

**South Plains College: Common Course Syllabus**  
**Department: Behavioral Sciences**  
**Revised August 2023**

Department: Behavioral Science Discipline:

Sociology Course Number: Soci1301

Course Title: Introduction to Sociology

Available Formats: conventional and internet

Campuses: Levelland, Reese, Plainview, Lubbock Center, Downtown Lubbock, Dual-Credit.

Prerequisite: No prerequisite for conventional sections; must be TSI compliant in reading for Internet sections including dual credit. Credit: 3 Lecture: 3 Lab: 0.

This course partially satisfies a Core Curriculum Requirement: Social and Behavioral Science Foundational Component Area (080)

**Course description:** The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.

**Core Curriculum Objectives addressed:**

- Communications skills—to include effective written, oral and visual communication
- Critical thinking skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Empirical and quantitative competency skills—to manipulate and analyze numerical data or observable facts resulting in informed conclusions
- Social Responsibility—to include the demonstrated knowledge and competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

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**Student Learning Outcomes: Upon successful completion of this course, students will:**

1. Compare and contrast the basic theoretical perspectives of sociology.
2. Identify the various methodological approaches to the collection and analysis of data in sociology.
3. Describe key concepts in sociology.
4. Describe the empirical findings of various subfields of sociology.
5. Explain the complex links between individual experiences and broader institutional forces.

**Student Learning Outcomes Assessment:** See instructor's course information sheet for information on assessment that may include the following: pretests and posttests, quizzes, discussions, essays and/or other types of assessment tools.

**Course Evaluations:** Refer to instructor's course information sheet for specifics on coursework and grading.

**Attendance Policy:** As per the SPC General Catalog: Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus. When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first-class meeting. Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy. It is the student's responsibility to verify administrative drops for excessive absences through Texan Connect. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

*See instructor's course information sheet for additions to the attendance policy.*

**Academic Integrity:** As per the SPC General Catalog: It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

**Cheating:** Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating. Complete honesty is required of the student in the presentation of all phases of course work. This applies to quizzes of whatever length, as well as to final examinations, to daily reports and to term papers.

**Plagiarism:** Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of fellow student, is guilty of plagiarism.

**More Information About Plagiarism and Cheating:** Students are expected to do their own work on all projects, quizzes, assignments, examinations, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

**Plagiarism violations include,** but are not limited to, the following: 1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill; 2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation; 3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; 4. Missing in-text citations; and 5. Using any form of A.I. to create or write your responses

**Cheating violations include,** but are not limited to, the following: 1. Obtaining an examination by stealing or collusion; 2. Discovering the content of an examination before it is given; 3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment; 4. Entering an office or building to obtain unfair advantage; 5. Taking an examination for another; 6. Altering grade records; 7. Copying another's work during an examination or on a homework assignment; 8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's; 9. Taking pictures of a test, test answers, or someone else's paper.

**Student Code of Conduct Policy:** As per the General Catalog: Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of

the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development. A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity and common sense guide the actions of each member of the college community both in and out of the classroom. Students are subject to federal, state and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students. Any student who fails to perform according to expected standards may be asked to withdraw. Rules and regulations regarding student conduct appear in the current Student Guide.

In addition to the above policy: Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

**Students can find the Diversity Statement, Disabilities Statement, Non-Discrimination Statement, Title IX Pregnancy Accommodations Statement, and Campus Concealed Carry Statement here: <https://www.southplainscollege.edu/syllabusstatements/>.**

**Course Information Sheet**  
**SOCI 1301 - Introduction to Sociology**  
**Spring 2025**

**Instructor Information:**

**Elaina Fitzgerald**

**Office:** Levelland – AD 147

**Phone:** 806.716.4656

**E-mail:** [efitzgerald@southplainscollege.edu](mailto:efitzgerald@southplainscollege.edu)

**Preferred Contact Method:**

My preferred contact method is to email me at [efitzgerald@southplainscollege.edu](mailto:efitzgerald@southplainscollege.edu) or through Blackboard Messages. If you choose to email me, please email me through your official SPC email.

**Emails:** Every email should include your name, course, and section number so that I can promptly address your question or concern. I will respond to your email within 24 hours. However, please expect a response to emails sent on Saturday or Sunday on the following Monday. Emails sent after normal business hours will receive a response the following workday during normal business hours. If Monday, or any other day, is a public holiday for which SPC is closed, then I will respond to the email the following workday. I will not accept any assignments through email.

**Blackboard Messages:** An additional way to contact me is through Blackboard Messages. Messages are private, and all correspondence about the course will be connected to your Blackboard account. I will not accept any assignments through Messages.

**Phone Calls:** If I am not able to answer, leave a message with your name, course, and section/time, call-back number, and a detailed message. Documentation of your voicemail will also be sent to my email.

**Course Sections:**

|               |        |                            |
|---------------|--------|----------------------------|
| SOCI 1301 153 | Online | Online Lecture             |
| SOCI 1301 453 | Online | Online Dual Credit Lecture |

**Office Hours:**

| Monday              | Tuesday            | Wednesday           | Thursday           | Friday               | Office/Ext.         |
|---------------------|--------------------|---------------------|--------------------|----------------------|---------------------|
| 9:30am –<br>11:00am |                    | 9:30am –<br>11:00am |                    | 10:30am –<br>11:30am | AD 147<br>Ext. 4656 |
| 2:30pm –<br>3:30pm  | 2:30pm –<br>3:30pm | 2:30pm –<br>3:30pm  | 2:30pm –<br>3:30pm |                      | AD 147<br>Ext. 4656 |

This time is set aside for you. You are not “bugging” or interrupting me when you pop in or set up a time to meet with me during these hours. Rather, you are making good use of a resource! You should feel free to use this time as you need — ask me a question, review notes, brainstorm ideas, consider future plans, etc. I’m also happy to meet in small groups.

\*\*Please email me 24 hours in advance for a virtual or in-person meeting outside of the times stated above.

## How this Course is Conducted:

This course is fully online. All course materials, assignment submissions, and exams will be through Blackboard. You must have continual access to a computer. More information about technology for the course is below.

## Logging into Blackboard:

To access your course, go to <https://southplainscollege.blackboard.com/> or go to the SPC Homepage and click on the "Login to" link in the top right-hand portion of the page and then click on the Blackboard link on the pull-down or you can type or copy the address into the address window of your computer. I recommend that you bookmark Blackboard on your computer for quick access. You can also log into MySPC and there is a Blackboard link there. Once you reach the site you will click "Log In". The log-in screen will come up asking for your user name and password. Simply follow the instructions on the screen.

## Other Information concerning Blackboard:

- **Minimum technology requirements:**
  - Word Processing Software – Microsoft Word, Google Docs, WordPerfect. **Microsoft Word is available for FREE as an SPC student through your Office 365 account.**
  - Web Browser – Firefox or Google Chrome
  - Antivirus software
- **Open Computer Lab:** There is an Open Computer Lab located on the Levelland campus in the Technology Center. It is available to all students. Computers are also available on the Reese Center, Lubbock Center, and Plainview Center campuses. Check with libraries and labs for hours.
- **Technical Problems/Support:** If you are having computer problems, you have to let me know. I will try to help you in any way that I can. Please remember that it is your responsibility to have a backup plan if your computer goes down. Please have this plan in place now and do not wait until it is a crisis situation. If you lose your course work due to bad flash drives, Internet service down, computer crash, or your dog ate your homework, there is nothing I can do about it. **THIS IS YOUR WARNING TO HAVE A BACKUP PLAN IN PLACE.**
  - **IMPORTANT:** Most technical issues are related to using the incorrect internet browser (try using Google Chrome or Firefox instead of Internet Explorer). Please note that I do NOT recommend use of any handheld devices for taking this course. **Cellphones are wonderful but not for course work done on the Internet.**
  - Reminder - **bookmark** the Blackboard login page on your computer.
  - **SPC Technical Support:**
    - SPC Help Desk/Information Technology: Call (806) 716-2600 or email [helpdesk@southplainscollege.edu](mailto:helpdesk@southplainscollege.edu)
    - SPC Blackboard Support: Call (806)716-2180 or email [blackboard@southplainscollege.edu](mailto:blackboard@southplainscollege.edu) for student technical support.
    - I am your course work support contact. Only call or e-mail technical support with questions about Blackboard or computer functioning. There is Technical Support information in the Course Resources area of your Blackboard course. It contains links to Student Tutorials for Blackboard. Contact me for any course content information.
  - **PLEASE DO NOT WAIT UNTIL THE LAST MINUTE TO TURN COURSE WORK IN OR YOU MAY HAVE PROBLEMS!** Remember the saying "**TECHNOLOGY HAPPENS!**"
  - **Anti-virus Software:** Please make sure that your computer has an up-to-date antivirus software program installed.

## Academic Integrity:

In addition to the policy in the Common Course Syllabus, it should be understood that students found guilty of cheating or plagiarism will earn a zero on the work in question for the first offense and will be dropped from the course with an 'F' should a second offense occur. Any amount of dishonesty is subject to these consequences, whether a lot or a little; this can include but is not limited to one copied sentence of a written assignment, a missing citation, an entire paper copied from someone/somewhere else, one plagiarized post on a discussion

board, one copied exam item, looking at the scantron of another student during an exam or an exam or other coursework completed by someone other than yourself. You have also committed academic dishonesty when sharing course content/items/answers. This includes sharing course content with classmates or future students as well as sharing course content on websites such as Quizlet, Course Hero, or similar “study applications.” For further information and examples please see the Catalog, Student Guide, or refer to [www.plagiarism.org](http://www.plagiarism.org).

### **Artificial Intelligence (AI) Resources:**

There are now websites that will generate semi-unique material that somewhat resembles original written content. Since the technology is available to create this content, technology is also available to detect this content. Make no mistake, this is plagiarism. The use of generative or adaptive AI tools (such as ChatGPT, DALL-E, Quillbot, etc.) are not permitted in this class; therefore, any use of AI tools for work in this class may be considered a violation of South Plains College's Academic Integrity policy and Student Code of Conduct, since the work is not your own. The use of unauthorized AI tools will result in a grade of '0' on the first attempt. A second attempt will result in a course drop with an F by the instructor and the student will be reported to the Dean of Students for disciplinary actions.

### **Guidelines for Classroom Behavior:**

Student Conduct & Online Behavior: In conjunction with the Student Conduct policy stated in the Common Course Syllabus, one must uphold proper and respectful communication with the instructor and fellow classmates at all times. All interactions will remain civil just as they would in a traditional classroom. Repeated violations of this policy may result in the student being dropped from the course with an 'X' or 'F.'

### **Statement from SPC regarding COVID-19:**

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376.

South Plains College policies, return to campus plan, and protocols regarding COVID-19 can be found here: [COVID Response \(southplainscollege.edu\)](https://www.southplainscollege.edu/covid-response).

### **Institutional Policies:**

For information regarding official South Plains College statements about intellectual exchange, disabilities, non-discrimination, Title V Pregnancy Accommodations, CARE Team, and Campus Concealed Carry, please visit <https://www.southplainscollege.edu/syllabusstatements/>.

### **Content Warning:**

Students are advised that difficult or sensitive issues may be represented or discussed in this class. While care will always be taken not to cause distress and to create a welcoming learning environment for everyone, there may be occasions where you will confront images or texts, or where you hear discussions that are uncomfortable for you. I will not issue trigger warnings with respect to potentially challenging or distressing content, for several reasons. I do not presume in advance to know what content or discussions may cause you distress; trauma is a deeply complex and personal experience. Instead, I will provide context for materials that

feature content generally found to be challenging and make it clear why I am showing particular images or we are reading particular texts. If you ever feel unable to continue to participate in a particular class, you may leave at any point and will not be challenged. I will follow up to address any concerns and provide additional resources for support. You are also, of course, welcome to share any concerns about the course content you may have at any time during the term, and I promise to listen openly and respectfully.

**Basic Needs Statement:**

Other factors may also affect your ability to thrive in this class. In particular, students who have difficulty affording groceries or accessing sufficient food to eat every day or who lack a safe and stable place to live may find that their situation affects their performance. I encourage each of you to contact the Dean of Students or the Health and Wellness Office for support. You may also notify me, if you feel comfortable doing so, and I will do my best to help you identify resources, or simply walk with you to the campus offices that have resources set aside and additional information for all students.

**SPC's Texan Food Pantry Locations:**

- Health & Wellness Center, Levelland Campus
- Health & Wellness Office Lubbock Downtown Center
- Lubbock Career and Technology Center, across from the Learning Center
- Plainview Center: Please contact the Director of the Plainview Center at 806-716-4301.



## Course Policy and Requirements

This is what you need to do to earn your grade:

### Textbook:

The textbook for ANY section of SOCI-1301, Introduction to Sociology, with Mrs. Fitzgerald is an Open Educational Resource (OER).

“Open Educational Resources (OER) are learning, teaching and research materials in any format and medium that reside in the public domain or are under copyright that have been released under an open license, that permit no-cost access, re-use, re-purpose, adaptation and redistribution by others.”  
(<https://www.unesco.org/en/open-educational-resources>).

This means you will NOT HAVE TO PURCHASE any supplemental materials for this class. This is an intentional attempt to reduce the cost of Higher Education in the hopes of making it truly accessible to everyone. Since the OER text for this section does not match up perfectly to the course material, information that students will be held accountable for on examinations will come from the PowerPoints made accessible on Blackboard. The OER textbook is a supplemental resource, not the primary resource for material on the examinations. The OER textbook has excellent information contained within its pages, but I want to make it crystal clear that the primary source should be the PowerPoints, just to make sure there is no confusion.

Please, if you have questions regarding the examination material, or any other questions regarding the course, do not hesitate to email me.

### Overview of Assignments:

#### Exams:

- There will be five (5) exams. To avoid scheduling problems, the following exam dates are "set in stone," therefore do not schedule conflicts. ***If there is a conflict with a religious holiday let me know by January 29th, 2025 or you will be expected to complete the exam on the scheduled date.***
- All exams will be delivered **in class**, and you will have one attempt to complete the exam. If you miss an exam, a grade of "0" will be recorded for that exam grade.

#### Chapter Quizzes:

There are ten ten-question multiple choice and true/false quizzes. The chapter quizzes are 30-minute timed quizzes and will close at the deadline. Do not click on the link until you are ready to take the test. Practice quizzes and flashcards are available to use as study tools and are taken from the same test bank as the chapter quizzes. If you fail to submit 5 quizzes you may be dropped from the course.

#### Journals:

Five written journal assignments will be assigned throughout the semester with each unit. All instructions for each assignment are included on each submission link within that folder of Blackboard.

#### Break down of points for the course:

|                                       |                   |
|---------------------------------------|-------------------|
| 5 Exams @ 100 each =                  | 500 points        |
| 5 Class assignments @ 20 each =       | 100 points        |
| <u>10 Chapter Quizzes @ 25 each =</u> | <u>250 points</u> |
| Total =                               | 850 points        |

**All grades will be posted in Blackboard under the My Grades link.**

**Feedback:** I will reply to all messages or emails within 24 hours during the week; 48 hours on the weekend. I will grade your journals within two weeks. Quizzes and exams will be graded automatically.

Total Possible Points 850 points. In addition, grades are NOT automatically rounded up.

**Grading scale:** A = 765 – 800; B = 680 – 764.99; C = 595 – 679.99; D = 510 – 594.99; F = 0 – 509.99.

This scale is the typical: A = 90%-100%; B=80%-89.99%; C=70%-79.99%; D=60%-69.99%; and F=0%-59.99%.

If you have any questions about any of the course work or anything about the course material do not hesitate to speak to me during office hours, before/during/after class, or via e-mail or Blackboard messaging.

**Study materials are provided** under each module link on your Blackboard menu panel. Study tools include Power Points, Course Outlines and Materials, and Practice Quizzes to help students study the materials for the course and prepare for exams. The practice questions come from the same test bank as some of the questions that will be on your exam. You may take each quiz as many times as you want, and they are not timed. The grades you earn on the Practice Quizzes are not counted in your total points earned, so they do not raise or lower your grade for the course. However, taking the Practice Quizzes may help your exam grades.

**Extra credit opportunities will be made available during the semester.** I recommend that you take advantage of those opportunities as they become available as I will not make extra credit available on individual request.

#### **Drop Policy:**

In addition to the catalog policy of the General Catalog, a record of attendance will be maintained. **It may be considered that a student may be dropped from the course with an X if they miss a minimum of 2 weeks of class (fail to log in)/BB assignments with no communication and/or is earning an F. If absences occur after the final drop date you will not be dropped and will receive the grade you have earned.**

Remember that the **official deadlines** are when the work is **due**, but I recommend that you set your **personal deadlines** for when you **do** your work a couple of days before the official **due** date.

**Late Work:** I will allow students to complete Journals and Weekly Quizzes after their due date for full credit. Missed exam policies must be discussed in person during office hours or before or after class. Students must contact me immediately upon missing the exam to schedule this time. Late work will not be accepted once Week 15 has begun.

**Course Amendment Statement:** The professor reserves the right to make changes to the course and this syllabus as may be necessary. You will be informed of any changes in the “Announcements” section of this course’s Blackboard page.

**Syllabus Agreement:** By continuing to complete the course you agree to the terms of this Syllabus. If you do not agree to the terms of the Syllabus you must drop the course.