Welcome! Should you need to ask questions outside class, use my KSU e-mail, which I will check often, and visit during my office hours. This is a two-part syllabus; the first part is course-specific; at the end are University policies (with penalties), procedures, resources and advisories. Read the whole syllabus before 18 August and ask questions, if needs be, for clarification.

Learning Objectives: HIST 1112 satisfies one of Kennesaw State University’s general education program requirements. It addresses the SOCIAL SCIENCES general education learning outcome(s). We will analyze the complexity of human behavior and how social, historical, economic, political, cultural and/or spatial relationships develop, persist, or change. For more about KSU’s General Education requirements and associated learning outcomes, visit http://catalog.kennesaw.edu/preview_program.php?catoid=24&poid=2668 My special slant is intellectual and cultural history (note weeks 2 and 10-11!). Our task this Fall is to give meaning to the often vague terms `diversity’ and `multi-culturalism.’

Required Reading:

Attendance Policy:
Students are solely responsible for managing their enrollment status in a class; nonattendance does not constitute a withdrawal. I will use a sign-up sheet to take attendance on days when there is no quiz, quick write-up or such. Students ought to sit every quiz, take the midterm on time, and observe deadlines. You receive an NA if you never complete an assignment. I reserve the right to alert your adviser and/or the registrar if you are absent more than once. If you do poorly on an assignment after missing class(es), accept a negative outcome. Rule of thumb: notify me beforehand of any problem, and I will work with you to catch you up on the material. Students must attend at least 24 class sessions (80%) to pass the course. (That is, students may miss no more than six sessions.) This includes the first week of classes. There is no distinction between “excused” and “unexcused” absences for this regulation.

Electronic Devices Policy:
Since any form of audiovisual recording is forbidden in my class, and all electronic devices must be turned to silent mode, laptops closed, it is unwise to miss class. Those with hearing or

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1 As a result of federal laws protecting educational information and other data, this is the sole email account you should use to communicate with your instructor or other University officials.
visual challenges: clear with me any permission to use audio or camera devices. You may not use any social media, text, Snapchat, check e-mails, listen with ear-buds, or surf the web during class. If you are caught, I will report you to the Behavior Response Team (brt.kennesaw.edu.) Note that electronics are not permitted in the classroom during examinations.

*Materials needed:* The text, which you do not have to bring to class, unless otherwise notified.

A pack of 5 x 8 notecards for biography, quick-writes, answers to quizzes (about 25 needed). A college-ruled notebook (with writing utensil) for in-class notes. Feel free to bring in your printed out syllabus, text, handouts from online, and/or a dictionary for in-class use. ONLINE resource: see end of syllabus! Use of this is OPTIONAL, but may be very helpful for some of you.

**Course Assessments/Assignments:** 300 points possible (convert to 100 at end)

- Six fifteen-minute quizzes (lowest dropped): ten points each → 50 pts.
- Four quick-writes noting salient points in the reading OR asking good questions about the content, slant, whatever: five minutes: five points each → 20 pts.
- Map quizzes (five): six points each → 30 pts.
- Early `Midterm’ exam → 50 pts.
- Multicultural exercise, weeklong\(^2\) → 50 pts.
- Final exam (not cumulative!)

Total → 300 points

No extra credit, as a rule, but for Russia year, I may allow all students some points of substitute credit for attendance. If you have special needs, the end of the syllabus has ADA guidelines!

**Makeup Exams and Late Assignments:**

“Late” assignments: (a) quizzes missed may be taken in my office the first class day you return after an *excused* absence, or I factor that quiz out; (b) an *unexcused* absence means lost points. Missing the deadline on the multicultural essay means an automatic F on that part of the task. I will follow KSU guidelines on making up the midterm or final exam. If inclement weather causes school to shut down, no penalties; if you cannot make it to class owing to an emergency, e-mail me as soon as you can.

**Note:** The Department will host a day of makeup exams for students with excused absences at the end of each semester. Students need to bring an ID to the makeup exam. This is not a required solution. It does simplify the process for makeup exams by shifting this work to one day at the end of the semester.

**Grading Scale.** Students are evaluated on the following scale:

- **A** – 90% and above
- **B** – 80% to 89
- **C** – 70% to 79
- **D** – 60% to 69
- **F** – 59% or lower. I may raise an end-grade ending in `9’ based on active participation.

**I**—Indicates an incomplete grade for the course, and will be awarded only when the student has done satisfactory work up to the last two weeks of the semester, but for nonacademic reasons beyond his/her control is unable to meet the full requirements of the course.

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\(^2\) A list of online resources will be provided. This team endeavor involves reading a literary text, the use of theories about Otherness, an audiovisual, live performance, a journal on your contributions, and research ending in a five-paragraph essay. It goes from Thursday to Thursday. Citation of sources mandatory! (See plagiarism rules at end.)
Incomplete grades are only valid after submission of the Incomplete Grade form (signed by both the instructor and student) to the Department Chair’s office.

**Classroom behavior:** no food or drink, except for capped water bottles on the floor. We—the class and I—expect you to comport yourself in a civilized, non-disruptive manner. There will be a short break in the middle of every class (except midterm) for your convenience. See the end of the syllabus for the policy on Academic Integrity, esp. cheating and plagiarism!

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**Tu-Thurs syllabus:**

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3 This will be a dry-run for the Week 11 project. Topics posted by 18 August.
4 5x8 card evaluating me and course. The stop/continue/start format of a suggestion box.
5 19th century and the Other. Details posted on D2L by 30 August.
Key Calendar dates: Breaks: September 3-5; November 21-27
Last day to withdraw without academic penalty: 5 October
Last day of class: 5 Dec.  ///  Final exam date: 6-12 December
Final grades due: 15 December 15 (5 p.m.)

Part Two of the Course Outline: general policies, procedures, resources, etc.

Electronic Communications. The University provides all KSU students with an “official” email account with the address “students.kennesaw.edu.” For team project, use official student email accounts so that you can keep a log and record of what you do and contribute.

Course Description: http://catalog.kennesaw.edu/content.php?catoid=24&navoid=2024.

Academic Integrity Statement. Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section 5. C of the Student Code of Conduct addresses the university’s policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to university materials, misrepresentation/falsification of university records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the Department of Student Conduct and Academic Integrity (SCAI), which includes either an “informal” resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct’s minimum one semester suspension requirement. See also https://web.kennesaw.edu/scai/content/ksu-student-code-conduct. Review the Code of Conduct by Thursday and bring in a signed paper saying that, having read and understood the code, you will abide by the rules and/or face consequences.

Plagiarism can occur with or without intentionality. For the five-paragraph write-up each of you must provide in your team multi-cultural assignment, ask me beforehand if a certain source is decent, then consult the Chicago or MLA handbooks for citation in endnotes. Then, ask again, if you need to, whether you have cited the source correctly. If you do not cite every source used, in the team presentation and individual write-ups, you will face an automatic F.

Examples of Plagiarism Avoidance websites:
http://plagiarism.org/
http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml
http://www.library.arizona.edu/help/tutorials/plagiarism/index.html

ADA Compliance:
Students with qualifying disabilities under the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act who require “reasonable accommodation(s)” to complete the course may request those from Department of Student Success Services. Students requiring such accommodations are required to work with the University’s Department of Student Success Services rather than engaging in this discussion with individual faculty members or academic departments. If, after reviewing the course syllabus, a student anticipates or should have anticipated a need for accommodation, he or she must submit documentation requesting an accommodation and permitting time for a determination prior to submitting assignments or taking course quizzes or exams. Students may not request retroactive accommodation for needs that were or should have been foreseeable. Students should contact the office as soon as possible in the term for which they are seeking accommodations. For more information, please visit their website, sss.kennesaw.edu/sds. Contact information: SDS Email: sds@kennesaw.edu

For technical problems, contact the Information Technology folks @ uits.kennesaw.edu or call them @ #6999. Another resource: service@ kennesaw.edu.

Writing issues? To prepare for any issues you have with writing short answers on a quiz or exam, or more important, with writing a proper essay (five paragraph minimum) that references sources used in proper citation form, run, fly or walk to the KSU Writing Center!

Online text: The online portion of our course is open for student registration. To register go to: http://www.macmillanhighered.com/launchpad/strayersources3e/3747178 PLEASE bookmark the page. You have three options to enroll in the course: you can purchase direct access, you can buy an access code, or you can get free 21-day access while deciding. To navigate and start using LaunchPad consult the Get Started guide and/or view this video. If you have problems, contact Customer Support. You can reach a representative 24 hours a day, 7 days a week: through the online form, by chat or by phone at (800) 936-6899: Mon-Thurs, 8:00 a.m. to 3:00 a.m.; Fri 8:00 a.m. to 12:00 a.m.; Sat 12:00 p.m. to 8:00 p.m.; Sun 12:00 a.m. to 3:00 a.m. Looking forward to your interactions.