Welcome

I am excited about the opportunity to get to know you and I am looking forward to a very productive semester. Since this class will be held online, this introductory letter is designed to help you be successful in completing the course.

Your first objective is to review this Orientation Module and complete Module 1 by the Sunday 9:00 PM deadline.

**Accessing the course:** To access Minorities in American Society online, please go to UCO’s D2L entry portal at http://learn.uco.edu/ and log in with your D2L user ID and password. If you are unable to log in, contact Technology Support at 405-974-2255 as soon as possible.

**Week One:** After completing the Orientation Module, click on the Module 1 link in the Content Section and you will find course material assigned for the first week.

**How to Contact Me:** Beginning with the first day of the semester, I will communicate with you primarily by email using the Mail Course Tool. I will also provide News Updates as needed throughout the semester.

During the course, I prefer you communicate with me using the Mail Course Tool (in the upper right hand corner). I will respond to all emails within 48 hours. If you have an immediate need that cannot wait, I would encourage you to text me at (405) 305-9340. I will respond to your text as soon as practical.

Regarding office hours, please contact me via text/telephone and I will arrange a time for us to meet.


Sincerely,

Michael
Course Title and Description

SOC 3203- Minorities in American Society.

According the University of Central Oklahoma 2012/2013 Undergraduate Catalog, this course is described as:

Understand the concept of minority group and minority group behavior; understand the extent of the sociocultural reasons for prejudice and discrimination; examine contemporary dominant-minority group relations in the United States.

Prerequisites: Junior or senior standing.

Course Objectives

Upon successful completion of this course, you will

1) Have an increased understanding of majority-minority relationships within the United States;

2) Be able to identify racism, discrimination, and prejudice within various societal institutions;

3) Have a greater understanding of significant contributions made by minorities in the development of the United States cultural, political, and scientific communities.

Course Prerequisites

Junior or Senior Standing, SOC 2103

Instructor Information

Name: Michael W. Willis

Degrees: Sociology (BA) – UCO; Criminal Justice Mgmt and Admin (MA) – UCO

Courses Taught: Introduction to Sociology, Careers in Sociology, Minorities in American Society, Cultural Anthropology

Contact Information

Telephone: (405) 305-9340 (this is my personal cell phone...please no phone calls after 9PM);

(405) 974-3582 (Office Phone)

Fax: (405) 974-3871 (attn: Michael Willis)

Texting: (405) 305-9340

Email: D2L Mail Tool (preferred)

(Regarding texting: I am the only person that has access to these messages. However, I cannot guarantee that my cell phone provider has the same standards of security as UCO; therefore, I cannot guarantee absolute privacy. By sending
information, you acknowledge your awareness of this issue and the possible breach of privacy and do so knowingly. Additionally, I use a text back-up program that maintains a history of all messages sent. At the end of the semester, I upload a digital file of all texts into the course file manager to ensure a permanent record of the texts are preserved.)

**Response Times**

- Telephone calls (48-72 hours)
- Voicemails (48-72 hours)
- Email: (48 hours)

**Required Materials**


**Text Companion Site:** [http://thethinkspot.com/scott-2012](http://thethinkspot.com/scott-2012)

**Technology Requirements**

**Internet Browser Compatibility**

You need to have one of the following web-browsers installed on your computer. Please note, **Google Chrome** is highly recommended for use with D2L.

- **Windows:** Internet Explorer, Google Chrome, Apple Safari
- **Mac:** Apple Safari, Mozilla Firefox

All of the above browsers can be downloaded for free.

**Other Technology Requirements**

- **Adobe Reader:** [http://www.adobe.com/productsacrobat/readstep2.html](http://www.adobe.com/productsacrobat/readstep2.html)
- **Adobe Flash Player:** [http://www.adobe.com/go/getflashplayer](http://www.adobe.com/go/getflashplayer)

**Course Requirements**

1. Read all orientation module components and complete Orientation Module Quiz.

2. Read all assigned readings. This is crucial as this is an online course and the majority of the learning process originates with reading materials.

3. Complete all learning modules including discussion questions and self-check activities. **Note:** I will be tracking your online activity and will deduct points if you fail to access all pages and spend adequate amounts of time on each page.

4. Discussion Board Posts: During the first 10 modules, you will be required to complete one original post. Responsive posts are optional.
5. Personal journal: Each week, you will be required to post one reflective journal entry regarding that week’s topics. The entries will be submitted via the Dropbox.

7. Term Paper: You are required to write a 10-12 page term paper. See Term Paper in D2L to learn more.

8. Exams: This course will consist of three multiple-choice exams and one essay exam for a total of four exams. The essay exam will be located within the Dropbox, not quizzes, folder and must be submitted via the Dropbox. Check the course calendar for specific dates.

**Course Evaluation**

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Board Posts (5 points each)</td>
<td>50</td>
<td>≈5%</td>
</tr>
<tr>
<td>Personal Journal Entries (1 Dropbox per week, 10 points per Dropbox)</td>
<td>150</td>
<td>≈15%</td>
</tr>
<tr>
<td>Term Paper (scores on rubric will be multiplied by 5.5)</td>
<td>550</td>
<td>≈55%</td>
</tr>
<tr>
<td>Multiple Choice Exams (3 total, 50 points per exam)</td>
<td>150</td>
<td>≈15%</td>
</tr>
<tr>
<td>Essay (Final) Exam</td>
<td>100</td>
<td>≈10%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1000</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Course Grade Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90%+</td>
<td>900</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
<td>80</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
<td>70</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
<td>60</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
<td>0</td>
</tr>
</tbody>
</table>

Note: Under no circumstances will I round your grade. If you receive 89.9% of the total points available, I will give you the grade you earned. In this case, it would be a “B” as you did not earn enough points to be awarded an “A”.

**Course Schedule**

The course week for this course is Monday through Sunday. Unless otherwise stated, deadlines are 9:00 pm on Sunday nights. New learning modules will open at 12:00 PM on Mondays. Please note, your exams are only available on Thursdays. About exams, I may or may not make an announcement reminding you of due dates and exam dates. Either way, it is YOUR responsibility to keep track of when things are due and to remember to take exams when administered based on the dates listed in the course calendar.

**Course Policies**

**Class Civility:** Due to the nature of the course, it is impossible to have true discussions about race relations in the United States without running the risk of offending somebody in the class. As such, it is assumed you will behave in a manner that is appropriate for a college student. This syllabus shall serve as your one and only warning that behavior not appropriate for the college classroom (physical or virtual) will result in an immediate dismissal from class and a failing semester grade. These behaviors include, but are not limited to, aggressive behavior towards other students and using inappropriate language directed at your peers and professor. If you are uncertain as to which behaviors will fall under this category, please contact me so I can clarify this policy for you.

Also, it has been my experience in teaching this course throughout the years that some people are sensitive to the material, classroom discussion, and peer comments made during the semester. If you feel uncomfortable for any reason, PLEASE...
CONTACT ME as it is my responsibility to address such issues. I take this responsibility very seriously. However, I cannot address your issues if I am unaware of them. Remember, my job requires a lot of me but guessing about how you feel or how you interpret a situation is not one of the requirements.

**Late Work:** Late work will not be accepted nor will make-up exams be allowed. This includes discussion posts and readings. Each module discussion sections will be closed to new posts/readings, i.e. unavailable, at the end of the scheduled week. To ensure there is no confusion on what late means, I am providing the following definition: Whether it is 1 minute past the deadline, 1 hour past the deadline, or 1 day past the deadline, late is late.

The only exceptions to this rule will be on medical grounds. Such exceptions will require a note from your attending physician noting you were unable to participate in an online course for the entirety of the week for which the homework or exam was due. I highly recommend that you do not delay in completing your work for the week as you never know what may happen unexpectedly.

**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 (DSS) in room 309 of the Nigh University Center or by telephone at 405.974.2549. It is the student's responsibility to contact the instructor as soon as possible after the DSS has verified the need for accommodations to ensure that such accommodations are implemented in a timely fashion.

**Plagiarism.** When a student submits any assignment for a course (written, oral, videotape, audiotape, photograph or Web Site), the student will submit entirely original work or will properly cite all sources utilized in the preparation of the assignment. Without proper citation, the student is guilty of plagiarism, which is not tolerated at UCO. UCO subscribes to the "TurnItIn" plagiarism prevention service. Students agree by taking this course that all required assignments may be subject to submission for a "TurnItIn" textual similarity review for the detection of plagiarism. All submitted assignments will be included as source documents in the Turnitin.com restricted access reference database for the purpose of detecting plagiarism.

Use of the "TurnItIn" service is subject to the terms and conditions of use posted on the "TurnItIn" web site located at the following URL: http://turnitin.com/static/index.html?lang=en_us&pref=1.

**Academic dishonesty.** Includes but is not limited to the "giving" and "taking" of improper assistance in examinations and assignments; not adhering to correct procedures for identification of sources in reports and essays and all creative endeavors; intentional misrepresentation; cheating; plagiarism; and unauthorized possession of examinations.

**Additional Rules/Guidelines:** Please visit the Office of Academic Affairs website for additional rules and regulations outlined in the Student Information Sheet governing this course and all other courses at the University of Central Oklahoma.

**Announcements from Professor**

All general broadcast messages will be made via the News tool as well as via email. Individual messages will be sent directly to your course email.
Transformative Learning Objectives

This course addresses three of the university’s transformative learning goals: Discipline Knowledge; Problem Solving; and Global and Cultural Competencies.

Amendments to Syllabus

I reserve the right to amend the syllabus at any time. The contents of this syllabus are subject to revision 24 hours per day, seven days a week throughout the entirety of the semester. You are put on notice that the contents of this syllabus may change during the course of the semester. If there are any changes, I will post the changes in D2L and make an announcement in D2L.

Calendar

Monday, January 14    Course begins
Sunday, January 20    Journal 1 & Discussion 1 Due
Sunday, January 27    Journal 2 & Discussion 2 Due
Sunday, February 3    Journal 3 & Discussion 3 Due

**Thursday, February 7**    **Exam over Chapters 1-4 due by 11:59PM**

Sunday, February 10   Journal 4 & Discussion 4 Due
Sunday, February 17   Journal 5 & Discussion 5 Due
Sunday, February 24   Journal 6 & Discussion 6 Due
Sunday, March 3       Journal 7 & Discussion 7 Due

**Thursday, March 7**    **Exam over Chapters 5-8 due by 11:59PM**

Sunday, March 10      Journal 8 & Discussion 8 Due
Sunday, March 17      Journal 9 & Discussion 9 Due
Sunday, March 24      Spring Break...No Homework Due
Sunday, March 31      Journal 10 & Discussion 10 Due
Sunday, April 7       Journal 11 Due –Last day to Submit Term Paper for no-harm review

**Thursday, April 11**    **Exam over Chapters 9-12 due by 11:59PM**

Sunday, April 14      Journal 12 Due
Sunday, April 21      Journal 13 and Term Paper Due
Sunday, April 28      Journal 14 Due
Sunday, May 5         Journal 15 Due

**Thursday, May 9**    **Final Exam Due by 9PM.**