UNIVERSITY OF CENTRAL OKLAHOMA
Department of Sociology and Substance Abuse Studies

Spring 2013
SOC 2103, CRN 28012 - Sociology
Syllabus

STEVE SULLINS
E-mail: ssullins2@uco.edu
Time: 8:00-8:50 A.M. Monday, Wednesday and Friday
Room: Liberal Arts 138

Office Location and Hours: None
Instructor Telephone Number: None
Sociology Department

Communication with class regarding handouts, special announcements, etc. will generally be via e-mail. Please check your e-mail regularly.

ADA Statement regarding special accommodations: The University of Central Oklahoma complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with disabilities who need special accommodations must contact the assistant director of Disability Support Services, Kim Fields, in room 309 of the Nigh University Center, (405) 974-2549

UCO Policy: No tobacco, food and/or drinks may be used in classroom during class. CELL PHONES/PAGERS: Please turn off cell phones and pagers during class sessions.

FOR INFORMATION ON THE CATEGORIES FOLLOWING THIS STATEMENT, READ THE ATTACHED STUDENT INFORMATION SHEET AND SYLLABUS ATTACHMENT:

1. Academic Integrity Statement
2. UConnect Statement
3. ADA Statement regarding special accommodations
4. Incomplete Grades
5. Withdrawing from all classes
6. Withdrawing from all classes - Federal Aid Recipients
7. Emergency Individual Class Drop or Complete Withdrawal
8. Important Dates
9. Semester Holidays
10. Library Hours
11. Weather Related Information
12. Emergencies During Finals Statement
13. Final Exam Daily Limits
14. How to Contact a Faculty Member
15. Class Attendance is Important
16. Expectation of Work
17. We’re here for you!
18. Helpful Numbers
19. Course Evaluations

COURSE TEXT:
SOME PERSONAL THOUGHTS ON STUDYING AND UNIVERSITY LIFE:

A suggestion on studying....... First, read the materials for class in a leisurely manner without underlining or taking notes. After we have covered all of the materials, read the materials a second time, underlining and/or putting notes in your book. This will enable you to have a ready outline for the tests and will shorten your review (anxiety).

You should always take university work seriously; however, let me give you thoughts on the process. First, have a good time while you are in college. Second, spend a little time each day for you without thinking about school or work - walking is always good exercise. Third, spend a longer period each week when you do things with your friends, significant other, etc., such as, going to a movie, bowling, etc. Remember the motto: All work and no play make a person rather dull! Finally, college and university endeavors are not for everyone; do not be ashamed to say, "Hey, this is not for me!" Nor is success at the university a measure of what you are worth as a person. If you need counseling for a particular problem or situation, it is always available at UCO and if you do not know how to access it, come see me and I will assist you. There are a number of resources that will assist you in your academic studies; if you are unaware of them, visit with me and I’ll point you in the right direction. Finally, my door is always open to you to discuss university work and/or personal situations. Having been a student formerly (I know that is hard to believe!), I know that situations and time schedules challenge a person at times. But, remember, there is never a situation that cannot be remedied or handled! A good suggestion is talk with someone about the problem, situation or wait 72 hours before reacting to something that upsets you.

READING:

Attached to this syllabus is a projected weekly schedule of your reading assignments and lecture topics. Approximate times for the exams are also given. Specific dates for the exams and other assignments will be given in a timely fashion as per announcements in class. YOU SHOULD COMMENCE YOUR READING ASSIGNMENTS FROM DAY ONE AND READ THE MATERIALS PRIOR TO CLASS. Class participation is very vital and will be considered in grading. If you are called upon to answer a question and you answer, "I do not know" without a knowledgeable attempt to answer the question, you may be penalized "5 percentage points," or if you answer, "I have not read the material," you may be penalized "5 percentage points." PLEASE COME TO CLASS PREPARED.

LECTURE MATERIALS:

Lecture materials will parallel but not repeat your class reading assignments. Please do not ask me to repeat materials covered in class if you are absent as you will be responsible for obtaining those notes from another student. If there is a point that you do not understand, please ask the question in class and I will be diligent in explaining that during class session. A good suggestion is to form a "buddy" relationship with someone in class and obtain those notes from that person if you miss class or have that person tape the class.

EXAMS/GRADING:
The tests will be conducted according to the projected reading and exam schedule which denotes the value of the tests, however, these are approximations and announcements will be made in class about specific dates for tests. Grading will be according to a percentage of the total number of points for the semester, including the writing assignment and class presentations. All exams are Multiple Choice, True – False and Matching. Final Grades will be based on the average of your 4 tests and group assignments. Each exam will be worth 100 points and the total of the group assignments is also 100 points. Therefore the total possible points for the class are 500.

MAKEUP EXAMS:

Makeup exams will normally not be allowed but if you know that you will be gone before a test you can take the test before the rest of the class. If you cannot schedule to take the exam in advance, makeup exams will be offered on a case by case situation. For example, if you have a statement from a physician stating that you could not attend/should not have attended class, a statement from other personnel of the University stating that you were involved in another project for the University, or if you consult with me during office hours about a compelling reason for missing an exam, I may excuse the absence in addition to allowing you to make up the exam. YOU SHOULD MAKE EVERY EFFORT TO ATTEND A SCHEDULED EXAM! You must contact me immediately upon your return to the campus after an illness, etc., in order to be permitted to make up an examination, and in no event should you wait more than three days to contact me about the makeup examination after you have returned to the campus. Permission to take a makeup exam will be within my discretion and usually, all makeup exams are all essay questions. Any exam taken other than on the date of the scheduled exam is subject to a point deduction of 10-25%.

ATTENDANCE:

The University of Central Oklahoma recognizes that attendance is an important part of any course; however, I believe that class attendance and participation are an important and integral part of the university learning experience. I will reserve the right to excuse an absence for a "bona fide" reason without it being assessed against you, such as, having a car wreck. IF YOU COME IN LATE TO A CLASS, IT IS YOUR OBLIGATION TO ADVISE ME AT THE END OF THE CLASS OF YOUR ATTENDANCE. Likewise, if you attend a class only part of the class period, I reserve the right to not give you credit for attending the full class period. If you must leave early or arrive late at the class, please advise me before doing so and I will be aware of why you are arriving/leaving other than the regularly scheduled time. If you are persistently tardy (3 or more times) OR leave the class without permission (3 or more times), you may be penalized 5 points for each infraction, not given credit for that class period, or asked to drop the class if excessive, unless you make arrangements with me. You should arrange your schedule so that you can attend the class on time. If I am not in class within fifteen minutes from the starting time, you may assume that I am ill, etc., and that class will not meet for that period.

Students are responsible for the timely completion of all assignments and for being prepared each week for class discussion. According to OSRHE 11-2-34, full-time students are expected to spend approximately 40 hours per week of classroom activities. This translates to roughly two to three hours outside of class for each credit hour per week. You should devote 6 to 9 hours per week working toward the mastery of the material in this course.

Attendance: If your absences exceed 30% of the legal class periods, fail to discuss your
absences with me, request some or all of the absences excused for legitimate reasons, you may be subject to receiving a grade of “F” or a lower the grade for the class. If I choose to lower the grade, it will be based upon the following:

- 20% - 1 lowered grade level (e.g. if an “A,” then the grade would be a “B”)
- 30% - 1 lowered grade level (e.g. if an “A,” then the grade would be a “C”)
- 40% - 1 lowered grade level (e.g. if an “A,” then the grade would be a “D”)

ACADEMIC INTEGRITY:

I assume that you will exercise academic integrity concerning all exams, papers and assignments. Academic dishonesty eventually catches up with a person. If you should be caught "cheating," the penalties may range from failure on the assignment to expulsion from the University of Central Oklahoma. If you should be caught "cheating" (that is, having someone write your term paper, purchasing a term paper, writing sections from sources without giving them credit, etc.), I may give you an "F" for the semester, give you no grade for the assignment and/or recommend your expulsion from the university. Having someone to critique your paper, advise you on grammar, research, etc. and/or comment on the paper is very wise and is not what the above comments are about.

Academic dishonesty includes, but is not confined to: plagiarizing; cheating on tests or examinations; turning in counterfeit reports, tests, and papers; stealing tests or other academic material; knowingly falsifying academic records or documents of the institution; accessing a student’s confidential academic information without authorization; disclosing confidential academic information without authorization; and, turning in the same work to more than one class without informing the instructors involved. Each student is expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of academic dishonesty will be subject to disciplinary action. More information concerning this policy can be found on page three of the UCO Student Code of Conduct located at:

http://bronze.uco.edu/ssvp/UCOStudentRights.pdf

CLASS POLICY:

I hope that you will be courteous toward me and other students in class. Talking during the lecture or discussion is distracting to everyone. Please try to be on time for class.

GROUP ASSIGNMENTS:

We will have approximately 12 group assignments throughout the semester. Each will be worth 10 points with a maximum that can be earned from group assignments being 100 points for the semester. There is no makeup for group assignments. The group assignments will not be scheduled in advance and may occur as often as two times a week. Every participating person in the group will receive the maximum 10 points for the assignment.
PROJECTED CLASS SCHEDULE

WEEK ONE - January 14: Chapter 1
WEEK TWO - January 21: No class on Monday due to MLK Holiday, Chapter 2
WEEK THREE - January 28: Chapter 3
WEEK FOUR - February 4: Chapter 4 and test on Friday, February 8
WEEK FIVE - February 11: Chapter 5
WEEK SIX - February 18: Chapter 6
WEEK SEVEN - February 25: Chapter 7
WEEK EIGHT - March 4: Chapter 8 and test on Friday, March 8
WEEK NINE - March 11: Chapter 9
SPRING BREAK - March 18 to March 22
WEEK TEN - March 25: Chapter 10
WEEK ELEVEN - April 1: Chapter 11
WEEK TWELVE - April 8: Chapter 12 and test on Friday, April 12
WEEK THIRTEEN - April 15: Chapter 13
WEEK FOURTEEN - April 22: Chapters 14 and 15
WEEK FIFTEEN - April 29: Chapters 15 and 16
WEEK SIXTEEN - May 6: Final on May 6 over Chapters 13-16 only

Your final examination is May 6th at 8:00 a.m.

Class Participation is considered in regard to points necessary to move from one category to another. For example, if you are near an “A” and have participated in class discussions, I would be likely to award the “A.” I do not just automatically “bump” you up to the next highest grade if there is not class discussion.

*PROJECTED GRADING SCALE:

90-100 = A
80-89 = B
70-79 = C
60-69 = D
59 = F

I WANT YOU TO BE SUCCESSFUL IN YOUR ACADEMIC ENDEAVORS IN THIS CLASS. TO THAT END, I AM ALWAYS AVAILABLE TO ASSIST YOU. I ENCOURAGE YOU TO TALK WITH ME BEFORE A SIGNIFICANT PROBLEM ARISES, BUT THAT IS NOT ALWAYS POSSIBLE, SO, PLEASE FEEL FREE TO VISIT WITH ME ANYTIME. REMEMBER, IF YOU DECIDE TO DROP MY CLASS OR OTHER CLASSES AT THE UNIVERSITY OF CENTRAL OKLAHOMA, PLEASE WITHDRAW OFFICIALLY
AT THE UNIVERSITY CENTER BUILDING. IF YOU ARE EXPERIENCING DIFFICULTIES AND/OR THINKING ABOUT WITHDRAWING, PLEASE TALK WITH ME BEFORE YOU DO THAT BECAUSE, I DO NOT WANT YOU TO LOSE MONEY AND/OR COURSE CREDIT IF I CAN WORK OUT AN ALTERNATIVE SITUATION WITH YOU. BEST WISHES TO YOU FOR AN EXCELLENT SEMESTER!