

# IOWA WESTERN COMMUNITY COLLEGE

## COURSE SYLLABUS

*SOC-200-OL01*

TERM: WINTERIM 2019/2020

**Dates: December 18, 2019 – January 7, 2020**

**Please see attached schedule of due dates.**

**You must have your textbook on the first day of the course.**

### I. FACULTY INFORMATION:

Instructor: Ms. Ashley Kistner, B.A., M.A.	Office: <i>Lewis Hall, Room #120</i>
Phone:	Student Assistance Hours: By email and appointment
E-mail: akistner@iwcc.edu	

### II. COURSE INFORMATION:

SOC 200	Minority Group Relations	Credits 3	Lecture 3	Lab 0
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#### **COURSE DESCRIPTION:**

Minority Group Relations explores the patterns of emigration and immigration of the major ethnic and racial groups in American society (e.g. African Americans, Asian Americans, Hispanic Americans, Native Americans, and White Ethnic Americans). Special attention covers the culture of each group and their experience in American society. Students explore patterns of interaction between majority and minority groups as they relate to the cultural, economic, political, and historical experience of each group.

#### **PREREQUISITES:**

NONE

**COURSE MEETING TIMES:** Weekly online course attendance, interaction, and activity are expected and will be verified through weekly course attendance reports.

**COURSE LOCATION: REMOTE ACCESS, REQUIRED**

**REQUIRED TEXTBOOKS:** "Race in America," by Desmond, Norton Publishing, ISBN#9780393937657

### **SUPPLEMENTAL MATERIALS:**

Students can download the free version of Office 365 Suite from their ROC Portal Page for use in their courses. Students are responsible for protecting their own computer equipment through use of anti-virus and anti-malware tools for work within their IWCC courses; they may consider [these free options](#) (click on link). Students using computers in labs and other facilities on campus are further held to the standards of [IWCC Acceptable Use Policy](#) and the [Computer Ethics and Use Policy](#). Both are located on the ROC Student Portal Page under the *Technology* menu button FAQ area.

### **COURSE LEARNING OBJECTIVES AND COURSE COMPETENCIES:**

The Learning Objectives for this course are (upon successful completion of this course, the student will be able to):

- A. Explain what determines majority-minority status in society
- B. Describe the similarities and differences between the concepts of race and ethnicity
- C. Describe the major theories of prejudice
- D. Describe the major theories of discrimination
- E. Describe the socio-historical experience of different racial and ethnic groups in American society

### **COMPETENCIES:**

Course competencies will be assessed throughout the semester through your online quizzes, Sociology in the News and Sociology in Focus assignments as well as classroom discussion.

### **COURSE PRACTICES:**

The syllabus serves as a contract between the faculty and the students. Attendance will be taken for each class session. All course work must be submitted through the ROC LMS. Emailed work will not be accepted without prior instructor approval.

### **Standards for written work**

Always use professional language, including correct grammar and spelling while working on materials for this course. See "Requirements for All Assignments" document, posted next to the syllabus in ROC.

### **Late papers and assignments**

Absolutely no late papers or assignments will be accepted in this course without prior arrangement with the instructor.

### **Extra Credit**

Extra credit is not offered in this course. Any emails requesting grade changes or extra credit will not be returned and may be forwarded on to the dean and/or administration.

## **Feedback from Instructor**

I will read, comment and grade your work within the next week. Remember all work is due weekly and **I do not accept late work.**

## **COMMUNICATION WITH INSTRUCTOR:**

The best way to contact me is through email. I will respond to all validly written emails within 24 hours. Valid emails include a formal salutation, are checked for spelling and grammar and include course and student identification.

A validly written email includes the following information – salutation, sender's name, course you are enrolled in, body paragraph and email closing with sender's name - and should look similar to the example below:

*Dear Ms. Kistner,  
My name is Ashley and I'm enrolled in (Course #). I have a question regarding – assignment, discussion, grade, etc. Thank you for your time.  
Sincerely;  
Ashley Kistner*

Emails using signs or symbols in place of words, “text talk”, slang, or emails with ambiguous requests will not be returned.

All emails asking me to increase your grade, give you points, etc. may be forwarded to administration and will not receive a reply.

Students must use their IWCC email when contacting the instructor about matters related to the course.

## **GRADING:**

- Chapter Readings and Quizzing (Post-Reading Quiz)
  - Students will complete Post-Reading Quiz for each chapter which incorporate and cover chapter readings (40% of final grade)
- Discussions
  - Covering the corresponding chapter, students will participate in in-class discussions and activities which cover topics related to assigned readings and content (30% of final grade)
- Sociology Labs
  - Covering the corresponding chapter, students will complete an activity, project or assignment relating to assigned readings and content (30% of final grade)

### **Viewing Final Grades**

- Students need to be in attendance to receive discussion points. Discussion points are accumulated through written and oral analysis during class. Discussion points are revoked for participating in side conversations during class, disruptive behavior, sleeping, viewing a cell phone or off topic websites.
- Students need to be in attendance to receive lab points. Lab points are accumulated through in class assignments, which are graded for breadth of understanding and the ability to apply the concepts to social life.

To calculate your final grade, take your (Quiz Percentage x .4) + (Discussion percentage x .3) + (Lab percentage x .3) = Final Percentage

**FINAL GRADE SCALE (PERCENTS):** 100.0-90.0: A / 89.9-80.0: B / 79.9-70.0: C / 69.9-60.0: D / 59.9—Below

### **FINAL GRADES:**

Final grades are viewable on ROC the Tuesday after the end of the semester: Self-Services Menu, Students, and Academic Profile.

### **IMPORTANT DATES:**

Please see the “Academic Calendar” in ROC.

(Specific dates are noted in the College Academic Calendar).

<https://roc.iwcc.edu/Pages/academicCalendar.aspx>

OR

<https://iwcc.edu/calendar/>

### **PROBLEM RESOLUTION:**

Students with concerns about the course or the instruction are advised to discuss those concerns with the instructor. If this does not resolve the issue, the student should contact Ambe Dowdell-White, Academic Dean of Social Sciences & Business at [adowdellwhite@iwcc.edu](mailto:adowdellwhite@iwcc.edu) or 712.325.3371. She is located in Lewis Hall, Room 112.

### **NOTICE OF CLASS CANCELLATION:**

Emergency closing of entire campus such as for weather – Students will be notified through the Reiver Alert system. Students must register for this service; find Reiver Alert on your ROC homepage under College Services.

Emergency cancellation of a class session such as for faculty illness – Students will be notified through an announcement to iwcc.edu email address, on the ROC course page and/or a posted note on the classroom door.

**COURSE TOPICAL OUTLINE AND SCHEDULE:**

Students should refer to the full course topical outline and schedule which concludes this document.

**III. INFORMATION/COLLEGE POLICY****RESET PASSWORD:**

Students can reset passwords by accessing the password central page through ROC. The password central page can be found by clicking the menu tab in the upper left hand corner and opening the technology tab, then clicking on password central.

**CYBER-LIBRARY:**

Students can access books, magazines, journals, newspapers, films and audio books 24/7 through the Cyber-Library by clicking on the Cyber Library under Academics in ROC. Students may contact the library for assistance with research and citations. Check out the help features on the Cyber Library page in ROC. For questions about finding information at your campus or center, email [cyberlibrary@iwcc.edu](mailto:cyberlibrary@iwcc.edu) or call 712-325-3247 for the Council Bluffs Campus or 712-542-5117 for the Clarinda Campus. The library hours are posted on ROC.

**ACADEMIC SUPPORT:**

FREE tutoring and academic assistance for a variety of core, general requirement classes are available through the Tutoring Center, located on the second floor of the Student Center on the Council Bluffs campus. One-on-one assistance is available on a drop-in basis. FREE online tutoring is available through Brainfuse on ROC. To access Brainfuse, locate Online Tutoring next to My ROC Classes. For more information about tutoring services or help in your classes, email [tutoring@iwcc.edu](mailto:tutoring@iwcc.edu) or call 712-388-6841. A full tutoring schedule by subject area is posted on ROC.

**DROPPING CLASSES:**

While we encourage you to do everything you can to complete your classes, it is always better to drop a class than to fail it. If it becomes necessary for you to drop a class you can drop a class online through ROC up to the last day to drop. We recommend that you always talk to your advisor and a financial aid department representative before you drop a class. For more information on dropping classes see the Advising Information Site in ROC under the Academics tab.

**PERSONAL ELECTRONIC DEVICES:**

To provide an environment conducive to learning, Iowa Western Community College requires that cellular phones, pagers, and other personal electronic devices be turned off or set to vibrate when entering classrooms, computer labs, library, offices, auditoriums, or arena areas. Cellular phones with picture taking capabilities are not allowed in bathrooms, locker rooms, or other areas where

there is a reasonable expectation of privacy. Faculty members do have the right to prohibit the use of any electronic device in their classroom.

**HONOR CODE – ACADEMIC HONESTY:**

Upon enrolling at Iowa Western Community College, each student assumes an obligation to conduct her/his academic affairs in a manner compatible with the standards of academic honesty established by the College and its faculty. If this obligation is neglected or ignored by the student, disciplinary action will be taken. Please refer to the Student Code of Conduct for the Academic Dishonesty Policy.

**FERPA:**

Student rights concerning access to education records are spelled out in Federal Public Law 98-380 as amended by Public Law 93-568 and in regulations published by the Department of Education. The law and regulations require educational institutions to limit the disclosure of information from the student's record to those who have the student's written consent or to officials specifically permitted within the law. Students who wish to grant access to their education (class schedule, transcript of final grades, and progress reports) or financial records (grants, loans, financial aid documents, statements and billing) may do so by submitting an Access to Student Information Consent Form to the Records and Registration Office. Access to information is only given at the Records and Registration Office or Financial Aid and Cashier Offices. For more information, including the full Access to Student Information policy, refer to the Iowa Western Community College General Catalog or contact the Records and Registration Office.

**DIVERSITY STATEMENT:**

Iowa Western Community College values diversity and supports learning experiences that promote intellectual growth and human enrichment.

**AMERICAN WITH DISABILITIES ACT STATEMENT:**

If you are an individual with a disability who requires an accommodation to fully participate in academic programs or campus activities, please email [disabilityservices@iwcc.edu](mailto:disabilityservices@iwcc.edu) or call 712-325-3299. The ADA Coordinator is Sam Larson. Accommodations are arranged through the Disability Services Office, on the second floor of the Student Center on the Council Bluffs campus. Please allow adequate time to implement your accommodations. Any student with mobility impairments should prepare for an emergency ahead of time by instructing faculty and/or classmates on how to assist in case of an evacuation.

**PREGNANT AND PARENTING STUDENTS:**

Iowa Western does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor, and students will be given the opportunity to make up missed

work. Students needing accommodations can seek assistance with accommodations from the Coordinator of Disability Services.

**EQUAL OPPORTUNITY AND NON-DISCRIMINATION:**

It is the policy of Iowa Western Community College to provide equal educational opportunities and not to discriminate on the basis of race, color, creed, religion, national or ethnic origin, ancestry, genetic information, physical or mental disability, age, sex, sexual orientation, gender identity or expression, pregnancy, marital status, veteran status, AIDS/HIV status, citizenship, or medical condition, as those terms are defined under applicable laws, in its educational programs, activities, or employment practices.

Questions or complaints? Contact Title IX and Equity Coordinator, Samantha Larson, [equity@iwcc.edu](mailto:equity@iwcc.edu), 712-325-3200, or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, (312)-730-1560, [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov). More information at <https://www.iwcc.edu/about/statement.asp>.

## IV. COURSE TOPICAL OUTLINE AND SCHEDULE

You must have your text in hand on 12/18/2019, the day this class begins. If you do not have your text on day 1, my suggestion is to drop the course, as you will not be successful in this course if you do not have your text on the first day of the course.

\*\*\* All assignments are due at 11:55p.m. on the Due Date. No late assignments are accepted in this course, so if you miss a deadline you will forfeit the points for all assignments.

I realize some of our due dates fall on Holidays, so if you are celebrating, its best to finish your assignments prior to the due date, as late work is not accepted in an accelerated course, for any reason.

This component of the syllabus provides an outline of the topics you are expected to cover in this course. It provides a course structure for the student. Indicate the dates (or week of the term) on which you will cover the different topics. Include the corresponding pages or chapters in the text. Indicate the exams and other assignment due dates as illustrated in the example below.

<b>Due Date***</b>	<b>Readings</b>	<b>Assignment</b>
19 Dec 2019 @ 11:55p.m.	Chapter 1	Chapter 1 Quiz Sociology Lab 1 Discussion 1 + 1 Comment
22 Dec 2019 @ 11:55p.m.	Chapter 2	Chapter 2 Quiz Sociology Lab 2 Discussion 2 + 1 Comment
25 Dec 2019 @ 11:55p.m.	Chapter 3	Chapter 3 Quiz Sociology Lab 3 Discussion 3 + 1 Comment
28 Dec 2019 @ 11:55p.m.	Chapter 4	Chapter 4 Quiz Sociology Lab 4 Discussion 4 + 1 Comment
31 Dec 2019 @ 11:55p.m.	Chapter 5	Chapter 5 Quiz Sociology Lab 5 Discussion 5 + 1 Comment
03 Jan 2020 @ 11:55p.m.	Chapter 6	Chapter 6 Quiz Sociology Lab 6 Discussion 6 + 1 Comment
06 Jan 2020 @ 11:55p.m.	Chapter 7	Chapter 7 Quiz Sociology Lab 7 Discussion 7 + 1 Comment