

Approval Chart for Curriculum Changes

A = Approve I = Information Item¹ R = Advise & Respond²

FEB 09 2016
ashley
 Office of the Provost

Course Number SOCI 495 - Sociology Seminar or Degree Plan(s) _____

State the requested change and reason. A memo may be attached if more space is necessary.

We propose adding the course SOCI 495 - Sociology Seminar to the course catalog. This will be a majors only capstone course. The current capstone for Sociology is SOCI 415 and we have found that sociology majors are taking it during their junior year rather than as a capstone. In addition SOCI 415 is used by several majors on campus as a requirement or a supplement to major and so we were trying to cram all of the writing intensive and capstone requirements into a content heavy course when it was unnecessary for 2/3 of the students enrolled.

Circle the number that corresponds to the requested change. Degree plan changes are on the second page.

		COUNCIL ³								
	Change to a Course	Dept./School	College Academic	Deans	TEC	UGEC	UUAC	GRAD	Provost	President
1.	Title (description unchanged)	A	A	A	I				I	I
2.	Description (not affecting content)	A	A	A	I				I	I
3.	Content (substantive change)	A	A	A	I				A	A
4.	Number of hours (lecture, lab, contact)	A	A	A	A				A	A
5.	Course number within the hundred	A	A	I	I				I	I
6.	Course number beyond the hundred	A	A	A	A				A	A
7.	Prerequisites	A	A	A	I				I	I
8.	Course fee(s)	A	--	A	--				A	I
9.	From U to G <i>or</i> G to U	A	A	A	A				A	A
10.	Cross list with another department: U or G level	A	A	A	A				A	A
11.	Department of record	A	A	A	A				A	A
12.	Open or close a course	A	A	A	A				A	A
13.	New course — See website for application and process. This change includes combining or splitting a course(s).	A	A	A	A				A	A

Note: When an academic unit does not have a council, the UGEC and/or UUAC will serve as its academic council, depending on the nature of the issue.

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					COUNCIL ³							
	Change to a Degree Plan	Dept./School	College Academic	Deans	TEC	UGEC	UUAC	GRAD	Provost	Faculty	President	Board of Trustees
1.	University Requirements — Change in approved course content ⁶	A	A	A	A				A	--	A	--
2.	University Requirements — Add or drop a required course from the University Requirements chart ⁶	A	A	A	A				A	A	A	--
3.	University Requirements — Add or drop a course from a menu within the University Requirements ⁶	A	A	A	A				A	--	A	--
4.	University Requirements — Change hours within a menu on the University Requirements chart ⁶	A	A	A	A				A	A	A	--
5.	Major — Revision of major ^{4,5}	A	A	A	A				A	--	A	--
6.	Major — Adopt or change admission requirements	A	A	A	A				A	--	A	--
7.	Major — Add ^{4,5}	A	A	A	A				A	A	A	I
8.	Major – Discontinue (proposed by the department or college)	A	A	A	A				A	A	A	I
9.	Major – Discontinue (proposed by the Provost)	See below.										
10.	GPA — Revise major or cumulative requirement	A	A	A	A				A	A	A	--
11.	Minor — Revise course selection	A	A	A	I				I	--	I	--
12.	Minor — Add	A	A	A	A				A	--	A	--
13.	Minor – Discontinue (proposed by the department or college)	A	A	A	A				A	--	A	--
14.	Minor – Discontinue (proposed by the Provost)	See below.										
15.	Degree — Add	A	A	A	A				A	A	A	I
16.	Degree – Discontinue (proposed by the department or college)	A	A	A	A				A	A	A	I
17.	Degree – Discontinue (proposed by the Provost)	See below.										
18.	Any change to a graduate degree program	A	A	A	A				A	--	A	--

COUNCIL ³										
	Provost-Proposed Change	Provost	Department	Dean	TEC	UUAC	Graduate	Faculty	President	Board of Trustees
1.	Major/Graduate Program – Discontinue (proposed by the Provost)	A	R	R	A			A	A	I
2.	Minor – Discontinue (proposed by the Provost)	A	R	R	A			--	A	--
3.	Degree – Discontinue (proposed by the Provost)	A	R	R	A			A	A	I

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COUNCIL³

	Change to the Catalog Information	Dept./School	College Academic	Deans	UGEC	UUAC	GRAD	Provost	Faculty	President
1.	General requirements for graduation including course requirements that are common to all majors for all degrees ⁷	--	--	--		A		A	A	A
2.	Admission requirements	--	--	--		A		A	A	A
3.	Policies governing academic probation and suspension	--	--	--		A		A	A	A
4.	Requirements for graduating with honors	--	--	--		A		A	A	A
5.	Other academic policy changes	--	--	--		A		A	--	A

¹ Councils may request additional information about “Information” items. These items are approved as “Consent Agenda.”

² The Dean and Department should respond to the Provost’s recommendation to close a program in writing. Advise & Respond (R) requires that the voting body should receive the written responses at least one week prior to the vote.

³ All courses that meet University Requirements for general education must go through UGEC. Courses or degrees offered only to students seeking teacher certification must go through the Teacher Education Council. All undergraduate changes must go before the UUAC. All graduate degree plan changes must go through the Graduate Council.

⁴ A minimum of 30 hours is required for a major. A maximum is specified for each degree (e.g., BA, BS). The university minimum for elective hours is 6, unless the requirements of external accrediting bodies make it impossible.

⁵ Program or course changes that apply to any major that includes Teacher Certification will be reviewed by the college, the Teacher Education Council (TEC), and then the UUAC.

⁶ Courses that satisfy ACU’s University Requirements (General Education) will normally have lower-level numbering, be free of prerequisites and co-requisites, appeal to more than one or two majors, and “not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession” (SACS 2.7.3). Departments may request exceptions to the first three criteria.

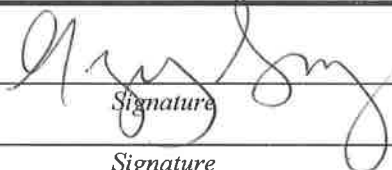
⁷ The UUAC approved the clarification that “general requirements for graduation” means the enumerated items in the “General Requirements for Bachelor’s Degrees” section of the catalog.

Revised 10-16-13

Curriculum/Catalog Changes Signature Page

Department/School Chair(s)	
 Signature	<u>1-25-2016</u> Approval date
_____ Signature	_____ Approval date

College Academic Council(s)	
 Signature	<u>2-5-16</u> Approval date
_____ Signature	_____ Approval date

Dean(s)	
 Signature	<u>2/8/16</u> Approval date
_____ Signature	_____ Approval date

Teacher Education Council	
_____ Chair's signature	_____ Approval date

General Education Council	
_____ Chair's signature	_____ Approval date

Undergraduate Academic Council	
_____ Chair's signature	_____ Approval date

Graduate Council	
_____ Chair's signature	_____ Approval date

Provost	
_____ Signature	_____ Approval date

Faculty	
_____ Chair of faculty senate	_____ Approval date

President	
_____ Signature	_____ Approval date

Application for a New Course v10.5

Course ID <i>Subject and Number</i>	SOCI 495
Date APPROVED	
Date DENIED	

I. Systems and Catalog Information Complete each item.

1	Course Developer	Suzie Macaluso
2	Course Teacher	Suzie Macaluso
3	Course Title	Sociology Seminar
4	Course Abbreviation (if title is over 30 characters)	
5	College	CAS
6	Department	Communication & Sociology
7	Number of Credit Hours	3
8	Is the course Fixed Credit or Variable Credit?	Fixed
9	Is the course repeatable?	No
10	Maximum number of times course may be repeated	NA
11	Maximum number of hours credit	NA
12	Explanation for variable credit	
13a	Course contact hours - LEC	3
13b	Course contact hours - Lab	
13c	Course contact hours - Practicum	
13d	Course contact hours - Seminar	
13e	Course contact hours - Studio	
13f	Course contact hours - Online	
13g	Course contact hours - Colloquium	
13h	Course contact hours – Field Experience	
13j	Course contact hours - Internship	
13k	Course contact hours - Research	
13m	Course contact hours - Workshop	
13n	Course contact hours – Other (specify)	
14	Instructor Workload	3
15	Grade Mode (check all appropriate):	☒ X Standard ☐ Credit/No Credit (undergrad only)
16	Maximum Enrollment	15
17	Catalog Description (50 words or less)	Sociology Seminar: (3-0-3) Designed as a capstone experience for senior sociology majors focusing on methodological, theoretical, and substantive issues of interest in the field. Must be taken during the last semester

		of the senior year or with consent of instructor.
18	List any prerequisites (course/s, test scores, class standing, major, etc.)	SOCI 385, SOCI 415, SOCI 416, limited to sociology majors in their senior year.
19	List any co-requisites	
20	If the course is cross listed, specify the Course ID(s) MUST have signature in Section V off all Department Chairs	
21	Does this course have any special student costs? Yes/No <i>Attach a <u>completed</u> "Request to Add or Change Course Fees" form. Describe in section IV-F.</i>	No
22a	How often will it be offered? Fall	No
22b	How often will it be offered? Spring	Yes
22c	How often will it be offered? Summer	No
23	Frequency? All, odd, or even years?	All
24	First semester this course will be offered <i>New courses may not be taught under their approved course ID until they appear in the catalog, therefore, no earlier than the coming fall.</i>	Spring 2017
25	List course/s that should be deleted, include the last semester for course/s being deleted <i>A course cannot be deleted when it is a requirement in a degree plan in any department.</i>	
26	Is this course required for a degree/s? Yes/No <i>If "Yes," attach a revised degree plan(s) reflecting the placement of the new course.</i>	Yes. See attached degree plan.
27	Should the addition of this course be retroactively applied to the degree plan it supports? Yes/no and explain	No
28	Has this course been offered as a Special Topics course? Yes/No <i>If "Yes," specify the Course ID and enrollment for each term it was taught. (Note: New courses are NOT required to be taught as Special Topics courses prior to being approved. However, courses may be taught once as Special Topics before it is proposed. See the Course Descriptions section of the Catalog for details.)</i>	No
29	List any courses in which content overlaps the proposed course. (Course ID and Name) <i>Attach statement from instructor/dept</i>	

	<i>chair of existing course justifying the new offering in Section IV-D.</i>	
--	--	--

II. Curriculum

1	Degree Plan Explanation of how this course affects degree requirements.	Currently SOCI 415 is the sociology capstone requirement. We will remove that designation and add SOCI 495 to the requirements which will add 3 hours total to the sociology degree. The current degree plan has only 36 hours and this will bring it up to 39 hours while still leaving 33 hours of electives.
2	Justification State the justification for adding this course to the current curriculum. Represent the need.	Currently SOCI 415 is the sociology capstone requirement. However, with the addition of the capstone assessments the course has become too work intensive. SOCI 415 also serves at least 4 different majors which all have their own capstone course and so we are assessing students more than once. Having a dedicated sociology capstone course will allow for more discipline specific instruction and smaller class sizes.

III. Course Design

1. Audience and Course Goal

1	Describe the intended audience, including prerequisite skills.	Advanced standing sociology majors who have taken social theory, research methods, and statistics. This course will allow students to bring all of those skills together in their capstone project.
2	State the overarching course goal(s) in performance terms.	Gain first-hand experience in doing sociological research and applying sociological theory in a single course.

2. Competencies and Measurements

	Competency	Measurement
1	Develop habits of mind that foster integrative thinking between the liberal arts core curriculum and sociology.	Performance in class discussion based on assigned course readings.
2	Achievement and demonstration through	Capstone Paper

	advanced research the ability to frame questions, carry out critical analysis, and produce work of substantial complexity and quality related to sociology.	
3	Reflect and demonstrate their ability to think critically, globally, and missionally about sociology.	Essay on how they will implement faith into their vocation as a sociologist.
4	Prepare students for careers in sociology	Curriculum Vita
5		
6		
7		
8		
9		

3. Text and Resources

1. Give the full publication information of the textbook/s and other required resources and outside readings.

Texts will vary depending on current trends in sociology and specific topics covered in the course.

2. For **combined undergraduate/graduate** courses, make two lists:
 - a. full publication information; label **Undergraduate**.
 - b. full publication information; label **Graduate**. Indicate number of pages required.

IV. Supporting Documentation

Supporting documents must accompany proposal prior to preliminary approval by chair and dean.

1	Library — Submit new course application and syllabus to the Dean of the Library. Consult with the director and establish a deadline for completion of the library report. Attach the signed copy of the Library report.
2	Instructional Design — The application and syllabus must be reviewed by the Adams Center. Attach a copy of the Adams Center Review Letter.
3	Content Overlap — Include one document for each course you listed in Section I-I. Attach statement from instructor/dept chair of existing course justifying the new offering.
4	Departmental Resources — List the resources that support the course and are available only through the department, if applicable. Attach the list of the holdings and the location/s.
5	Resources — List resources (other than library or departmental resources) that are needed to support this course (computers, lab equipment, other technology, etc.). Attach a complete list of all items and indicate possible sources or estimated cost of each. List the sources of any needed funds.
6	Expenses — List additional expenses needed to implement this course (full-time or part-time faculty, graduate or lab assistants, student employees, travel, special student costs, room renovation, storage facility, etc.). Attach a complete list of all items, the estimated cost of each and the source of the funds.
7	Justification — Attach all documents referred to in Section II-2
8	Syllabus — Attach the syllabus for the course based upon the anticipated first-semester offering.
9	Provide documentation for all additional attachments here

V. Preliminary Approvals

All supporting documentation has been assembled and attached to this application. I believe this course is ready to be presented to appropriate councils. We have a plan to fund this new course.

Course Number and Name SOCI 495 Sociology Seminar

Primary Department

J. L. Cardot
Department Chair

1-25-2016
Date

Dean of the College

Date

Cross-listing Department *Add more lines if multiple departments are cross-listing*

Department Chair

Date

Dean of the College

Date

Cross-listing Department *Add more lines if multiple departments are cross-listing*

Department Chair

Date

Dean of the College

Date

VI. Actions *Place all actions on one page.*

Course ID: SOCI 495
Course Title: Sociology Seminar

1. College Academic Council: (for all courses)

Note: Insert additional lines for College Academic Council action for each college involved in cross-listed courses.

Approved ☒ Denied ☐ [Signature] 2-5-16
College Dean or Director Date

Approved ☒ Denied ☐ [Signature] 2/8/16
College Dean or Director Date

2. Graduate Council: (for graduate level courses)

Approved ☐ Denied ☐ _____
Dean of Graduate School Date

3. Teacher Education Council: (when applicable)

Approved ☐ Denied ☐ _____
TEC Chair Date

4. University General Education Council: (when applicable)

Approved ☐ Denied ☐ _____
Provost's designee Date

5. University Undergraduate Academic Council: (*undergraduate level courses*)

Approved ☐ Denied ☐ _____
Vice Provost Date

6. Academic Provost: (for all courses)

Approved ☐ Denied ☐ _____
Provost Date

7. President of the University: (for all courses)

Approved ☐ Denied ☐ _____
President Date

Attach notes, comments, or conditions from appropriate councils:

ABILENE CHRISTIAN UNIVERSITY

LIBRARY

M E M O R A N D U M

DATE: January 25, 2016
TO: Dr. Suzie Macaluso
FROM: Mark McCallon, Associate Dean for Library Services
RE: Course Application for SOCI 495 – Sociology Seminar

After reviewing the course application and syllabus, the Library is able to support the proposed course. Please contact Jana Davis (davisj@acu.edu), Librarian Liaison to Sociology, if additional resources are needed in support of the course. Thank you for letting us review the course application and syllabus.

Tuesday, December 1, 2015

Abilene Christian University

Re: SOCI 495 Application

Dear Suzie,

The Adams Center for Teaching and Learning has completed the review SOCI 495: Sociology Seminar. The syllabus was reviewed based on the ACU Syllabus Guidelines. The syllabus proposed meets or exceeds most of the expectations described in these guidelines.

Please address the following before submitting the syllabus to the academic Council.

- Add the number of credit hours to the syllabus.

There is no need to return the syllabus to the Adams Center for further review. Of course, if you would like to discuss this suggestion or any other aspect of your syllabus or instructional strategies, please contact me and we will schedule a time as soon as possible. We are here to serve you as you help prepare students for Christian service and leadership throughout the world.

Grace and Peace,

A handwritten signature in black ink, appearing to read "David P. Christianson". The signature is fluid and cursive, with the first name "David" being the most prominent.

David Christianson
Instructional Designer
Adams Center for Teaching and Learning
Abilene Christian University

Competency	Capstone Requirement	Component in SOCI 495 that Meets the Requirement
Develop habits of mind that foster integrative thinking between the liberal arts core curriculum and sociology.	A comprehensive skills and accomplishments inventory reflecting the student's scholarship (research and creative activities), accomplishments, co-curricular activities, service, leadership, internships, integrative thinking, knowledge, etc.	1. Performance in class discussion based on assigned course readings. 2. CV assignment
Achievement and demonstration through advanced research... • the ability to frame questions, • carry out critical analysis, • and produce work of substantial complexity and quality related to sociology.	A required paper with a minimum length of 2000 words (approximately 7 pages) and worth a minimum of 10% of the assessment for the course in which it is included. This paper provides an opportunity for a summative assessment of the student's information literacy skills, including the proper citation of a minimum of 5 appropriate sources that support their research. Options to satisfy this prompt include, but are not limited to, a traditional research paper; a evaluative/reflective essay that accompanies a creative or scholarly work (such as a senior art show or recital), describing elements of the creative process; or a business plan that incorporates market research and analysis with the proposal of a specific entrepreneurial venture.	Research project/capstone paper
Reflect and demonstrate their ability to think critically, globally, and missionally about sociology.	An assignment that demonstrates the student's ability to think critically about faith and vocation as it is expressed in a particular discipline met by a course or experience in the students' degree plan or major.	Sociology as vocation essay.

ACU Syllabus Checklist

Revised on July 15, 2014 based on ACU New Course Application v10.5.

Course Title and Number

SOCI 495 Sociology Ser

Reviewer

David Christianson

Developer

Suzie Macaluso

About the course

- ☒ Course number and title
- ☐ Credit hours
- ☒ Semester and year
- ☒ Meeting time and place
- ☒ Prerequisites/co-requisites

About the instructor(s)

- ☒ Name and title or rank
- ☒ Office location
- ☒ Contact information
- ☒ Office hours/contact expectations

Mission statements

- ☒ ACU mission statement
- ☒ College mission statement
- ☐ Department mission statement
- ☐ Personal mission statement (optional)

Unique Christian Perspective

- ☒ Description of how learning and Christian faith are integrated in the course

Course Content

- ☒ Catalog description

- ☒ Intended audience
- ☒ Outline of topics

Teaching/Learning Methods and Format of Class Sessions

- ☒ Description of the types of activities students should expect in the course

Materials

- ☒ Required and optional materials, including textbooks, etc.

Learning Objectives/Competencies

- ☒ Specific competencies stated in measurable terms
- ☒ Assignments or instruments that will be used to assess the competencies.

Assessment/Grading Criteria

- ☒ Complete and accurate details of factors and elements that will comprise the final grade
- ☒ Weight or point value of all graded elements
- ☒ Grading scale with clear expectations for grades
- ☐ Extra credit opportunities (optional)

University Policies

- ☒ Special needs policy -ADA
- ☒ Academic integrity policy (recommended)
- ☐ Title IX policy (recommended)

Course Policies

Expectations and consequences regarding:

- ☒ Participation
- ☒ Attendance and tardiness
- ☐ Course specific academic integrity policy (optional)

Calendar

(Note: Calendar is not required for Course Application, but it must be included in all syllabi distributed to students.)

- ☒ Exam dates
- ☒ Assignments
- ☒ Due dates and other deadlines (and late assignment/exam policy)
- ☒ Schedule of readings and topics
- ☒ Statement to reserve the right to modify the calendar as necessary

Any comments?

Add the number of credit hours to the syllabus.

Submit

Never submit passwords through Google Forms.

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Abilene Christian University
SOCI 495
“Sociology Seminar”
Semester
Times

Instructor: Dr. Suzie Macaluso, PhD

Office Hours: TBD

Office: Sherrod 133

E-mail: Suzie.Macaluso@acu.edu

Phone: 325-674-6983

Mission of ACU

The mission of Abilene Christian University is to educate students for Christian service and leadership throughout the world.

Mission of the College of Arts and Sciences

The College of Arts and Sciences engages students with humanity's greatest ideas to create understanding, apply insights, and serve the world as Christian thinkers and problem solvers

Catalog Description of SOCI 495 – Seminar in Sociology

Designed as a capstone experience for senior sociology majors focusing on methodological, theoretical, and substantive issues of interest in the field. Must be taken during the last semester of the senior year or with consent of instructor.

Additional Course Information

In this course you will apply the skills and knowledge acquired in SOCI 385 (Social Theory), SOCI 415 (Social Research), and SOCI 416 (Social Statistics) to your own research interests. You will get the opportunity explore your own research interests further while also preparing for a career in the social sciences.

“In addition to other discipline-related course goals, the senior-year integrative capstone experience will challenge the student to critically analyze, reflect, and write about the major discipline from the perspective of Christian Worldview” (Liberal Arts Core Curriculum at ACU, p. 6.).

Prerequisites – SOCI 111, 385, 415, and 416

Required Textbook

- Textbook selections will be based on current events and interests of the students. A basic book on APA formatting and academic writing will likely be included.
- Academic, peer-reviewed sociology journal articles will also be used. Students will read 1-2 articles each week that reflect various theoretical and methodological applications. Articles will be selected based on current trends in sociology and student research interests.

Student Learning Objectives

Competency	Measurement
Develop habits of mind that foster integrative thinking between the liberal arts core curriculum and sociology.	1. Performance in class discussion based on assigned course readings. 2. CV assignment
Achievement and demonstration through advanced research... • the ability to frame questions, • carry out critical analysis, • and produce work of substantial complexity and quality related to sociology.	Capstone Paper
Reflect and demonstrate their ability to think critically, globally, and missionally about sociology.	Sociology as vocation essay.

Overview of Assignments

I. Lecture Attendance/Participation

Class participation is comprised of two components: attendance and discussion. It is imperative that you arrive to class on time each day prepared to work and discuss. Read the course material prior to coming to class so that you can participate fully in discussions. PowerPoint slides will be posted on Canvas prior to the start of each class. While having the slides is not a substitute for taking notes or attending class they will help you focus on what I say in class rather than worrying about copying down the notes on the screen.

*Course materials prepared by the instructor, together with the content of all lectures and review sessions presented by the instructor, are the property of the instructor. Video and audio recording of lectures and review sessions without the consent of the instructor is prohibited. Unless explicit permission is obtained from the instructor, recordings of lectures and review sessions may not be modified and must not be transferred or transmitted to any other person.

II. Discussion Questions

You will submit discussion questions each week over the reading material assigned. Discussion questions should be submitted through the link on Canvas by 9am on Monday morning of that week. The questions will be used to guide our discussions of the reading material during our class meetings.

III. Reading Quizzes

There will be weekly reading quizzes based on the articles that have been assigned. The quizzes will be taken through Canvas.

IV. Sociology as Vocation Essay

This essay is an assignment that demonstrates the your ability to think critically about faith and vocation as it is expressed in sociology. You will read the assigned article about vocation and mission and then write about your future and how you will integrate the things that you have learned in your sociology major into your daily life in the paid or unpaid workforce. Please see

Canvas for grade specific specifications.

IV. Academic Curriculum Vita

One of the purposes of this course is to prepare you for a career in the social sciences. Therefore, you will create a curriculum vita (an academic resume) that reflects your scholarship, accomplishments, service, leadership, knowledge, etc

V. Capstone Project

Throughout the semester you will work to bring the skills learned in SOCI 385, 415, and 416 together into a single cohesive project. You will choose a topic, write a literature review that includes a theoretical perspective, select a research method, collect and analyze data, and then write up the conclusions. The paper should be a minimum of 2000 words (7 pages) although the length of the final paper will largely depend on your number of sources and methodology selected (qualitative methods will tend to produce longer papers). Please see the complete specifications and examples posted on Canvas.

- For this project you may choose to use the same topic that you selected for your project in 415 or 416. You will need to revise and add to the literature and then complete the project. This will not be considered self-plagiarism and is encouraged.

Evaluation

Adult-learning theory will be used to evaluate your performance in this class. Adult-learning theory tells us that adults learn better in a safe, flexible, and challenging environment. In order to provide an optimal environment for learning you will have a choice about which grade you will pursue in this course depending on your personal learning objectives.

Each grade is associated with a set of required assignments that you must complete in order to earn that grade. All assignments except quizzes will be graded as satisfactory or unsatisfactory. I will provide clear assignment specifications with examples of satisfactory work. Only assignments completed by the deadline will count toward your final grade. Research has shown that this kind of grading system provides a safe, flexible, and more rigorous learning environment than traditional points based systems.

Grade Criteria

Following are lists of assignments and criteria required to earn a specific grade in this class. You can find the specifications for each assignment posted on Canvas. Please note that failure to satisfactorily complete any of the requirements for a particular assignment will result in a grade of "unsatisfactory" on that assignment. Each student will be given 3 tokens at the start of the semester. Each token may be used to reattempt one assignment that did not receive a satisfactory grade (multiple tokens may be used to reattempt an assignment more than one time). A token may also be used to excuse one absence.

A grade of A indicates complete mastery of the three learning objectives. In order to obtain complete mastery on these objectives and earn an A you will need to:

1. Have no more than 3 unexcused absence during the semester.
2. Submit 12 discussion questions through the online submission portal on Canvas
3. Average of 85% on all online quizzes

4. Complete the Sociology as vocation essay at a satisfactory level
5. Complete the CV at a satisfactory level
6. Complete, at a satisfactory level, the capstone project using a minimum of 15 academic, peer-reviewed sources. (Minimum of 2000 words)

A grade of B indicates above average mastery of the three learning objectives. In order to obtain above average mastery on these objectives and earn a B you will need to:

1. Have no more than 4 unexcused absences during the semester.
2. Submit 10 discussion questions through the online submission portal on Canvas
3. Average of 80% on all online quizzes
4. Complete the Sociology as vocation essay at a satisfactory level
5. Complete the CV at a satisfactory level
6. Complete, at a satisfactory level, the capstone project using a minimum of 12 academic, peer-reviewed sources. (Minimum of 2000 words)

A grade of C indicates average mastery of the three learning objectives. In order to obtain average mastery on these objectives and earn a C you will need to:

1. Have no more than 5 unexcused absences during the semester.
2. Submit 8 discussion questions through the online submission portal on Canvas
3. Average of 70% on all online quizzes
4. Complete the Sociology as vocation essay at a satisfactory level
5. Complete the CV at a satisfactory level
6. Complete, at a satisfactory level, the capstone project using a minimum of 10 academic, peer-reviewed sources. (Minimum of 2000 words)

As this course is a requirement in your major a grade of D or F is considered failing and indicates that you did not meet any of the learning objectives for the course. Failure to meet the requirements for a C will earn an F in the course.

Overview of the grading system:

Assignment	Requirements to earn an A	Requirements to earn a B	Requirements to earn a C
Participation/Attendance	3 or fewer	4	5
Discussion Questions	12	10	8
Sociology as vocation essay	Yes	Yes	Yes
CV	Yes	Yes	Yes
Capstone project	Complete with 15 academic sources	Complete with 12 academic sources	Complete with 10 academic sources

General Classroom Policies and Guidelines

Grade Book

I will post complete/incomplete grades on Canvas. You should use the grade book on Canvas as an indicator of how many assignments you have completed at a satisfactory level. The grade listed on Canvas as your overall grade does not correspond to your final grade in the class. Grades will be determined based on which grade bundle you choose to complete.

Late Work

Work will be considered late if it is not submitted to Canvas by the due date and time. All assignments that are submitted late will be graded as unsatisfactory.

Redo Opportunities/Tokens

You will begin the semester with 3 tokens or reattempt opportunities. Each token may be used to reattempt one assignment that did not receive a satisfactory grade. A token may also be used to excuse one absence.

Absences for In-Class assignments

If you are a student athlete or have an official, University related absence you must notify the instructor prior to missing class with written documentation signed by your coach/instructor/advisor. It is the student's responsibility to make arrangements for making up missed assignments.

Grade Challenges

There are two types of grade challenges, "administrative" and "substantive." Administrative grade challenges occur when there is a discrepancy between the grade written on the assignment and the grade posted on Canvas. Administrative grade challenges will be handled by the instructor immediately. It is important for the student to bring grade discrepancies to the instructor's attention as soon as possible.

Substantive grade challenges are those in which the student does not agree with the grade received on an assignment. If you are unhappy with a grade that you received and you feel that it is unfair then you may submit a grade challenge to the instructor. All grade challenges must be submitted by the class session after receiving the graded assignment. Grade challenges must be typed and must state specifically how the student believes the submitted work meets the requirements of the assignment. The student must specify where in the work the requirement was met. The original work must be turned in with the grade challenge. No other form of grade challenge will be accepted.

Communication

I will communicate any changes to the syllabus through e-mail. I will also post all changes to this courses Canvas website. Please be sure to check your e-mail and mark it as unread if you are unable to address it immediately.

I will check e-mail regularly between 9am and 5pm on weekdays. I will also check e-mail several times during the evening and on weekends. I will not check e-mail between the hours of 9pm and 7:30am, if you e-mail me after 9pm please do not expect to receive a response until the following day.

Academic Integrity

Academic integrity is defined as academic work completed as assigned for each class by the individual or group responsible for the work. Violations of academic integrity and other forms of cheating involve the intention to deceive, mislead, or misrepresent and therefore, are a form of lying. Such actions are contrary to behavioral norms that flow from the nature of God.

Academic misconduct includes, but is not limited to, the following: 1) Failing to give credit to sources used in a work in an attempt to present the work as one's own, 2) Submitting papers or projects obtained from another source (e.g., research service or club paper file) as one's own, 3) Falsifying information orally or in writing, and 4) Receiving, giving, or using unauthorized aid on an examination or quiz. Academic misconduct may result in, but is not limited to, a zero on the assignment and/or an F in the course. Additionally, the department chair, Dean of the College of Arts and Sciences, and the Dean of Student Life will be notified. See the full university policy, including how to appeal a decision, by following this link:

<http://www.acu.edu/academics/provost/policies/index.html>.

Accommodations

Abilene Christian University and the Department of Communication and Sociology comply with the Americans with Disabilities Act in making reasonable accommodation for qualified students with a disability. If you have an established disability as defined in the Americans with Disabilities Act and would like to request accommodation, please see me as soon as possible. You may also contact ACU's Alpha Academic Services concerning disability accommodations at: (325) 674-2667.

Classroom Environment

Many view a college education as a solid investment in their future. Here are some suggestions and ground rules for making this class a wise investment:

1. Come to class on time. If you are late to class, please quietly take a seat near the door.
2. Turn off cell phones; even vibrating phones create a distraction. Also, please refrain from making or taking calls during this time.
 - a. Exceptions may be made if we are using the iPhone/iPod/iPad for an in-class activity
 - b. If you are caught using your mobile device unauthorized I will confiscate it until the end of the class period.
3. Come to class prepared. Read the assigned material prior to the start of class.
4. If you have a question, raise your hand and wait until you are called on.
5. Class Climate and Conduct: One of the hallmarks of good sociology is the ability to embrace and even welcome different points of view. Rather than immediately voicing objections, ridiculing, or making jokes with your neighbor about viewpoints that differ from yours, respect that all your classmates bring their particular social histories to class. Carefully listening to and seeking out multiple perspectives on an issue allows us to engage in critical thinking. Many of the issues we talk about in class are controversial and may spark intense emotional reactions from some people. As such, we need to create and maintain a safe, open, and respectful environment for the sharing of divergent viewpoints. **By enrolling and staying in this class, you are acknowledging the**

importance of and agreeing to work within this respectful class climate and class conduct rule.

6. Please refrain from talking during lectures.
7. Please refrain from reading the newspaper or doing work for another class during our class time.
8. **NO LAPTOPS OR TABLETS IN CLASS:** Research has shown that taking notes with a laptop may impair learning because of how you process material when typing as opposed to writing (Mueller & Oppenheimer, 2014). Additionally, laptop use by those around you can also interfere with learning (Sana, Weston, & Cepeda, 2013). Lastly, the amount of note taking required for this course should not require the use of a laptop or tablet; therefore laptops and tablets may not be used in class. Exceptions will be made on a case-by-case basis per my policy under “accommodations.”

Schedule

The following is a tentative schedule of the topics that will be covered this session. This schedule is subject to change. Any changes will be communicated orally in class and in writing on Canvas.

Week	Topic to be Covered	Discussion Due	Assignments
1	Introductions		
2	Implementing Social Theory		Topic Selection
3	Discussion of Social Theory in the Literature	3	
4	Varieties of Research Methodologies		
5	Discussion of Methodologies in the Literature	3	Literature Review & Theory Due
6	Discussion of Methodologies in the Literature	3	
7	IRB applications and submission		Methodology due as part of IRB application
8	Spring Break		
9	Data Collection		
10	Data Collection		
11	Data Analysis Techniques: A Refresher on SPSS		Vocation Essay Due

12	Data Analysis Techniques: Qualitative Coding		
13	Discussion of Data Analysis in the Literature	3	Preliminary Analysis Due
14	Drawing Conclusions		
15	Capstone Due, Discuss the Process and Debrief over what has been learned	3	Final Capstone Due
16	Final Exam Presentations		