Text - (required):  *Sociology – A Down to Earth Approach* – by James Henslin. You can purchase any edition of this textbook.

Course Objectives - To introduce students to the basic concepts, issues, and perspectives in sociology, and show how these can become important tools to help us better understand life in society – i.e., how society as a whole functions, how individuals function in it, how the different parts of society work, and what purpose they serve.

Learning Objectives - Upon completing this course, students should be able to:

1. know what the field of sociology is about, as a distinct and independent science of society, and how it functions and helps us gain knowledge about social life.
2. understand the operation of social institutions, and their shaping impact on the lives of people.
3. recognize the basic sociological concepts and issues.
4. understand how individuals function – that is, how we do things, think, behave, etc. – as a group, in each society – not as separate entities.
5. understand how the wider social environment – i.e., the society one is born and grows up in – directly shapes how each person is, does things, thinks, feels, etc.

Testing and Grading (Tentative) – In order to assess your comprehension of the material, the following requirements must be met:

1. three or four multiple-choice tests during the semester, including the final. Each test has 30 questions, 2 points per question, for a perfect score of 60 points. The final test is not
comprehensive, but based on the material covered after the last regular test, and will account for 80% of the course points.

2. A number of quizzes, as well as a few short written assignments, will be given on a regular basis, and will account for 20% of the course points.

   If a written assignment is given, you will be handed a sheet with specific instructions, and allowed 2 weeks to prepare and turn in the assignment.

   If a written assignment is given, it must be turned in on the date specified. Otherwise, a grace period of ONE WEEK may be granted on a case-by-case basis.

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

The tests will be based primarily on the lecture material and assigned readings. Students will be responsible for everything discussed in class. It is, therefore, critical that you maintain regular attendance, try to follow the class discussions, ask questions when necessary, and take good notes.

Video documentaries related to the material presented in class will also be shown. Some test questions will be based on these videos.

The tests will be based mainly on the lecture material and assigned readings. Students will be responsible for everything covered in class, even if it is not covered in the textbook. Therefore, it is critically important that you keep regular attendance, take good notes, and be actively involved with class discussion of the material.

The textbook is very important not only as the main source of information, but also as a framework for organizing the ideas discussed in class. Therefore, having your own textbook, or access to one, is essential.

Video documentaries related to the material presented in class will also be shown. Some test questions will be based on these videos.

Some additional readings will also be required, as supplemental material, and will be provided to you either as handouts, or placed online.
1. **Regular Tests** - Each test has 30 questions, worth 2 pts. each, therefore a perfect score for each regular test is 60 points. Test scores account for 80% of the overall course grade. The remaining 20% of course points comes from the quizzes and written reports.

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\begin{align*}
90\% \text{ (of the 60 pts)} &= 54 \text{ pts. / A} \\
80\% \text{ “} &= 48 \text{ “ / B} \\
70\% \text{ “} &= 42 \text{ “ / C} \\
60\% \text{ “} &= 36 \text{ “ / D}
\end{align*}
\]

2. **Quizzes and Reports** -- The total number of possible points for the course comes from the tests, together with the quizzes & written assignments.

*If we have four tests*, the test scores add up to 240 points (60 points each test). The points from the quizzes and reports will account an additional 60 pts., for a total of 300 points.

*If we have three tests*, the test scores add up to 180 points (60 points each test). The points from the quizzes & reports account for an additional 45 points, for a total of 225 points.

The grade given on the quizzes & reports is the percentage obtained from the 60 points (if we have four tests) --- or 45 points (if we have three tests). -- 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 -- or 45 pts.).

The points obtained on the quizzes are then added to the points obtained on the tests. The corresponding grading scale for the course overall will be:
-If We Have Four Tests:

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 "

-If We Have Three Tests:

A  93\% of 225 points = 209 pts.
A-  90 \% " = 202 "
B+  87\% " = 195 "
B  83\% " = 186 "
B-  80\% " = 180 "
C+  77\% " = 172 "
C  70\% " = 158 "
D  60\% " = 135 "

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, from time to time.

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 - Since we have an attendance policy, 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 & short written reports cannot be made up, as stated before.

Consultation - Students are encouraged to consult with me for 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.

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.
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.0801 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; updated 10/2/2013) 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. 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 shall act as the record keeper for student academic infractions. The Provost and Vice President for Academic Affairs 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 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 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.

A chair of a department or director of a program may request from the Provost and Vice President for Academic Affairs 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 filled 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 a list of applicants to a program or major