TEXT // READING MATERIALS --- This course will not use a regular textbook as such, but a number of readings (i.e., articles or excerpts from books), as we cover new material.
Some of these readings will be distributed in class as handouts, others will be placed on reserve at regular intervals, in the Circulation Dept. in the Library. The on-reserve readings can be accessed online.

COURSE OBJECTIVES – These objectives may be outlined as follows:

• to define, explain, and contrast the concepts of “race” and “ethnicity.”
• to look at the historical background of “race” – i.e., how the idea of race was born.
• to look at race relations and classification in comparative perspective.
• to look at the history of race relations in the United States.
• to discuss briefly the aspects of slavery in the Americas, and specifically in the United States – as well as the process of immigration – in connection with the prevailing pattern of race relations in U.S. society.

COURSE OUTLINE AND GRADING -- In order to assess your comprehension of the material, the following requirements must be met:

1. four multiple-choice tests during the semester (including the final). Each test has 30 questions, worth two points each. The final test is not comprehensive, but based on the material covered since the preceding test. These tests account for 80% of your course grade.
2. several short quizzes & a few short written reports, corresponding to the materials being discussed in class. These will be given at regular intervals, usually at the end of a section. They will be worth 20% of your overall course grade.

IMPORTANT: These quizzes cannot be made up later! – Also, there will be no extra-credit work!

The tests will be based mainly on the lecture material and assigned readings. Students will be responsible for all material covered in class. It is in your best interest, therefore, to maintain regular attendance, try to follow the class discussions, ask questions when necessary, and take good notes.

GRADING SCALE

1. Regular Tests - Each test has 30 questions, worth 2 pts. each, therefore a perfect score for each regular test is 60 points. The tests will be grade as follows:

   90% (of the 60 pts) = 54 pts. / A
   80%    "    = 48 "    / B
   70%    "    = 42 "    / C
   60%    "    = 36 "    / D

2. Quizzes  -- The total number of possible points for the course comes from the tests, together with the quizzes. Test scores add up to 240 points (4 tests, 60 points each).

   Test points account for 80 % of the overall course grade. The remaining 20% of the total of possible course points) comes from the quizzes. This will be an additional 60 pts. (of the total of 300 points.) ---

   The grade given on the quizzes represents the percentage obtained from the 60 points.  -- At the end of the semester, these percentages are added up and divided by the number of quizzes given during the semester. The result is the average percentage of the possible quiz points (i.e., of the 60 pts.).

   The points obtained from the quizzes are then added to the points obtained from the tests.
-The grading scale for the overall course will be:

A  93% of 300 points = 279 points -
A- 90% " = 270 "
B+ 87% " = 261 "
B  83% " = 249 " -
B- 80% " = 240 "
C+ 77% " = 231 "
C  70% " = 210 "
D  60% " = 180 "

Attendance -- Regular attendance is a critical factor for successful performance in this class. Therefore, an attendance policy will be enforced. Students will be allowed to miss the equivalent of two weeks (6 class periods for a M-W-F class; 4 class periods for a T-R class), for any reason, without penalty.

Additional absences will result in the reduction of points from the final grade. Specifically, each additional three absences reduces your grade by 5 percentage points - e.g., from a B+ to a B-. An additional six absences is sufficient to lower the final course score by one full letter grade.

Important: Absences for medical or legal reasons do not necessarily constitute a special situation. -- The attendance policy is set up precisely to accommodate these kinds of absences.

If a class must be missed, there is no need to call to notify me, but be sure you are within the limit of absences allowed. - You can always check your attendance standing with me.

Students are also required to be on time. The basic guideline is this: If the student comes in after his/her name has been called, it is his/her responsibility to let me know this after class in order to avoid an unnecessary absence.

Also: If you have to leave class early, I must be notified beforehand.
Otherwise, this counts as an absence.

Important - We have an attendance policy, therefore make sure there is no conflict between class time and other commitments. Excessive absences may lead to official withdrawal from the class. (The University policy regarding this matter is attached).
No electronic devices of any kind are to be used during class. Cell phones and beepers, in particular, can be very disruptive of class proceedings, and should remain off while in the classroom.

Make-up Exams -- You will be allowed to make up ONE missed test. The make-up test will be essay, and will be given on the last day of classes (Friday afternoon). The quizzes cannot be made up, as stated before.

Consultation - Students are encouraged to consult with me for clarification of issues discussed in class, or to get assistance with the coursework, as soon as they think they need it. This will definitely improve your chances of doing well in the class. I will be available for consultation during my office hours, as listed above, or by appointment.

Effective Fall 2001, core courses in the Department of Sociology and Anthropology must be passed with a “C” or above for all majors and minors.

IMP. -- There will be no early taking of the Final Exams at the end of the semester! -- Therefore, make your travel plans with this Policy in mind.
Department of Sociology, Anthropology and
Crime and Delinquency Studies

Course Related Information

Disability Services: Emporia State University will make reasonable accommodations for persons with documented disabilities. Students need to contact the Director of Disability Services and the professor as early in the semester as possible to ensure that classroom and academic accommodations are implemented in a timely fashion. All communication between students, Disability Services, and the professor will be strictly confidential.

3D.0701 ACADEMIC DISHONESTY POLICY (FSB 95002 approved by President 1/31/96; FSB 03002 passed by Faculty Senate 1/20/04; approved by President 2/9/04; FSB 05002 passed by Faculty Senate 1/17/06; approved by President 2/7/06; title update approved by President of the Faculty 8/22/2010; FSB 10007 passed by Faculty Senate 3/15/2011; approved by President 3/21/2011)

Academic dishonesty, a basis for disciplinary action, includes but is not limited to activities such as cheating and plagiarism (presenting as one’s own the intellectual or creative accomplishments of another without giving credit to the source or sources). The faculty member in whose course or under whose tutelage an act of academic dishonesty occurs has the option of failing the student for the academic hours in question, or for any components or requirements for that course. Departments, schools, and colleges may have provisions for more severe penalties. Emporia State University may impose penalties for academic dishonesty up to and including expulsion from the student’s major or from the University. In addition, acts of academic dishonesty shall be grounds to deny admission to a department or program. In addition to the penalties above, the faculty member shall notify in writing his/her department chair and the registrar of the infraction. The department chair shall forward a report of the infraction to the Provost and Vice President for Academic Affairs and Student Life. The registrar shall block the student from withdrawing from the course to avoid the penalties that result from the infraction. The Provost and Vice President for Academic Affairs and Student Life shall act as the record keeper for student academic infractions. The Provost and Vice President for Academic Affairs and Student Life will notify the student in writing that an infraction has been reported and inform the student of the right to appeal and of the appropriate appeal procedures. The Provost and Vice President for Academic Affairs and Student Life shall notify the student, the department chair, and the faculty member that initiated the proceedings, of any additional action taken beyond those already imposed by the faculty member. Should a single infraction be so egregious, or should a student have a record of multiple infractions, the Provost and Vice President for Academic Affairs and Student Life may impose additional penalties, including expulsion of the student from the University. The student has the right to appeal the charge of academic dishonesty (see Student Conduct section). If after an appeal it is found that the student did not commit an act of academic dishonesty, no penalties will be imposed on the student.

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A chair of a department or director of a program may request from the Provost and Vice President for Academic Affairs and Student Life a list of all currently enrolled ESU students within that major or program who have committed acts of academic dishonesty. This request may be a standing request to be filling automatically during each semester until the request is rescinded by the chair or director. In addition, a chair of a department or director of a program
may submit to the office of the Provost and Vice President for Academic Affairs and Student Life a list of applicants to a program or major and the chair or director may be informed if any of the applicants has committed any acts of academic dishonesty.

Prior to the beginning of the next academic year, the office of the Provost and Vice President for Academic Affairs and Student Life shall send to the Chair of the Academic Affairs Committee of the Faculty Senate a list containing nonspecific student identifiers, such as Student 1, Student 2, etc., their specific academic infraction(s) reported to the Provost’s office, the total number of infractions that have been reported for each student, and any actions taken by the Provost and Vice President for Academic Affairs and Student Life.

3D.07 STUDENT CONDUCT (FSB 01011 approved by President, 4/29/02)

Excessive absenteeism is defined as a number of absences beyond which the faculty member has determined on his/her syllabus that a student cannot complete the course without the academic integrity of the course being compromised. Emporia State University is committed toward development of sensitive and responsible individuals and believe this goal is best achieved through a sound educational program and reasonable policies concerning student conduct, both in and out of the classroom. Operating from this concept, recognition is given to the importance of an honest approach to learning which ideally is shared by the instructor and the student. Faculty members may make the disposition of any cases of disruptive behavior, excessive absenteeism, or academic dishonesty within their classes as they deem appropriate.

Following such cases, the faculty member shall make available to the chair of the department and to the office of the Vice President for Student Affairs a record of such student absenteeism or disruptive behavior and the action taken by the faculty member. (This information will be helpful in dealing with those students who may have had similar problems in other classes or departments.) If the problem is not settled between the faculty member and the student, assistance will be given from the office of the Vice President for Student Affairs. If the problem cannot be resolved at this point the student may request a hearing. This request must be in writing. If a case of dishonesty, excessive absenteeism, or disruptive behavior also involves a disagreement regarding a grade, the student may be referred to the committee which hears academic appeals.

If the behavior is such that broader disciplinary action by the school/college is recommended, a hearing board shall be established by the President of the University to make disposition of the case. (In all cases of disciplinary action the office of the Vice President for Student Affairs is available for assistance.)

At any point where student conduct directly interferes with the health, safety, or well being of individuals in the campus community, the University may apply sanctions or take other appropriate action. Since the University is responsible for the subsidiary duties of maintaining property, keeping records, providing living accommodations, and sponsoring a variety of nonclassroom activities, it is necessary that a climate supportive of such duties be maintained. Student status will not be a basis for any special consideration from the University when a community, state, or national law has been violated, although every effort will be made to assist with the rehabilitation of a student violating such laws. This is done by working with law enforcement or other agencies, and ordinarily further sanctions are not applied after such a case is closed.

No disciplinary sanction as serious as suspension, probation, or adverse notation on permanent records (available to other than official personnel of the college) will be imposed without proper notification given to the student in writing. This notification will state the charges and will give the accused the opportunity to appear alone, or with appropriate representation before the proper committee, judicial council, court, or official. Included will be the nature and source of evidence and the encouragement for the student to present evidence in turn. Following this review final disciplinary action will be taken by the University. Students may also request that such 3-64 appearance before committees, councils, courts, or officials be waived and the case be
determined in conference with appropriate campus officials. The University conduct policy commits all individuals serving on any of the above named groups dealing with student problems to a code of confidence. Failure to comply may lead to sanctions from student, faculty, or administrative governing bodies, or officials. Students, faculty, and administration shall have the opportunity to participate fully in the formulation of policies and rules and their enforcement. Penalties for men and women shall be based equally; like penalties following like violations.

4E.13 FACULTY INITIATED STUDENT WITHDRAWAL (FSB 76006; FSB 95008 approved by President 5/9/96; FSB 09016 approved by President 5/3/2010)
If a student's absences from class, disruptive behavior, lack of prerequisites, or academic dishonesty become detrimental to the student's progress or that of other students in the class, the faculty member may advise the student to withdraw from the class. Withdrawal may also be advised if the student is inappropriately enrolled in the class. If the faculty member chooses to withdraw the student, he/she shall attempt to notify the student in writing that a faculty initiated withdrawal is in progress. This notification will be copied to the department chair and Academic Affairs office to serve as the request for withdrawal. If efforts to contact the student have been unsuccessful, or unacknowledged, the faculty member shall then seek the aid of the Academic Affairs office in contacting the student. The Academic Affairs office shall provide the student with information about the existing appeals procedures. Upon receiving a written request for withdrawal from the faculty member, the Academic Affairs office may initiate a student withdrawal from the class. None of the above implies or states that faculty members are required to initiate any student withdrawal.

A statement of the class grading system: Refer to faculty syllabus

A statement of the attendance policy for the course: Refer to faculty syllabus