Sociology
University of Central Oklahoma
Department of Sociology and Substance Abuse Studies
SPRING 2013 - SOC 2103
CRN 28020, 28021, 28022, 28023 Online
Instructor: L.N. Ganick, B.S., M.Ed. lganick@uco.edu

Contact Information
E-mail Contact: After the semester starts and you have accessed the course, use the e-mail system within Desire2Learn (D2L) if you need to contact me. I will check D2L e-mail frequently and respond as quickly as possible. E-mail should be reserved for personal (private) correspondence only. For general information and questions, please post in the Discussion area. This helps to maintain a classroom atmosphere and encourages others to participate. It also serves to share important information.

UCO College of Liberal Arts Office Information
Suite 201, Office 974-5520, FAX 974-3871. Please include your class section number on all correspondence. I am not on campus on a daily basis. E-mail is the best way to contact me if you wish to receive a prompt response. I never have access to voicemail so do not ever leave voicemail messages. Office Hours All office hours are online by arrangement.

Required Text (Incorrect editions may result in lost points.)
Henslin, James M. 2012 Sociology A Down-To-Earth-Approach. 11E. Pearson/Allyn and Bacon ISBN 9780205096541

Additional Requirements and Materials
You will need to view the 2004 movie Crash for a writing assignment. This is an “R” rated movie with adult language and content. There will be no substitutes for this assignment. The DVD should be available to view in the UCO library.

You are required to read and you are responsible for following all of the instructions and information in this D2L course, especially the section titled Start Here: Course Information. You must also check for updates in announcements, E-mail, calendar items, links, checklists, and posts in the Discussion area when you log into the class. Failure to read or follow instructions may result in lost points, missed bonus points, or lower grades.

Students must have frequent access to a computer with high speed Internet and have the computer skills to learn D2L and navigate the course. You must also be able to upload Word document files into the Dropbox, open Adobe Acrobat (PDF) files, as well as, HTML and/or Word files. This course is designed to teach Sociology, not computer skills. Limited technical support is available through UCONNECT and the UCO help desk. Inability to purchase the correct edition of the book, learn D2L, upload or open files, view the required movie, and/or access the course will not be an excuse for not completing requirements by the due dates. Plan ahead to be sure to submit writing assignments on time. Take tests early to avoid technical difficulties. Waiting until the last minute to complete a requirement and having technical difficulties will not be an acceptable excuse for missing requirements or qualify for a late submission.

Course Description (from the UCO catalog)
A general survey of the field of sociology, the origin and development of social institutions; social processes. Prerequisites: None

Course Objectives/Course Competencies
The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institution, social stratification and social change. Objectives for each textbook chapter are listed in the D2L course. After completion of the course, you should have a measurable understanding of the following:
- the sociological imagination concept
- three basic sociological perspectives
- the concepts of culture, society, and socialization
- basic sociological terms and concepts listed in the text
- the major institutions in American society
- the elements of social stratification as it exists and operates in contemporary American society
- theories of deviance and social control
**Instructional Process**  
This course is offered through a web-based platform called D2L. It may be accessed 24/7 but students must have a computer with high speed Internet access to participate in the class. This class **never** meets on campus. Professor/student interactions are strictly WWW based. Lectures, objectives, writing assignments, practice tests (self assessments) and graded tests are online. Students are required to participate using the many tools in D2L. Students must take all the tests online. **On-campus testing is not an option unless a student is suspected of academic dishonesty.**

**Transformative Learning**  
Transformative Learning places students at the center of their own active and reflective learning experiences. It is the goal of this class to foster transformative learning. Consistent with this goal, opportunities will be provided that help students on their path toward becoming productive, creative, ethically engaged citizens taking leadership roles. The core areas (or "Central Six") that help accomplish this outcome are: discipline knowledge; leadership; research, creative, and scholarly activities; service learning and civic engagement; global and cultural competencies; and health and wellness. In this course, the following core areas are covered. Discipline knowledge is achieved through introducing students to sociological theoretical perspectives and theorists that lay the foundation for the discipline. Research, creative, and scholarly activities are addressed while covering the topic of sociological research methods. Also, students must complete writing assignments, which entail some degree of independent, original thinking. Cultural competency is achieved through course coverage of the topics of race and ethnicity, as well as, cross-cultural anthropological topics under the heading of culture. The chapters on economics and politics include the global perspective along with civic engagement as do many of the stories included in each chapter of the required textbook. Health and wellness is addressed in the chapter on medicine and health.

**Americans With Disabilities Act Statement**  
The University of Central Oklahoma complies with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990. Students with disabilities who need special accommodations must make their requests by contacting Disability Support Services, at (405) 974-2516. The DSS Office is located in the Nigh University Center, Room 309. Students should also notify the instructor of special accommodation needs by the end of the first week of class.  

**WWW Link to University Of Central Oklahoma Student Information Sheet**  

**Regents Statement**  
It is expected that a full-time college student will spend a minimum amount of time each week in class attendance and study out of class approaching a 40-hour work week. A person employed on a full time basis should not simultaneously expect to maintain a full-time academic schedule. At the undergraduate level, this means that for each hour in class, a student is expected to spend at least three (3) hours doing homework. For a three credit class, a student is expected to spend nine (9) hours a week doing homework.

**Integrity and Academic Dishonesty**  
The University of Central Oklahoma does not tolerate dishonesty such as cheating, violating the integrity of examinations, plagiarism, or knowingly furnishing false information to university faculty or staff. You are required to read and be familiar with the **Student Services Code of Student Conduct 2012-2013** details on academic dishonesty. Be forewarned, I have a zero tolerance policy for academic dishonesty and maximum penalties may be applied. Students suspected of academic misconduct may be required to have their tests proctored and will not be allowed to use the textbook with proctored tests. All writing assignments will be submitted for review by [Turnitin.com](http://www.turnitin.com) and a zero grade recorded for significantly, as determined by the instructor, plagiarized submissions.

**Other Information**  
The information presented in this syllabus is our stated plan of action. We are working with D2L, new technology for UCO, and sometimes things do not work out the way they was planned so modifications are possible as the semester progresses. Any changes or modifications will be announced in D2L. It is your responsibility to check for all updated information and announcements.

If you have exceptional circumstances, that can be documented, you will need to visit with me before the 11th week of the semester. After that time, it will be too late to drop and grades of **Incomplete** are not an option in this class.
Navigating the learning Tools
The online learning objectives and detailed chapter outlines offer an overview and general explanation to enhance your understanding of the textbook material. Learning objectives for each chapter give hints as to what to expect on the tests. Self assessments provide ungraded study and practice opportunities for graded tests and, depending on D2L possibilities, may be made available for this course but not guaranteed.

PowerPoint PDF Files (not required but may be helpful)
I have uploaded PowerPoint files, from the publisher, in PDF format to help organize your reading. You may download and view the PowerPoint PDF files, one file for each chapter, on your own computer.

If available for D2L, other publisher links may be provided but please be aware that some publisher information may not be 100% accurate. This includes some of the questions on self-tests (if available for this course). Be sure to check all publisher information against our required textbook.

Attendance Policy
Students are required to access the course and review content (study) at least three different days per week to keep active in the class. It is your responsibility to check for all updates and important information each time you log in which includes checking course tools, especially E-mail and the “Important Notes from the Professor” board. Failure to log into the course for any reason or read updated information on a regular basis is not an excuse for missing important and/or time sensitive requirements and may result in missing points resulting in a lower grade for the course.

Since I believe that learning is not a spectator event and being present and participating are important for learning, as well as part of your experience and responsibility as a student, I encourage you to maintain contact with me and your fellow classmates. While my intention is to make this class as asynchronous as possible, I do wish to encourage participation both in real time and through the use of Discussion posts.

Expectations
You are expected to read and follow the guidelines of this syllabus and all of the instructions posted in the course. Failure to read the information may result in missed points resulting in a lower grade.

You are expected to view the UCO D2L tutorial and learn D2L. It is your responsibility to learn how to navigate D2L and open all of the files. I teach sociology not computer science so, please, use the tutorials and “help” menus provided and set up your browser to work with D2L.

You are expected to use your time management skills to meet the posted course due dates and times and keep up with your reading. While I do my best to send reminders, it is ultimately your responsibility to be ready to complete assignments on time. Frequently review the class schedule for times and dates.

The course homepage, Course Information section, E-mail, and my board in the Discussion area contain valuable information that you are required to read and follow throughout the semester and before posting or sending E-mail within the course. You are required to check for updates each time you log into the class. Be sure to read the syllabus and FAQs before asking questions as they contain answers to 99% of the questions students ask. Asking your questions in the discussion area helps everyone so please post questions there.

You are expected to use D2L to communicate with me. Send email only through this D2L course or it may get lost. Do not use my college E-mail address outside of the course unless you are unable to access the course. If you must use it, send e-mail from your UCO account only or it may get caught in the spam filter. Be advised, other than Dropbox submissions, I do not open attachments.

Personal Note
Like most college instructors, my primary goal for this course is academic, to introduce you to the basic concepts and principles of sociology. An equally important goal is that you have some fun with it as you learn to apply the information you learn in this course to a more complete understanding of your present life and the world around you.

How to Earn Points
All grades are posted privately. The grade you receive for this course will be based on the total number of points you earn. Grades are not rounded up and extra credit is never offered on an individual basis. You may keep track of your test and post grades online throughout the semester. If D2L works correctly, grades are available immediately after you submit a test. I post Discussion/Dropbox grades as I evaluate and grade them.
Tests (500 Points)
There will be five multiple choice tests (fifty questions each) required for this course. Each test is worth 100 points (two points per question) for a total of 500 points. You may take each test only one time. Be sure that you are prepared before clicking on the link to take the test. If you click on a test and do not take it, you may forfeit the opportunity to take the test. If you have technical difficulties and it is before the due date and time, do not submit the test, log out of D2L, reboot your computer, and log back into D2L to finish the test. Once you submit a test, you receive the points that you earned at the time the test was submitted. If you go over the time limit because of technical difficulties, send me a D2L E-mail as soon as you finish the test and I will check the access logs to verify the incident to consider the extra time involved. If you wait until the last minute to take a test, technical difficulty may not be correctable and is not an excuse for missing or not completing a test—no exceptions. Due dates for the tests are listed on this syllabus. Any changes, though extremely rare, will be posted in the course.

All tests must be taken online, no exceptions other than suspicion of academic dishonesty. You may take tests at your own convenience; however, tests must be taken before the posted due dates and times. Time limits for each test are clearly indicated in the quiz area of D2L and enforced. There is a 60 minute time limit, starting from the time you start a test, and answers submitted after the 60 minute time limit has expired may not be counted. There may be situations where a little “wiggle room” is allowed so, please, continue answering questions until your situation can be evaluated. Tests become unavailable after the posted due date and time. I am sorry, but for security reasons, online test answers cannot be viewed online.

You must take the tests on your own. This means the work you submit for a grade must be based on only your answers. Do not take tests with other students (this would be considered cheating, can be verified with D2L logs, and would result in a zero grade, just as in a classroom setting). If there is a suspicion of cheating, involved students may be required to take proctored tests.

Bonus Test (20 Extra Points)
Students, who complete all five tests by the posted regular due dates and times will have the opportunity to earn extra credit by taking the bonus test. If you miss a test, for any reason, you will not qualify for the bonus test points even if you have taken it. I must be fair to all my students so please do not ask for an exception to this rule as I cannot grant it.

The extra credit test covers chapters 14 and 15, has 20 multiple choice questions, and is worth a maximum of 20 points. You may take the bonus test when it becomes available; however, you will not earn any credit for taking it if you miss any of the required five tests. Note: Review the grading scale on the syllabus. If you are not within 20 points of the next higher grade, the bonus points from this quiz will not raise your grade to the next level and there will be no advantage to taking it.

Missed Test Policy, 48 Hour Notification and Extensive Documentation Required
It is my hope that you will all keep up and take your tests on time as this will give you the greatest opportunity to be successful in the course. Since all the tests and due dates are released at the beginning of the semester and students have an extensive range of time to complete each test, rarely is there an acceptable excuse for missing a test. Waiting until the last minute to test is your choice but, caution, it does carry the risk of something happening to prevent you from testing. From my experience, most students who miss a test do so because they simply forgot about it, were not prepared and erroneously thought they could take a make up test, or waited until the last minute and had technical difficulties. None of these situations would qualify for a make up test.

On rare occasions, students may be given permission to make up one missed tests, towards the end of the semester, if they provide acceptable notification and documentation, keep up with all of the other requirements in the class, log in and read content as required, and participate in the class. If you have extenuating circumstances and think you qualify for a make up test, you must send me a D2L e-mail and provide written documentation for the reason you missed the test, within 48 hours of missing the test, requesting permission to take a make up test for the one you missed. For example, if your reason is illness, you will need dated hospital admission and discharge documentation proving that you were hospitalized for the entire time that you had the range of opportunity to take the test you missed (see the date ranges on this syllabus). A “please excuse this student from class” note from a doctor will not suffice because this is an online class and you are not required to physically attend on any specific day or time. You must prove that you were incapacitated and in the hospital, with no Internet access during the time the test was available for you to complete. Time limits on make up tests may be reduced and are strictly enforced and point deduction penalties apply.
Make Up Tests (Credit earned by Permission Only)
For students with acceptable documentation, make up test scores are subject to a minimum automatic point reduction penalty, equal to one full letter grade (10 points), on the makeup test regardless of the reason the test was missed. To receive credit, you must have permission to take a make up test. You must get permission from me and complete a make up test within the timeframe listed on this syllabus. If you miss a test and the make up, for any reason, your grade will have to remain a zero for the missed test. Two opportunities to take a test are the absolute maximum allowed in this course. Make up tests (credit by permission only), will be made available only one time, near the end of the semester, as indicated on this syllabus. You may not make up more than one missed test. Make up tests, for those who missed a test (1-4 only), will only be available starting at 8 AM, Sunday, 4/21/2013 until 9 PM on Saturday, 4/27/2013.

Since you have from the beginning of the semester to complete test five and the bonus (if qualified), due at the end of the semester, under no circumstances, will there be a make up opportunity for those tests and incompletes are not an option for this WWW class. If you choose to wait until the last minute to take test five and/or the bonus test, you will be taking a big risk. A zero will be recorded if you miss the opportunity to take these tests during the range of time they are offered. All tests are due as listed on this syllabus. Unless otherwise stated during the class, all tests must be completed by the date and time listed. No work will be accepted after 9 PM on 5/6/2013 and a zero will be recorded for all requirements not completed – no exceptions.

Writing Assignments (100 Points) Instructions
To be fair to all students, writing assignments are objectively graded based on a point system (rubric), when submitted to the Dropbox area, according to the requirements set forth in this syllabus. Grades are not based on effort or intent. Most students earn full credit but those who do not read or follow the writing instructions or include specific grading components lose points. The Discussion posts should be an interesting and easy way to pick up points in this course. However, some students choose to just post “something” and not follow the requirements (always be careful not to follow incorrect examples). Others will do an excellent job and I thank those students, in advance, for their efforts which are rewarded with the full credit of 50 points for each correct writing assignment. If you post early, at least three weeks before the due date and time, I do try to help you by letting you know if corrections are necessary before I officially grade.

Students are required to submit each required writing assignment first on the appropriate board in the Discussion area for everyone to see and then submit the same exact post, in Word® document format with the correctly formatted file name, into the appropriate Dropbox where it will be graded privately. It is the student’s responsibility to make both of these submissions before the due date and time to receive credit. Only the writing assignments posted, by the due date and time, in the Discussion area and submitted in the appropriate Dropbox will receive a grade.

Discussion Area Submission Instructions
- Point values are listed on the rubric. Refer to the syllabus and the Discussion Post Check List (Rubric), along with the required edition of the textbook, as you compose your writing assignment. If you have questions, please ask them before the assignments are due so that I can help you. If you wait until the last minute, I may not be able to help you to correct errors.
- To post on the Discussion board, select (click on) the discussion board and “Compose” to start a new post.
- To make it easy for students to see if a page from the textbook has already been cited (used) on either the Post 1 or 2 graded board, I require everyone to include the single page citation, one that has not been cited before on either Post 1 or 2 by any student including you, in parenthesis, in other words, (#) not a range like (# - #), both correctly formatted in the subject line and correctly formatted (#) one time only in your post. (example: Post 1: (#) Topic or Post 2: (#) Topic)
- Change your Discussion settings to “threaded view” and “grid style” to easily see the list of page numbers (assuming everyone has formatted correctly, if not, I will add the page number and points will be deducted).
- Each post must be, at a minimum, the equivalent of one full page with 1 inch margins, 12 point, double spaced, Times New Roman font when typed in a word processing program. Your post may be single spaced when you post in the Discussion area but must be double spaced in the Dropbox submission file for grading.
- Be sure to give yourself enough time to read all earlier posts, choose a topic of interest to you that is totally contained on one single page in the assigned textbook and/or within one heading section, and compose your assignment. The textbook contains many interesting “Special Features” that are contained on one page. Requiring that you use a page that has not been used before reduces any question about reusing ideas.
• As soon as you have identified a subject, I suggest you place your “marker” (see my example post explaining the use of the term “marker” in sociology) on the Discussion board by posting a new post, not a reply, with only the correctly formatted subject line identifying the page citation and topic and “marker” in the body of the post. This will allow you to “claim” the single page and topic giving you time to think about, plan, and create your Discussion/Dropbox writing assignment then edit your original post (do not start a new one) before submitting it for grading in the Dropbox. Once you place your marker in the Discussion area, to be fair to the other students, you may not choose a different page.
• Check to make sure that your discussion has posted (look at it).

Submitting Writing Assignments to the Dropbox for Grading:
• Copy & Paste the same writing assignment from the Discussion area into a Microsoft Word® document (or compose it in Word® and copy&paste it into the discussion area – which ever method works for you) according to the one full page length requirement. I suggest that you add some extra lines to be sure that you do not fall short of the one page minimum which does not include titles or any information other than the paragraphs of the text.
• At the top of the document page, type Post 1 or Post 2 and your name. (ex. Post 1 Mary Smith)
• Name the Dropbox file to save it, with proper spacing, exactly as follows: Post(same)1_LastName_FirstName_# (this is the page citation) (example: Post 1_Smith_Mary_#) and Post(same)2_LastName_FirstName_# (example: Post 2_Smith_John_#)
• Naming this way helps me to identify your writing assignment in case it “gets lost” in D2L.
• Upload your file to the correct Dropbox. There is no need to make any comments in the Dropbox text area.
• Check to make sure that your entry has posted in the Discussion area and been submitted correctly to the Dropbox. Only writing assignments submitted to the Dropbox can be graded.
• Save copies of Discussion/Dropbox assignments on your own computer.

Please be aware that UCO subscribes to the Turnitin.com plagiarism prevention service. Students agree that by taking this course, all required writing assignments may be subject to submission, for textual similarity review, to Turnitin, for the detection of plagiarism. All submitted assignments may be included as source documents in the Turnitin.com restricted access reference database for the purpose of detecting plagiarism. Turnitin.com is just one of various plagiarism prevention tools and methods which may be utilized during the semester. Writing assignments with a high percentage of identified plagiarism, as determined by the instructor, will not earn credit. You must submit your own work and not use content similar to any previous posts. To avoid the appearance of repeating ideas and losing points, be sure to use a page citation that no one else, including you, has used.

I suggest that you submit your writing assignments early. Under no circumstances, will late writing assignments be accepted – no exceptions. Caution, submitting assignments at the last minute increases your chances of duplicating a previous page that has already been used and losing credit.

Important Reminders and Suggestions
• Print this syllabus and highlight important information to remember
• Late Discussion/Dropbox assignments will not be accepted under any circumstances or for any reason.
• Discussions must be submitted into the Dropbox for grading.
• You may take a test only one time. Be prepared before you start a test.
• Make ups for missed tests (1-4 only) are by permission only, rarely granted, and offered one time and only on the dates posted. You must have my permission to earn credit on a make up test.
• Tests are designed to test your application of sociological terms. You may use your textbook; however, you must have a clear understanding of the concepts to answer questions correctly.
• When using technology it is wise to expect the unexpected. There may be times when the servers are crowded, running at a slow pace, or, may be down altogether. This is not an excuse for missing requirements. To be safe, complete assignments before the due date. Personal computer and server problems are not an excuse for missing requirements. I suggest that you test early.
• Take tests as early in the day as possible and do not wait until the last minute to take a test.
• Weekends and the day tests are due may be the busiest times on the server. This means that D2L may be very slow. This will not be an excuse for not completing a test.

Extra Credit Opportunities
Extra credit may be randomly offered to the whole class and must be completed as assigned. It is your responsibility to log in and watch for it. Extra credit is never offered to an individual student. Please do not ask for extra credit to raise your individual grade at the end of the semester. I have to be fair to all of my students.
Writing Assignment Grading Rubric Check List to Print and Review

Note: Everything needs to match. The subject line needs to match the quote. The quote needs to come from the page you cite. The explanation in your own words needs to match the subject line and the quote. The application has to match the subject, quote, and explanation. See my example in the discussion area or ask questions on the discussion board dedicated to writing assignments.

1. Correctly post and format discussion board subject line (5 points)
   - Is your post new and not a response to another post? (Click on the discussion board and click compose to post correctly.)
   - Do you indicate, in the subject line, the topic that you are going to write about?
   - Is the one page citation, where the topic can be found in the textbook, in parenthesis (#) immediately before the topic in the subject line? (This will make it easy for everyone to see if a page has been used.)
   - Is the subject line format correct (ex. Post 1: (#) Topic or Post 2: (#) Topic) in the subject line of your post and in the correct format? Single page examples: (#) or (##), etc., not a range like (# - #) or (## - ##)

2. Cite from the assigned textbook (15 Points):
   - Cite from a page that has not been used before on the Post 1 or 2 graded discussion boards by any student, including you.
   - The subject of your writing assignment should be contained on one single page from the textbook. Using information that goes on to a second page in the textbook will hinder another student from choosing that next page. Staying on one page makes it easier on everyone.
   - From the assigned textbook, quote the concept, research, definition, or information you identified in the subject line of your discussion post and copy it into the body of your writing assignment. (This should be just a line or two, not much more.)
   - In the body of the text, be sure to follow the quote with the single page citation in this format (#) to easily identify the cited material. If the quote cannot be clearly identified with the page citation, found on the page you cited, or was used previously, you cannot receive this 15 point credit.
   - The page number should be inserted one time only because you will use only one quote.

3. Define and explain in your own words (10 Points)
   - Have you defined and explained, in your own words, the quote you have selected? In other words, did you teach the class a lesson on your topic?
   - I want to know that you understand the subject you chose. If you have any questions, ask.

4. Correctly Apply (10 Points):
   - Have you applied the same topic you cited and defined according to the instructions of the post?

5. Format (5 Points):
   - Is the length of your post a minimum of the equivalent of one full page, 1 inch margins all around, 12 point Times New Roman font? Your post may be single spaced when you post it in the Discussion area but must be double spaced for the Dropbox file.
   - Suggestion: Continue a few lines on to a second page to be sure that the length is covered.
   - Have you checked paragraphs, grammar, spelling, and punctuation? Use the HTML editor in D2L.

6. Dropbox File Name (5)
   - Is the file name for the Dropbox correctly formatted? (example: Post 1_Smith_Mary_#)

I have provided a Discussion/Dropbox example for you on the Post 1 Discussion board. My topic is not from our assigned textbook so the page citation is made up (00). My topic explains the use of “markers” in sociology and provides background information for the reasoning for the requirements. Because the Dropbox is a private submission, I have attached what would be the Dropbox submission for my example in the Discussion area. Please to not attach any files to your Discussion posts.
**Grading Scale Points**

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**Grading Percentages**

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**Schedule and Important Dates for Spring 2013**

All dates and times are based on the Oklahoma Central Time Zone (subject to change by instructor - changes announced in the class)

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<tr>
<td>Test Two</td>
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<td>Test Three</td>
<td>9,10,11,12,13</td>
<td>From 1/21 to 3/25/2013 9PM</td>
<td>100</td>
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<tr>
<td>Test Four</td>
<td>16,17,18,19</td>
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<td>100</td>
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<td>Test Five</td>
<td>20,21,22</td>
<td>From 1/21 to 5/6/2013 9PM</td>
<td>100</td>
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<tr>
<td>Bonus Test</td>
<td>14 &amp; 15</td>
<td>From 1/21 to 5/6/2012 9PM (students must qualify)</td>
<td>(20 extra bonus points)</td>
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**Syllabus Consent Agreement**

This syllabus contains the policies and expectations established for all of my sections of online Sociology (SOC 2103). Please carefully read the entire syllabus before continuing in this course. These policies and expectations are intended to create a productive and equal opportunity learning environment for all students. I am available to answer any questions you have regarding the syllabus requirements and the course. Post your question(s) on my board in the Discussion area of the course.

If you do not have the technology skills or you are not prepared to abide by the policies and expectations for this class, you may need to consider enrolling in another section during the add/drop period of the semester. Remaining in this class means that you have read and understood the rules and requirements, have the required computer access and skills, and are willing and able to abide by all the rules and requirements described in this syllabus.