specific instructions and expectations for the assignment will be communicated in class.

<table>
<thead>
<tr>
<th>Week</th>
<th>Assignment</th>
<th>Points</th>
<th>Due Date</th>
<th>Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Self Introduction</td>
<td>5</td>
<td>Jan. 11</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Role of Questions</td>
<td>5</td>
<td>Jan. 11</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Syllabus/Assignment Quiz</td>
<td>10</td>
<td>Jan. 18</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>- Ch. 1: The Earliest Human Societies (to 2500 B.C.E.)</td>
<td>25</td>
<td>Jan. 16, 18</td>
<td>PLO 1 &amp; 2</td>
</tr>
<tr>
<td></td>
<td>- 2 discussion postings on Bb</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Reminder: Syllabus/Assignment Quiz due</td>
<td></td>
<td>Jan. 16, 18</td>
<td>PLO 1 &amp; 2</td>
</tr>
</tbody>
</table>

All Assignments due on Bb by 11:59 PM unless otherwise noted.
<table>
<thead>
<tr>
<th>Chapter</th>
<th>Topic</th>
<th>Due Dates</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Ch. 2 &amp; 3: Complex Societies in Southwest Asia &amp; the Nile Valley (3800-500 B.C.E.) and The Foundation of Indian Society (to 300 C.E.)</td>
<td>25 Jan. 23, 25</td>
<td>2 discussion postings on Bb, Quiz 1 over Ch. 1-3</td>
</tr>
<tr>
<td>3</td>
<td>Ch. 4: China’s Classical Age (to 221 B.C.E.)</td>
<td>25 Jan. 30, Feb. 1</td>
<td>2 discussion postings on Bb</td>
</tr>
<tr>
<td>4</td>
<td>Ch. 7: East Asia &amp; the Spread of Buddhism (221 B.C.E.-845 C.E.)</td>
<td>25 Feb. 6, 8</td>
<td>2 discussion postings on Bb, Quiz 2 over Ch. 4 &amp; 7</td>
</tr>
<tr>
<td>5</td>
<td>Ch. 5: The Greek Experience (3500-30 B.C.E.)</td>
<td>25 Feb. 13, 15</td>
<td>2 discussion postings on Bb</td>
</tr>
<tr>
<td>6</td>
<td>Ch. 6: The World of Rome (1000 B.C.E.-400 C.E.)</td>
<td>25 Feb. 20, 22</td>
<td>2 discussion postings on Bb, Quiz 3 over Ch. 5-6</td>
</tr>
<tr>
<td>7</td>
<td>Ch. 8: Continuity &amp; Change in Europe &amp; Western Asia (250-850)</td>
<td>25 Feb. 27, Mar. 1</td>
<td>2 discussion postings on Bb</td>
</tr>
<tr>
<td>8</td>
<td>Ch. 9: The Islamic World (600-1400)</td>
<td>25 Mar. 6, 8</td>
<td>2 discussion postings on Bb, Quiz 4 over Ch. 8-9</td>
</tr>
<tr>
<td>9</td>
<td>Ch. 10: African Societies and Kingdoms (1000 B.C.E.-1500 C.E.)</td>
<td>25 Mar. 13, 15</td>
<td>2 discussion postings on Bb</td>
</tr>
<tr>
<td>10</td>
<td>Ch. 11: The Americas (3200 B.C.E.-1500 C.E.)</td>
<td>25 Mar. 27, 29</td>
<td>2 discussion postings on Bb, Quiz 5 over Ch. 10-11</td>
</tr>
<tr>
<td>Week</td>
<td>Chapter(s)</td>
<td>Assignments</td>
<td>Dates</td>
</tr>
<tr>
<td>------</td>
<td>------------</td>
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<td>-------</td>
</tr>
<tr>
<td>11</td>
<td>Ch. 12: Cultural Exchange in Central &amp; Southern Asia (300-1400)</td>
<td>2 discussion postings on Bb</td>
<td>Apr. 3, 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Quiz 6 over Ch. 12-13</td>
<td>Apr. 14</td>
</tr>
<tr>
<td>12</td>
<td>Ch. 13: States &amp; Cultures in East Asia (800-1400)</td>
<td>2 discussion postings on Bb</td>
<td>Apr. 10, 12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Quiz 6 over Ch. 12-13</td>
<td>Apr. 14</td>
</tr>
<tr>
<td>13</td>
<td>Ch. 14: Europe in the Middle Ages (800-1450)</td>
<td>2 discussion postings on Bb</td>
<td>Apr. 17, 19</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Quiz 7 over Ch. 14</td>
<td>Apr. 21</td>
</tr>
<tr>
<td>14</td>
<td>Ch. 15: Europe in the Renaissance and Reformation (1350-1600)</td>
<td>2 discussion postings on Bb</td>
<td>Apr. 24, 26</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Quiz 8 over Ch. 15</td>
<td>Apr. 28</td>
</tr>
<tr>
<td>15</td>
<td>Ch. 16: The Acceleration of Global Conflict (1450-1600 C.E.)</td>
<td>2 discussion postings on Bb</td>
<td>May 1, 3</td>
</tr>
<tr>
<td>16</td>
<td>Final Exam covering Ch. 16 and comprehensive material</td>
<td></td>
<td>May 8</td>
</tr>
</tbody>
</table>

**COURSE TOTAL:** 664*

*There will be 3 weeks that I do not grade discussion assignments, but I will not announce ahead of time which weeks will not be graded.

**Final Exam Schedule:** May 5-8. The exam (60 pts.) will cover Chapter 16 and will include comprehensive questions. The exam must be submitted by 11:59 p.m. Wednesday, May 8.

**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 Jimmy Brooks's History of Civilization I class at UA-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-PTC Email address

Telephone