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United States History to 1877

Hist-201-AA-82486

Fall 2018, College of San Mateo

Class Information

Term: Fall 2018

Class Meeting Days: Tuesdays and Thursdays

Class Meeting Times: 09:45am-11:00am

Class Meeting Location: Building 14, Room 116

Instructor Information

Name: Judith Hunt, Ph.D

Email: huntj@smccd.edu (<mailto:huntj@smccd.edu>)

Office: Bldg 10, Rm 418

(650) 574-6370

Office Hours

Day of the Week	Time	Office
Monday	8:00am-8:40am; 10:10am-11:00am	BLDG 10-418
Tuesday	9:00am-9:40am or By Appointment	BLDG 10-418
Wednesday	8:00am-8:40am; 10:10am-11:00am	BLDG 10-418
Thursday	9:00am-9:40am or By Appointment	BLDG 10-418
Friday	By Appointment	ZoomConference

Course Description

General Description

This course explores the evolution of United States history from its pre-Columbian Native American origins through the Reconstruction Era (1877). Using analytical lenses of race, class, gender and ethnicity, this course examines the political, economic, social, religious, environmental, and cultural forces that shaped, and continue to shape, the nation and the lives of its diverse inhabitants. Topics include indigenous societies and cultures, European conquest and colonization, slavery, abolition, the women's movement, westward expansion, immigration, the American Revolution, the Constitution and the formation of the U.S. government, social and political reform movements and the Civil War and Reconstruction.

Since its early settlement, North America has stood as an important economic, political, and cultural hearth. The Mississippi River, the Gulf of Mexico, and the Atlantic and Pacific Oceans served as "global highways" that brought diverse peoples and goods into the region and linked what became the United States to a larger world. This course examines the cultural, demographic, political, social, and economic influences of Indigenous America, Africa, Asia, the Caribbean, Latin America, and Europe that shaped the evolution of the nation from its pre-colonial foundations through Reconstruction. Particular emphasis will be placed on the ways that race, ethnicity, gender and class shaped the economic, political, and cultural landscape of the nation.

This course is designed to strengthen academic proficiencies including the ability to read, write and think critically; to develop a more expansive vocabulary relevant to the study of social sciences and humanities; to distinguish knowledge, values, beliefs, and opinions; and to learn independently. In addition, this course will help students develop their ability to write in a clear, well-organized manner, to analyze, synthesize, evaluate, and interpret information and ideas; and to integrate primary and secondary historical research.

Student Learning Outcomes

By the end of this course you should be able to:

- Demonstrate a broad knowledge of U.S. history to 1877 using the analytical lenses of race, class, gender and ethnicity.
- Trace and explain the development of democratic ideals and practices, as well as representative institutions, and the forces which nurtured them from the colonial period to 1877.
- Use critical thinking and research skills in the interpretation, explanation, and communication of U.S. History through primary and secondary sources.

Course Goals

The goals of this course are to enhance:

- your knowledge of major developments of United States history and the principal forces of change and

adaptation that have marked our collective social, economic, cultural, religious, intellectual, and political life.

- your understanding of the spatial and chronological organization of United States history through the era of Reconstruction and will be able to make historical analogies by making connections among different societies or time periods.
- your understanding of how various cultures, political institutions, religious and spiritual traditions, economic structures, intellectual and cultural traditions continue to influence to contemporary society.
- your appreciation of the concept of multi-causation.
- your ability to read, write, discuss, and think critically about the overarching questions of United States history from a global perspective.
- your understanding of how historical evidence can be subject to different approaches and interpretations that can change over time in response to contemporary social, intellectual, and cultural trends.
- your ability to recognize issues of justice and injustice, equality and inequality inherent in a topic and recognize multiple sides to an issue.

Textbook and Course Materials

TEXTBOOK

We will be using *American Yawp* as our foundational textbook this semester. American Yawp is a collaborative open-source digital text written by leading scholars in the history of early America. Aside from the individual chapters that collectively cover pre-Columbian history through the Civil War and Reconstruction, *American Yawp* also includes a plethora of primary source material. I have posted the weekly readings assignments (Chapters) in the Modules section of Canvas. I do realize that for some students, a paper copy of the text works better for their learning style, so I have posted the individual chapters in PDF form so that a student can print out the chapters and keep them in a binder. If you need help with this, please come see me and I will try to assist you in any way I can. I am also happy to recommend an alternative text if necessary. Additional materials such as primary documents, articles, and documentaries will be assigned throughout the semester and will be available on Canvas weekly modules.

Grading

Grades

In this course, you will be evaluated in the following way:

Assignment

Percentage

Participation (Canvas Discussion & In-Class Participation)	20%
Midterm Exam	20%
Digital Media Project	20%
Final Exam	20%
Analytical Research Essay	20%
Total	100%

Grading Scale

Letter Grade	Percentage
A	94-100%
A -	90 - 93%
B +	87 - 89%
B	84 - 86%
B -	80 - 83%
C +	77 - 79%
C	70 - 76%
D +	67 - 69%
D	64 - 66%
D -	60 - 63%
F	59% and below

Course Assignments

Major Course Assignments: Midterm Exam (20%), Multimedia Project (20%), Analytical Research Essay (20%), and Final Exam (20%), Participation (20%)

In addition to your weekly reading assignments, Canvas discussions, and in-class activities, you will have the following major assignments: a midterm exam, 5-7 page analytical research essay, a multimedia research project; a final exam, and participation.

- **Midterm Exam (20% of final grade):** The midterm exam, based on materials covered in lectures, posted lecture notes/slides, readings, and class discussions, will consist of three sections: objective (30%), short answer (20%), and essay (50%). Study guides will be provided at least one week before the midterm exam. The study guide will be available in the **Guidelines, Study Guides, and Rubrics Module**. The midterm exam is worth 20% of your final grade for the course.
- **Analytical Research Essay (20% of final grade):** Using both primary and scholarly secondary sources, you will write a 5-7 page analytical research essay on a topic relevant to one of the themes of the course. While you have great latitude in defining your topic, your research topic must be rooted in the chronology of this course (before 1877). Once you have come up with a research topic, you will submit a completed research proposal form on Canvas. Once your proposal is approved, you will begin your research. All students must submit an annotated bibliography. Once this has been evaluated, you will continue with your research and begin writing an original 5-7 page analytical essay on your topic. Specific instructions, guidelines, rubrics and due dates will be available under the **Guidelines, Study Guides, and Rubrics Module**.
- **Digital Media Project (20% of final grade):** Working either independently or collaboratively, you will create a digital media project examining a specific element of social justice that is related to the chronology or themes of this course. Using a multitude of primary and scholarly secondary sources to inform your work, you will then select a digital platform or medium (social media, etc.) to make your project. We will discuss the specific details and criteria in class and I will post detailed guidelines and a rubric in the **Guidelines, Study Guides, and Rubrics** module. Before beginning your research, you must submit a proposal form for your multimedia project. Once your topic has been approved, you can commence with your research. All projects will be submitted to Canvas and will be shared with the class. If you work collaboratively, all members of the group must be equal participants. This project is worth 20% of your final grade for the course.
- **Final Exam (20% of final grade):** The final exam, based on materials covered in lectures, posted lecture notes/slides, readings, and Canvas discussions, will be an objective exam. Specific details regarding the format will be posted on Canvas and a study guide will be available at least one week before the final exam. The final exam will count as 20% of your final grade in the course.
- **Participation (20% of final grade).** Participation is crucial to active and collaborative learning. Vibrant and informed class discussions help create a dynamic learning environment and provide opportunities for students to enhance their critical-thinking skills, express their ideas and share their insights. Active participation also creates an environment where a multitude of voices and perspectives are heard. Students will be evaluated on the quality of their contributions (what they say) rather than the quantity (how often they speak). Uniformed opinions and gratuitous comments are distractions and will lower your participation grade. I realize that some students, for a variety of legitimate reasons, are not comfortable speaking in full-class discussions. Therefore, successful participation can also take the form of individual contributions in small-group work and written contributions to the Canvas discussions. Please remember

that simply showing up does not count toward participation. Criteria considered for evaluating this portion of your grade can be found under the Assignments button. Participation counts toward 20% of your final grade and you will grade yourself for this portion of course based on the criteria provided. If the grade you give yourself is not an accurate reflection of your contributions to the course, you will have to re-evaluate and revise your grade.

Weekly Assignments

You have weekly readings from your textbook, *American Yawp*, Canvas discussion chats, and self-assessment exercises that are designed to help you track your own learning. It is important to come to class prepared and ready to participate. Aside from studying, reading, and reviewing your lecture notes and notes from class lecture and discussions, and contributing to Canvas discussion posts, you should be working on your analytical research essays and multimedia research projects. The more actively engaged you are in the course, the more enjoyable and meaningful the experience will be for you. Your active engagement will also be of great benefit to your peers and enhance your participation grade.

Tentative Schedule of Topics (This is subject to change)

Week	Topics	Readings
Week 1:	<ul style="list-style-type: none"> • Introductions • Exploring the origins of "American" history 	
Week 2:	<ul style="list-style-type: none"> • Africa, Europe, and the Americas on the "Eve of Conquest" • Motives for exploration and colonization 	<ul style="list-style-type: none"> • See Week 2 Module
Week 3:	<ul style="list-style-type: none"> • Mayas, Aztecs, and Incan Civilizations • Cultural Collisions: The Columbian Exchange 	<ul style="list-style-type: none"> • See Week 3 Module
Week 4:	<ul style="list-style-type: none"> • European Ambitions in North America • Geographies, Migrations and Cultural Hearths: Redefining the Foundations of North American Regionalism 	<ul style="list-style-type: none"> • See Week 4 Module
Week 5:	<ul style="list-style-type: none"> • The Chesapeake, Early New England, and the Mid-Atlantic • Freedoms and Oppressions: the economic, political, and social life in the early colonial era. • Multimedia Research Proposal Due Feb. 6, 2018 	<ul style="list-style-type: none"> • See Week 5 Module
Week 6:	<ul style="list-style-type: none"> • Global Commodities and the Solidification of Slavery & Unfree Labor in North America • Slavery in the Americas: A Comparative Perspective 	<ul style="list-style-type: none"> • See Week 6 Module
Week	<ul style="list-style-type: none"> • Battles for Cultural, Political, and Economic Hegemony 	<ul style="list-style-type: none"> • See Week

7:	<ul style="list-style-type: none"> • The Winding Road to Revolution: The Seven Years' War 	7 Module
Week 8:	<ul style="list-style-type: none"> • The American Revolution • The Meaning of Victory: Redefining Freedom • Multimedia Project Due March 8, 2018 	<ul style="list-style-type: none"> • See Week 8 Module
Week 9:	<ul style="list-style-type: none"> • The Limits of Liberty: Africans, African Americans, Women, And Native Americans in the Revolutionary and Early National Era • Midterm Exam, March 15th, 2018 	<ul style="list-style-type: none"> • See Week 9 Module
Week 10:	<ul style="list-style-type: none"> • Building a New Nation: Political Transformations in the Early National Era • The Bill of Rights 	<ul style="list-style-type: none"> • See Week 10 Module
Week 11:	<ul style="list-style-type: none"> • The Early Republic 	<ul style="list-style-type: none"> • See Week 11 Module
Week 12:	<ul style="list-style-type: none"> • The Industrializing North 	<ul style="list-style-type: none"> • See Week 12 Module
Week 13:	<ul style="list-style-type: none"> • Westward Expansion 	<ul style="list-style-type: none"> • See Week 13 Module
Week 14:	<ul style="list-style-type: none"> • The Expansion of Slavery and Its Consequences • Abolitionism and Social Reform Movements 	<ul style="list-style-type: none"> • See Week 14 Module
Week 15:	<ul style="list-style-type: none"> • Civil War 	<ul style="list-style-type: none"> • See Week 15 Module
Week 16:	<ul style="list-style-type: none"> • Civil War • Reconstruction 	<ul style="list-style-type: none"> • See Week 16 Module
Week 17:	<ul style="list-style-type: none"> • Reconstruction 	<ul style="list-style-type: none"> • See Week 17 Module

Rubrics

In order to understand what is expected of you for each assignment, I will post detailed guidelines and assessment rubrics on Canvas. You can find these materials in the **Guidelines, Study Guides, and Rubrics Module**.

Grades

You can view your grades using the [GRADES](#) button in the course navigation links. Please check your grades regularly to make certain that we have received all your assignments and recorded them accurately. If you have a question about a grade, email me through the INBOX or directly to [huntj@smccd.edu \(mailto:huntj@smccd.edu\)](mailto:huntj@smccd.edu). Please do not post your personal concerns in a discussion

topic.

Course Communication

Announcements

Announcements will be posted in CANVAS on a regular basis. They will appear on your CANVAS dashboard when you log in and/or will be sent to you directly through your [preferred method of notification](#) (<https://guides.instructure.com/m/4212/l/73162-how-do-i-set-my-notification-preferences>) from CANVAS. Please make certain to check them regularly, as they will contain any important information about upcoming projects or class concerns.

Canvas Discussions

Throughout the semester, we will use Canvas Discussions as a way for you to engage with each other about the course content. When we use the Canvas Discussion tool, you will be given a prompt in the Weekly Module guiding the discussion.

Turnaround/Feedback

During the week (M-F), I will check my Canvas INBOX and monitor the discussion board several times a day. If you have a concern and send me a message, you can expect a response within two days. If you do not get a response within 48 hours, please assume I did not receive your email, check to ensure that you have the correct email address (huntj@smccd.edu (<mailto:huntj@smccd.edu>)), and resend your email.

Netiquette

When posting on the discussion boards and chat rooms it is important to understand how to interact with one another online, netiquette. You can read more about the [core rules of netiquette](#) [⌵](http://www.albion.com/netiquette/corerules.html) (<http://www.albion.com/netiquette/corerules.html>)

Educational Equity Statement

The faculty at College of San Mateo affirm that students are entitled to an equitable learning environment that celebrates their voice, fosters their agency, and develops their capacity for self-advocacy, and that is free of unfair practices.

If you feel you are in an environment that is not conducive to your learning or you want to learn more about educational equity, please come talk to me. You may also contact CSM's Director of Equity (collegeofsanmateo.edu/equity [⌵](http://collegeofsanmateo.edu/equity) (<http://collegeofsanmateo.edu/equity>)) to explore your options.

Accessibility Statement

Students requiring accommodations for a verified disability that may affect class performance are requested to schedule an appointment during the first week of the semester with a staff member at the [Disability Resource Center \(DRC\)](#) [\(http://collegeofsanmateo.edu/dsps/\)](http://collegeofsanmateo.edu/dsps/) so that appropriate arrangements can be made. The DRC is located in Building 10, Room 120 and can be reached at (650) 574-6438 or csmdrc@smccd.edu [\(mailto:csmdrc@smccd.edu%20\)](mailto:csmdrc@smccd.edu%20).

If you are a student with a documented disability and are registered with the Disability Resource Center, please contact me immediately to facilitate arranging academic accommodations at huntj@smccd.edu or 650-574-6370.

[CSM Disability Resource Center](#) [\(http://collegeofsanmateo.edu/dsps/\)](http://collegeofsanmateo.edu/dsps/)

College Center Building 10, Room 120

csmdrc@smccd.edu [\(mailto:csmdrc@smccd.edu%20\)](mailto:csmdrc@smccd.edu%20)

(650) 574-6438 Phone

(650) 574-6434 Fax

Student Resources

Accommodations

The College of San Mateo seeks to ensure that online courses are accessible for all students. If you locate content in this course that is not accessible, please contact me immediately. If you are a student with a disability and would like to register for services, please contact the [CSM Disability Resource Center \(DRC\)](#) [\(http://collegeofsanmateo.edu/dsps/\)](http://collegeofsanmateo.edu/dsps/).

The DRC facilitates equal access to an education for qualifying students by providing academic adjustments, counseling, and support services in accordance with State and Federal law.

The staff of DRC is charged with assisting students with disabilities to identify disability related obstacles, and developing appropriate academic adjustments, auxiliary aids and services to improve access to higher education.

Accommodations are collaborative efforts between students, faculty and the DRC. Students with accommodations approved through the DRC are responsible for contacting the faculty member in charge of the course prior to or during the first week of the term to discuss accommodations. Students who believe they are eligible for accommodations but who have not yet obtained approval through the DRC should contact the DRC immediately at 650-574-6438.

If you are a student with a documented disability and are registered with the Disability Resource Center, please contact me immediately to facilitate arranging academic accommodations.

[CSM Disability Resource Center](http://collegeofsanmateo.edu/dsps/) [\(http://collegeofsanmateo.edu/dsps/\)](http://collegeofsanmateo.edu/dsps/)

College Center Building 10, Room 120

csmdrc@smccd.edu (<mailto:csmdrc@smccd.edu%20>)

(650) 574-6438 Phone

(650) 574-6434 Fax

College of San Mateo Library

As a CSM distance education student you have access to all the same library services that a student attending classes on campus has. Students can access articles, research guides, reference sources, and many books from any computer with internet access. Please visit the [Distance Education Resources page](http://collegeofsanmateo.edu/library/distanceeducation.php)

[_ \(http://collegeofsanmateo.edu/library/distanceeducation.php\)](http://collegeofsanmateo.edu/library/distanceeducation.php) on the CSM Library [website](http://collegeofsanmateo.edu/library/) [_ \(http://collegeofsanmateo.edu/library/\)](http://collegeofsanmateo.edu/library/).

[College of San Mateo Library](http://collegeofsanmateo.edu/library/) [_ \(http://collegeofsanmateo.edu/library/\)](http://collegeofsanmateo.edu/library/)

Building 9

(650) 574-6100 Phone

(650) 574-6497 Fax

College of San Mateo Distance Education

The CSM [Distance Education website](http://collegeofsanmateo.edu/distanceeducation/) [_ \(http://collegeofsanmateo.edu/distanceeducation/\)](http://collegeofsanmateo.edu/distanceeducation/) contains resources to help you with your online learning experience.

For students, the DE office provides:

- Information about CSM resources for any online or hybrid class
- Online and phone support for questions
- Referrals for more help as needed

[Distance Education Office](http://collegeofsanmateo.edu/distanceeducation/) [_ \(http://collegeofsanmateo.edu/distanceeducation/\)](http://collegeofsanmateo.edu/distanceeducation/)

[\(http://collegeofsanmateo.edu/distanceeducation/\)](http://collegeofsanmateo.edu/distanceeducation/)

Building 18, Room 206D

Phone (650) 547-6271

Counseling

Services are available to continuing students and to new and returning matriculating students who have completed the College Orientation.

Counseling Services are an essential resource to students and assist with the following:

- sorting out and understanding educational options
- establishing educational and career goals
- developing a Student Educational Plan (SEP) as a guide to
- completing educational goals
- tackling personal issues that interfere with personal and
- academic success

[Counseling Support Center](#)

<http://collegeofsanmateo.edu/counseling/counsupport.asp>

College Center Building 10, Room 340

Appointment Scheduling/Main Line

Phone: (650) 574-6400

[eAdvising](#) [_http://collegeofsanmateo.edu/counseling/eadvising.asp](http://collegeofsanmateo.edu/counseling/eadvising.asp)

[eAdvising](#) [_http://collegeofsanmateo.edu/counseling/eadvising.asp](http://collegeofsanmateo.edu/counseling/eadvising.asp) is available to provide basic information related to enrollment and attendance and can be used by Distance Education students to request on online counseling services.

Former or current students of College of San Mateo should provide their G# and use only their my.smccd.edu email address for eAdvising correspondence.

Learning Center

The Learning Center offers many free programs and services including peer tutoring in a variety of subjects, up-to-date technology, mentoring, workshops, group study rooms, a computer center, and a friendly, comfortable place to study. We strive to provide a space that is academic, professional, inclusive, and safe.

The Learning Center is more than a place where students can work on assignments, it is a hub to connect

you to resources on campus so that you can reach your goals.

[The Learning Center](#)

<http://collegeofsanmateo.edu/learningcenter/tutoring.asp>

College Center Building 10, Room 220

Phone: (650) 574-6570

Fax: (650) 574-6575

Email: csmlc@smccd.edu (<mailto:csmlc@smccd.edu>) (<mailto:csmlc@smccd.edu>)

nettutor

Students can now access online tutoring services through NetTutor for no charge! The NetTutor link can be found in the course navigation menu in Canvas. For available subjects and hours, please visit the [Tutoring](#) (<http://collegeofsanmateo.edu/learningcenter/tutoring.asp>) page.

Online Readiness Modules

The State of California's Online Education Initiative (OEI) has developed the [Online Readiness Modules](#) (<https://apps.3cm mediasolutions.org/oei/students.html>), an innovative set of interactive tutorials and tools, which may increase your chances of success in any online course. These tutorials are interactive, helpful, and easily accessible.

Whether this is your first time taking online classes, or you have taken a few online courses in the past; you will find that these resources are tailored to meet your needs and are focused on enhancing the academic and technical skills needed for success in the online learning environment.

Personal Counseling and Wellness Services

Our personal counseling center provides free, confidential counseling to students enrolled at College of San Mateo.

We are a caring group of counselors, dedicated to serving you in handling crises and exploring personal issues and decisions so you can successfully continue in college.

Appointments may be made through the Health Services Center by calling (650) 574-6396 or by emailing dambra@smccd.edu (<mailto:dambra@smccd.edu>).

[Health Services Center](#) (<http://collegeofsanmateo.edu/healthcenter/>)

Public Safety/Medical Services Building 1

Room 147

Phone: (650) 574-6396

Fax: (650) 574-6259

dambra@smccd.edu (<mailto:dambra@smccd.edu>)

Student Email (my.smccd.edu)

All email sent from Cañada, CSM and Skyline Colleges goes to your free District provided email address. Part of Google Apps for Education.

Login Page

- [my.smccd.edu Login Page](http://my.smccd.edu/) [\(http://my.smccd.edu/\)](http://my.smccd.edu/)

Email Address and Password

You can view your email and password in [WebSMART](https://websmart.smccd.edu/) [\(https://websmart.smccd.edu/\)](https://websmart.smccd.edu/).

1. Login to [WebSMART \(https://websmart.smccd.edu\)](https://websmart.smccd.edu/) [\(https://websmart.smccd.edu/\)](https://websmart.smccd.edu/)
2. Select the "My.Smccd.edu" link. (Located at the bottom left corner of the page)

Online Support for Student Email

- Visit the [Student Email FAQs](http://smccd.edu/studenttutorials/faqs.php) [\(http://smccd.edu/studenttutorials/faqs.php\)](http://smccd.edu/studenttutorials/faqs.php) page
- Submit a ticket to the [My.Smccd Email Support Center](http://mysmccd.helpserve.com/Tickets/Submit) [\(http://mysmccd.helpserve.com/Tickets/Submit\)](http://mysmccd.helpserve.com/Tickets/Submit)

Technical Support

[San Mateo Community College District Online Course Support Center](http://onlinecoursesupport.com/smccd/) [\(http://onlinecoursesupport.com/smccd/\)](http://onlinecoursesupport.com/smccd/)

The [Online Course Support Center](http://onlinecoursesupport.com/smccd/) [\(http://onlinecoursesupport.com/smccd/\)](http://onlinecoursesupport.com/smccd/) provides students and faculty with technical support via email, chat, and/or phone.

- For email support, click "[Open a ticket](http://onlinecoursesupport.com/smccd/ticket/open) [\(http://onlinecoursesupport.com/smccd/ticket/open\)](http://onlinecoursesupport.com/smccd/ticket/open)." After you submit the ticket, a member of the Online Course Support Center staff will respond to you by email or by

phone. Email responses will occur from 6:00 AM to 9:00 PM (Pacific), 7 days a week.


- For phone support, call 888-998-6010.

Call Center Hours:

Monday-Friday

9:00 AM-5:00 PM

(Pacific)

- For chat support, click on the  [_\(<http://onlinecoursesupport.com/smccd/chat/start>\)_](http://onlinecoursesupport.com/smccd/chat/start) icon. To initiate a chat, fill out the information on the form.

🔗 [_\(<http://mpss.mhhe.com/>\)_](http://mpss.mhhe.com/)

WebSMART

A web resource for viewing college data. Students can register for classes, download transcripts, apply for financial aid and much more!

- [_WebSMART Login page_](https://websmart.smccd.edu/) 🔗 [_\(<https://websmart.smccd.edu/>\)_](https://websmart.smccd.edu/)
- [_WebSMART Support Center_](https://websmart.smccd.edu/login_help.html) 🔗 [_\(\[https://websmart.smccd.edu/login_help.html\]\(https://websmart.smccd.edu/login_help.html\)\)_](https://websmart.smccd.edu/login_help.html)

Course Policies

Late Work

If you miss an exam or need an extension on an essay deadline because of a documented illness, personal or family emergency, please contact me at huntj@smccd.edu (<mailto:huntj@smccd.edu>) as soon as possible to make the necessary arrangements to complete the assignment in a timely fashion. It is the student's responsibility to contact me regarding the possibility of a make-up exam/assignment.

Attendance/Drop/Withdrawal

Prompt and regular attendance is required. You are expected to attend all class meetings ON TIME and PREPARED. If you need to miss class, you need to let me know why you are absent. If you have extenuating circumstances that will require you be miss class with any regularity, please speak to me about you situation. If you have five or more unexcused absences *may* be dropped a full letter grade (10 points) and will undoubtedly jeopardize your overall participation grade for the course.

If you have not done so already, please familiarize yourself with the CSM Attendance Regulations:

“Regular attendance in class and laboratory sessions is an obligation assumed by every student at the time

of registration. **When repeated absences place a student's success in jeopardy, the instructor may drop the student from class.**”

“In all cases it is the instructor's prerogative to determine when absences are excessive. An instructor has the right to drop a student from class when such absences jeopardize the student's opportunity to successfully complete the class work or to benefit from the instruction.”

“Absence means non-attendance and includes non-attendance for illness or personal emergency. Absences due to a student's participation in a school-sponsored activity are to be considered as excused absences, but it is the student's responsibility to notify the instructor in advance of the absence, and the student is responsible for all work missed. It is noted again that it is the instructor's prerogative to determine when such absences are excessive.”

Extended Absence

“Students who will be absent from any class or classes for one week or longer for any health reason should request notification to instructors by the Student Health Center.”

“Students who will be absent from any class or classes for one week or longer for other personal emergencies should request notification to instructors by the Dean of Counseling, Advising and Matriculation.”

“If a medical or personal emergency requires absence of more than one week, the student should consult with his/her instructors and counselor/advisor regarding the advisability of continuing in classes.” For more information, please read the following source:

<http://collegeofsanmateo.edu/academicpolicies/attendanceregulations.asp> 



[_ \(http://collegeofsanmateo.edu/academicpolicies/attendanceregulations.asp\)](http://collegeofsanmateo.edu/academicpolicies/attendanceregulations.asp)

DROP/WITHDRAWAL

This course follows the College of San Mateo's for [Attendance Regulations](http://collegeofsanmateo.edu/academicpolicies/attendanceregulations.asp) 

[_ \(http://collegeofsanmateo.edu/academicpolicies/attendanceregulations.asp\)](http://collegeofsanmateo.edu/academicpolicies/attendanceregulations.asp). If you decide not to continue in this course for any reason, please remember that it is your responsibility to either drop or withdraw from the course. If you simply stop showing up or fail to successfully complete the course requirements, you will receive an F for the course. Again, it is your responsibility to officially drop or officially withdraw from the class prior to the deadlines established by the College of San Mateo.

Academic Honesty/Student Conduct

As a student at CSM, you are expected to follow the [San Mateo County Community College District Board Policy 7.69.1 for Standards of Student Conduct, Prohibited Actions and Disciplinary Procedures](https://smccd-public.sharepoint.com/BoardProcedures/7_69.1.pdf)  [_ \(https://smccd-public.sharepoint.com/BoardProcedures/7_69.1.pdf\)](https://smccd-public.sharepoint.com/BoardProcedures/7_69.1.pdf) and College of San Mateo's [Guidelines Addressing Cheating and Plagiarism](http://collegeofsanmateo.edu/academicpolicies/cheatingandplagiarism.asp) 

[_ \(http://collegeofsanmateo.edu/academicpolicies/cheatingandplagiarism.asp\)](http://collegeofsanmateo.edu/academicpolicies/cheatingandplagiarism.asp). This means that you should not:

- Cheat
- Plagiarize, that is, use another person's words or ideas as your own without proper

- Let another student login to your CANVAS account.

The College of San Mateo is committed to maintaining the highest standards of academic integrity and forbids any form of academic dishonesty. Any student who cheats or plagiarizes in this class will receive an F (no credit) for the assignment and the incident will be reported to the Vice President of Student Affairs. In cases of a second instance of cheating or plagiarism can result in more serious consequences.

Please review the following definitions of cheating and plagiarism carefully. Since plagiarism is often done unintentionally, I have also included a handout that provides examples of plagiarism and how to avoid it. If you have any questions, concerns, or confusion regarding what constitutes academic dishonesty, please ask me for further explanation.

Definitions of Cheating and Plagiarism:

"Cheating" refers to unauthorized help on an assignment, quiz, or examination as follows: (1) a student must not receive from any other student or give to any other student any information, answers, or help during an exam; (2) a student must not use unauthorized sources for answers during an exam, must not take notes or books to the exam when such aids are forbidden, and must not refer to any book or notes while taking the exam unless the instructor indicates it is an "open book" exam; and (3) a student must not obtain exam questions illegally before an exam or tamper with an exam after it has been corrected."

"Plagiarism" means submitting work that is someone else's as one's own. For example, copying material from a book or other source without acknowledging that the words or ideas are someone else's, and not one's own, is plagiarism. If a student copies an author's words exactly, he or she should treat the passage as a direct quotation and supply the appropriate citation. If someone else's ideas are used, even if it is paraphrased, appropriate credit should be given. Lastly, a student commits plagiarism when a term paper is purchased and/or submitted which he or she did not write."

(Note: the above two definitions are adapted from Tools for Teaching, by Barbara Gross Davis, Jossey-Bass, Inc., 1993, pp. 300).

Source: <http://collegeofsanmateo.edu/academicpolicies/cheatingandplagiarism.asp> 

<http://collegeofsanmateo.edu/academicpolicies/cheatingandplagiarism.asp>


Failure to follow this policy will result in disciplinary action which can affect your academic standing in the College.

<mailto:dambra@smccd.edu> <mailto:dambra@smccd.edu>

<mailto:dambra@smccd.edu> <mailto:dambra@smccd.edu>

<mailto:dambra@smccd.edu> <mailto:dambra@smccd.edu>

Sexual Misconduct, Harassment, Assault and Title IX

We are concerned about our students and are committed to maintaining safe and caring college environment. Learn more at smccd.edu/titleix  <http://smccd.edu/titleix/>.

Sexual Assault Policy

It is the policy of the San Mateo County Community College District to educate all students, faculty, and staff on the prevention of sexual assault. The District and Colleges will provide information to all faculty, staff, and registered students on the definition of sexual assault, how to prevent it, and how to report it if assaulted.



"Sexual assault" includes but is not limited to rape, forced sodomy, forced oral copulation, rape by foreign object, sexual battery, or threat of sexual assault.

Any sexual assault or physical abuse, including, but not limited to, rape, as defined by California law, whether committed by a student, faculty, staff, administrator, visitor, or invitee of College of San Mateo, occurring on College property, or an off-campus site or facility maintained by the College, or on grounds or facilities maintained by a student organization, is a violation of College policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures.

Information and literature is available in the office of the Vice President, Student Services, the Health Center and the Security Office.

The SMCCCD Board of Trustees has established policies concerning sexual assault.

These policies are indicated below:

- [Board Policy 2.29: Sexual Assault Education, Prevention and Reporting](https://smccd-public.sharepoint.com/BoardPoliciesandProcedures/2_29.pdf)  [_ \(https://smccd-public.sharepoint.com/BoardPoliciesandProcedures/2_29.pdf\)](https://smccd-public.sharepoint.com/BoardPoliciesandProcedures/2_29.pdf)
- [Administrative Procedure 2.29.1: Sexual Assaults on Campus](https://smccd-public.sharepoint.com/BoardProcedures/2_29.1.pdf)  [_ \(https://smccd-public.sharepoint.com/BoardProcedures/2_29.1.pdf\)](https://smccd-public.sharepoint.com/BoardProcedures/2_29.1.pdf)

Any faculty, staff member, or student who has been sexually assaulted should immediately contact the Health Center, 574-6396, or the Security Office, 574-6415.

Sexual Harassment Policy

It is the policy of the San Mateo County Community College District and the College of San Mateo to provide an educational and work environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. The District promotes zero tolerance for behaviors which constitute sexual harassment in its educational and workplace environment for both employees and non-employees.

This policy defines sexual harassment and sets forth a procedure for the investigation and resolution of complaints of sexual harassment by or against any faculty member, staff member, Board member or student within the District. Sexual harassment violates State and Federal laws, as well as this policy, and will not be tolerated. It is also illegal to retaliate against any individual for filing a complaint of sexual harassment or for participating in a sexual harassment investigation. Retaliation constitutes a violation of this policy.

It is the responsibility of each District employee and student to maintain a level of conduct that is in compliance with District policy. Employees who violate this policy may be subject to disciplinary action up to and including termination. Students who violate this policy may be subject to disciplinary measures up to and including expulsion.

The District provides both informal and formal complaint resolution procedures; considers as serious matters all complaints of sexual harassment; is committed to full investigation and resolution; and takes steps to ensure that persons complaining of sexual harassment will not be subjected to retaliation or reprisals of any kind.



Students or staff seeking further information concerning this policy or claiming grievance because of alleged violations of this policy should contact the Vice-Chancellor of Human Resources and Employee Relations, 358-6767.

Additional Redress

In addition to and concurrently with the filing of a written grievance, a student has a right to file a complaint or charges with other appropriate governmental agencies such as Equal Employment Opportunity Commission, the Office for Civil Rights, the Department of Fair Employment and Housing, the Chancellor's Office of the California Community Colleges, or state or federal court.


The SMCCCD Board of Trustees has established policies concerning sexual harassment.

These policies are indicated below:

- [Board Policy 2.25: Prohibition of Harassment](https://smccd-public.sharepoint.com/BoardPoliciesandProcedures/2_25.pdf)  [_ \(https://smccd-public.sharepoint.com/BoardPoliciesandProcedures/2_25.pdf\)](https://smccd-public.sharepoint.com/BoardPoliciesandProcedures/2_25.pdf)
- [Administrative Procedure 2.25.1 Prohibition of Harassment](https://smccd-public.sharepoint.com/BoardProcedures/2_25.1.pdf)  [_ \(https://smccd-public.sharepoint.com/BoardProcedures/2_25.1.pdf\)](https://smccd-public.sharepoint.com/BoardProcedures/2_25.1.pdf)



COMPUTER REQUIREMENTS ACCESS

If you do not have access to a computer off campus, there are computer labs on campus you can use to participate in the course. You also have access to the computer labs at CSM. Visit the [Learning Support Centers](http://collegeofsanmateo.edu/labs/)  [_ \(http://collegeofsanmateo.edu/labs/\)](http://collegeofsanmateo.edu/labs/) page to see a list of available centers on CSM's campus.

Most public libraries also have computers with internet access that you can use for free.

COMPUTER REQUIREMENTS

You should have a reliable Internet Service Provider with speeds suitable for streaming video and accessing

large files. These speeds are most often delivered by cable, DSL, or satellite. The minimum average connection speed recommended is 5 Mbps. You can your connection speed with free tools such as [Speedtest.net](http://www.speedtest.net/) [\(http://www.speedtest.net/\)](http://www.speedtest.net/).

You will need to have an up-to-date browser, operating system and some additional software on your computer to take this class. Check the [Canvas page \(https://guides.instructure.com/m/4214/l/82542-what-are-the-basic-computer-specifications-for-canvas\)](https://guides.instructure.com/m/4214/l/82542-what-are-the-basic-computer-specifications-for-canvas) for hardware & software requirements. Some of the documents in this course will be available to you in PDF form. If you do not have Adobe Acrobat Reader software on your computer, you can download it by going to <http://get.adobe.com/reader/> [\(https://get.adobe.com/reader/\)](http://get.adobe.com/reader/).

- Internet Connection (minimum connection speed is 5 Mbps.)
- Access to Canvas
- [Adobe Reader](https://get.adobe.com/reader/) [\(https://get.adobe.com/reader/\)](https://get.adobe.com/reader/)
- (Optional) Free Canvas App available on the [App Store](https://itunes.apple.com/us/app/canvas-by-instructure/id480883488?mt=8) [\(https://itunes.apple.com/us/app/canvas-by-instructure/id480883488?mt=8\)](https://itunes.apple.com/us/app/canvas-by-instructure/id480883488?mt=8) or [Google Play](https://play.google.com/store/apps/details?id=com.instructure.candroid&hl=en) [\(https://play.google.com/store/apps/details?id=com.instructure.candroid&hl=en\)](https://play.google.com/store/apps/details?id=com.instructure.candroid&hl=en). Type “San Mateo Community College District” when you search for your institution.

Course Summary:

Date	Details
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