



Course Syllabus – Online Courses

Course Information

Course Title: U.S. History 1301.W1

Course Prefix & Number: Hist 1301

Semester & Year: Fall 2015

Instructor Information

Instructors Name: John Stuart.

Office Location and #: Social Science Building, Office "E"

Office Phone: 903-823-3226

Email: john.stuart@texarkanacollege.edu

Office Hours:

Mon	Tue	Wed	Thu	Fri
8:00-9:30 a.m.	8:00-9:30 a.m.	8:00-9:30 a.m.	8:00-9:30 a.m.	9:00-11:00 a.m.

12:30-1:30p.m.

12:30-1:30p.m.

Course Description

U.S. History I: (Hist 1301) A review of political, economic, and social trends of the United States to 1877. Credits: 3 SCH

Pre/Co-requisite: Successful completion of the reading portion of the TSI Exam.

Textbook & Course Materials

Required Text: The American Journey, by David Goldfield, Volume I, Books a la Carte (loose-leaf), 7th edition (2014). ISBN: 9780205960965 A textbook is a necessary requirement for this Online/Internet course.

Other Course Materials: You will need access to a "reliable" computer with a "reliable" internet connection. You must be able to use your computer to take exams, to post Forum Question responses, to view Video Clips, and to submit a Primary Source Document review. Also, high-speed internet is required for this course. Use Mozilla Firefox as a browser rather than Internet Explorer for best results.

Microsoft Office: Texarkana College offers Office 365 to all students. Instructions on how to download this free software can be located at <https://www.texarkanacollege.edu/helpdesk/install-office-2013>.

Computer Requirements

Access: This is an online course. You will need to have access to a computer. If you do not

have access to a computer off campus, there are computers located in the Palmer Memorial

Library that may be used by students. It is best if you have high speed internet access. If you

have Dial-up, it may be difficult to download videos and other materials.

Operating System:

Windows		Mac OS X	
Operating System		Operating System	
Minimum System Requirements		Minimum System Requirements	
Operating System:	Windows XP	Operating System:	OS X 10.6 (Snow Leopard)
Processor:	1.7 GHz	Processor:	1.83 GHz
RAM:	1 GB	Memory:	1 GB
Browser:	Firefox 4.0 Internet Explorer 8	Browser:	Firefox 4.0 Safari 4.0

Computer Hardware Requirements:

- Internet Access: High speed internet connection such as cable modem or DSL
- Processor: 2GHz processor
- Memory: 1GB RAM; 4 GB free hard drive space
- Some courses and/or assignments may require the use of a webcam.
- The learning management system is optimized for desktop displays; tablet and smartphone users should use the Mobile Apps. "Always use a wired desktop or laptop to take you quizzes and exams on as well as completing the Forum Question/Video Clip assignments."

Browser: Texarkana College's Learning Management System (Moodle) suggests that students

use the most current version of the Firefox browser. You can download Firefox by going to

<https://www.mozilla.org/en-US/firefox/new/>.

Student Learning Outcomes

This course is a historical review of political, economic, and social trends in the United States to 1877.

Learning Outcomes:

- #1: The student will describe major developments in Native American culture.
- #2: The student will identify reasons for European exploration and contact.
- #3: The student will explain the characteristics of colonial culture.

- #4: The student will distinguish the causes and effects of the American Revolution.
- #5: The student will points out the challenges confronting the government and its leaders in the early years of the Republic.
- #6: The student will explain the fundamental of Jeffersonian and Jacksonian Democracy.
- #7: The student will recognize the significance of the Industrial Revolution to American development.
- #8: The student will understand how political, economic, and social factors led to the growth of sectionalism and the Civil War.
- #9: The student will describe the course of the Civil War and identify its outcomes.
- #10. The student will analyze the effects of Reconstruction on the political, economic, and social life of the nation.
- #11. The students will analyze and interpret Primary and Secondary sources.
- #12: The students will understand the use of historical evidence.

Communication between Instructor and Student

All communication in the course will be conducted through email or telephone. I will respond to emails within 24-48 hours, but not on the weekends. If you have not received a reply within that time limit, please resend. All email communications must be through your TC email account.

Feel free to give me a telephone call during office hours. Email is the preferred method of communication.

Grading

Online Issues: This is not a self-paced class. An online course covers the same material as traditional "live" sections. You have some flexibility in determining WHEN you work on the class material, but there are regular and specific deadlines for assignments and exams.. Be sure to keep up with the course schedule. In this online course, you may not have to be physically present at a particular place and time as in a traditional class, but it does not demand less time or effort. In fact, online classes tend to take MORE time and discipline than fact-to-face classes. I expect you to check your TC email once every 48 hours at a minimum, including weekends. This means that you will need to make sure that you have some way to be able to use the internet regularly. Have a backup plan in case your home computer/internet connection goes down. **Texarkana College is not responsible for issues related to your computer or internet service. Problems with your computer or internet service is not an excuse for completing your assignments by their**

deadline. ---- PLAN AHEAD ----

Grading Scale:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = Below 60

Student Assessment

Your final grade for this course will be determined by the following method:

- (1) Seven Unit Exams - 700 points,
- (2) Seven Forum Discussion Questions/Video Clips - 140 points,
- (3) Seven Weekly Quizzes - 160 points
- (4) One Mid-Term Exam - 200 points,
- (5) One Final Unit Exam - 200 points,
- (6) One Primary Source Document review - 100 points,
- (7) One Comprehensive Post-Test - 100 points.

A total of 1,600 total points.

The Final Grade is based on total points accumulated:

A = 1600 - 1440

B = 1439 - 1280

C = 1279 - 1120

D = 1119 - 960

F = below 960 points

Activities/Assignments

Forum Discussion Questions/Video Clips: This Online course is divided the into seven units. You will have one Forum Question Post and some Video Clips for each Unit. The Forum Question post is basically a discussion question covering a relevant topic within the Unit. You must post your Forum Question and Video Clip response by the deadline date. Total points for the Forum Discussion Questions and Video Clips is 140 points (20 points each unit). Other information about the Forum Discussion Questions/Video Clips is listed on the first page of this online course under "Forum

Discussion Questions/Video Clip Information."

Course Activity Project: Your activity project will involve reading and completing a review of an approved Primary Source Document. Other information about the Primary Source Document review is listed on the first page of this online course under "Primary Source Document Review Information."

Weekly Quizzes: You will have weekly quizzes every-other-week that cover chapters assigned for that a particular Unit. The first five Unit weekly quizzes consists of 10 multiple choice questions (2 points each for total of 20 points). The last two Units will have a weekly quiz of 15 multiple choice questions (2 points each for a total of 30 points). Total points for the seven weekly quizzes is 160 points. These seven weekly quizzes will be taken on your home computer and there is no time limit.

Unit Exams: You will have 7 Unit Exams during the semester which you will take from your personal computer. The Unit Exams will be objective items (50 multiple choice questions on each exam; two points each) taken on your computer. You must read the textbook chapters, study over the chapter Study Questions and Practice Quizzes, and make sure you understand the chapter information before you take the Unit Exams. You will have 45 minutes to complete each Unit Exam and there are deadlines for each exam. It is highly recommended that you take the Unit Exams early and not wait until each final deadline date. Taking the exams early will allow you to avoid missing an exam due to any emergency you might have approaching the deadline day. **All seven Unit Exams can only be taken once --- there are no retakes or makeups for the Unit Exams unless you have an extreme emergency reason which must be documented and approved by the Professor.**

Mid-Term and Final Unit Exam: You must complete one Mid-term exam and one Final Unit Exam in the Texarkana College Testing Center on campus. Therefore, you will be required to make two trips to the college campus to complete these two exams. The Mid-Term and Final Unit Exams will have 100 multiple choice questions (2 points each) for a total of 200 points for each Exam. The Mid-term exam will cover Units I-IV (Chapters 1-8) and the Final Unit Exam will cover Units V-VII (Chapters 9-16). Approximately one week is set aside for taking the Mid-Term and Final Unit exams which must be completed by the deadline date given on the assignment schedule page list. **The Mid-Term and Final Unit Exam must be completed as course requirements --- failure to complete these exams will result in the student being dropped from the course with a failing grade. The Mid-Term exam and the Final Unit Exam can only be taken once --- there are no retakes or makeups for these exams. Always allow**

your self enough time to take each exam.--- PLAN AHEAD ---

Final Exam: Comprehensive Post-Test: The Comprehensive Post-Test is an online course requirement and must be completed by everyone. The Comprehensive Post-Test consists of 100 multiple choice questions and will be available toward the end of the semester. This Comprehensive Post-Test is based on the Learning Objectives and Essential Definitions as listed for the course.

All Assignments & Exams must be completed by 11:55 p.m. on the deadline day. But all Assignments and Exams may be completed early in the week.

Student Information Form must be completed by Friday, August 28, 2015 or you will be dropped from this online course.

"Message" Box & "Upcoming Events" Box: Make sure to check the "Message" box and the "Upcoming Events" Box on the first page of the online course at least every two days (48 hours). The "Message" box will have email messages which will contain important information for you to read about this online course. It is your responsibility to read the email messages sent out during the semester. The "Upcoming Events" box will provide a schedule for the exam and assignment deadlines.

Proctored Exams

If you live outside a 50 mile radius of Texarkana College, and do not desire to drive to the college to take exams that must be taken at the Texarkana College Testing Center, you may choose to have your Mid-Term and Final Unit Exam proctored at another location. For information on having an exam proctored, click [Here](#). You will not be able to access these exams without the assistance of an approved proctor. Any fees charged by the proctor, testing center, or other approved institution are the sole responsibility of the student. It is the responsibility of the student to arrange for proctoring. You must contact the Professor immediately during the first week of the semester concerning any proctored exam.

Class Schedule

On the following information, you will find the assignment dates for each Unit Exam, Weekly Quiz, Forum Discussion Question/Video Clips, Mid-Term & Final Unit Exams, Comprehensive Post-Test, and for the Primary Source Document review. Deadlines will be

posted for each Unit. All Unit Exams, Weekly Quizzes, Forum Discussion Question/Video Clips, Comprehensive Post-Test, and Primary Source Document review may be completed ahead of this schedule and you may finish the course early. But you cannot go beyond the deadline dates for the assignments and exams:--- **Plan Ahead-----** Online courses give you a flexible time schedule in which you can complete the assignments and exams early before the deadline dates.

What to Study: First, it is extremely important that you read the textbook chapters. Second, look-up the answers to the Study Questions which are located in each chapter. Third, study the key term definitions in bold black print which are located in the glossary in the back of the textbook. Fourth, read over the lecture notes and chapter outlines. Fifth, test yourself by taking the Practice Quizzes on each unit. Finally, prepare for each Unit Exam from the following suggestions:

- study the answers to the chapter Study Questions,
- study the chapter key term definitions,
- study the lecture notes and chapter outlines,
- study the Practice Quiz on each unit,
- Make sure you understand the information that you study over before you take the Unit Exams,
- You must not procrastinate. All Unit Exams and assignments must be completed by the deadline dates by 11:55 p.m.. **There are no makeups or retakes for any missed exams. --- PLAN AHEAD ---**

Assignments for Unit I: August 24- September 4 (Weeks 1 & 2)

- Read Chapters 1 & 2 in your textbook,
- Look-up answers to the Study Questions for Unit I,
- Study the key terms in bold black print from the textbook glossary,
- Study the Practice Quiz, Lecture Notes, and Outline,
- Complete the Student Information Form due by Friday, August 28,
- Complete Weekly Quiz #1 due by Monday, August 31,
- Complete Forum Question #1/Video Clip due by Tuesday, September 1,
- Complete Unit Exam I (Chapters 1 & 2) due by Friday, September 4,
- Begin reading over the Primary Source Document review information --- this review is due by November 5th.

Assignments for Unit II: September 6 - September 18 (Weeks 3 & 4)

- Read Chapters 3 & 4 in your textbook,
- Complete Weekly Quiz #2 due by Friday, September 11,
- Complete Forum Question #2 due by Tuesday, September 15,
- Extra Bonus Points --- complete questions on "Transatlantic Slave Trade" Video Clip due by Wednesday, September 16,
- Complete Unit II Exam (Chapters 3 & 4) due by Friday, September 18,
- Begin selecting a topic for your Primary Source review.

Assignments for Unit III: September 20 - October 2 (Weeks 5 & 6)

- Read Chapters 5 & 6 in your textbook,
- Complete Weekly Quiz #3 due by Friday, September 25,
- Complete Forum Question #3/Video Clip due by Tuesday, September 29,
- Complete Unit III Exam (Chapters 5 & 6) due by Friday, October 2,
- Deadline to select a Primary Source review topic is October 2.

Assignments for Unit IV: October 4 - October 16 (Weeks 7 & 8)

- Read Chapters 7 & 8 in your textbook,
- Complete Weekly Quiz #4 due by Friday, October 9,
- Complete Forum Question #4/Video Clip due by Tuesday, October 13,
- Complete Unit IV Exam (Chapters 7 & 8) due by Friday, October 16.
- Work on Primary Source Document review.
- **Mid-Term Exam** --- Available from October 12 until the final deadline on **Wednesday, October 21** in the Texarkana College Testing Center on campus. This exam is based on the Unit Practice Quizzes, Weekly Quizzes, and chapter Study Questions on Units I-IV (Chapters 1-8). This exam consists of 100 multiple choice questions and there is no time limit.

Assignments for Unit V: October 18 - October 30 (Weeks 9 & 10)

- Read Chapters 9 & 10 in your textbook,
- Complete Weekly Quiz #5 due by Friday, October 23,
- Complete Forum Question #5/Video Clip due by Tuesday, October 27,
- Complete Unit V Exam (Chapters 9 & 10) due by Friday, October 30,
- Work on Primary Source review.

Assignments for Unit VI: November 1 - November 20 (Weeks 11,12,& 13)

- Read Chapters 11, 12, & 13 in your textbook,
- Complete Primary Source Document review due by Thursday, November 5,
- Complete Weekly Quiz #6 due by Friday, November 13,
- Complete Forum Question #6/Video Clip due by Tuesday, November 17,
- Complete Unit VI Exam (Chapters 11,12,& 13) due by Friday, November 20.

Assignments for Unit VII: November 22 - December 15 (Weeks 14,15,& 16)

- Read Chapters 14,15, & 16 in your textbook,
- Complete Weekly Quiz #7 due by Friday, December 4,
- Complete Forum Question #7/Video Clip due by Tuesday, December 8,
- Extra Bonus Points --- complete questions on "Reconstruction" Video Clip due by Wednesday, December 9,
- Complete Unit VII Exam (Chapters 14,15,& 16) due by Friday, December 11.
- **Final Unit Exam** --- Available from December 1 until final deadline on **December 14 (Monday)** in the Texarkana College Testing Center on campus. This exam is based on the Unit Practice Quizzes, Weekly Quizzes, and chapter Study Questions on Units V-VII (Chapters 9-16). This exam consists of 100 multiple choice questions and there is no time limit.
- **Final Exam: Comprehensive Post-Test** --- This Post-Test is a course requirement based on the course Learning Objectives and Essential Definitions which you will

complete from your home computer. The Comprehensive Post-Test consists of 100 multiple choice questions and will be available online from December 1 until **December 15 (Tuesday)**.

Absentee Policy

Because you do not come on campus and sit in a classroom, attendance is determined by your active participation and communication in the course. Make sure that you log in frequently, participate in your course activities and discussions, and check your TC email regularly. Students who succeed in online classes keep a schedule just as they would if they were attending class on campus, and they communicate with one another and their Professor frequently. Attendance is vital to your success. Check TC email and Moodle at least three times per week.

Absence in an **online course** is defined as the lack of an active post or submission within the course including discussion board posts, Forum questions, written assignments, and tests. This standard will be used to determine all absentee issues, including but not limited to, 12th Day Census Reports, last date of attendance, and involuntary withdrawal from a course due to absences. All online students must complete a Student Information Form/Enrollment Verification activity within the first week of class; otherwise the professor may drop the student for not having attended. **Students must complete at least one or more activities in their online course per week. Each week in which a student does not complete an activity will be counted as an absence.** For this online course: if you are working ahead of the course schedule and have completed the assignment or exam due that week, all you will need to do is just send an email message to the Professor for that week. You may indicate what chapter you are working on in your message. **If you miss more than two Unit Exams/Quizzes, Forum Discussion Questions/Video Clips, or other assignments, you will be dropped from this online course.**

Maximum Allowable Absences: After official registration, the following number of unexcused absences will be the maximum allowable before a student **may** be dropped from the online course: students **may not exceed two (2) absences** for this online course.

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student **may** receive a grade of "F" in the class. The instructor will submit the last date of attendance for students receiving a grade of "F" or "W".

Withdrawal from a course(s) may affect a student's current or future financial aid eligibility.

Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

Make-up Policy

All Exams and Assignments must be completed by the deadline dates unless you have an extreme emergency reason which must be documented by the student and approved by the Professor. All Exams and Assignments may be completed early before the deadline dates --- do not wait until the last day to complete the course requirements and discover that you have a computer problem. Otherwise, all seven Unit Exams, weekly quizzes, Mid-Term Exam, Final Unit Exam, and Comprehensive Post-Test can only be taken once --- there are no retakes or makeups for these exams, and this also includes the Forum Discussion Questions/Video Clips, and Primary Source review. It is your responsibility to complete these Exams and Assignments on time.

Please remember that Online courses give you a flexible time schedule in which you can complete the assignments and exams early before the deadline dates. --- PLAN AHEAD ---

Academic Dishonesty Policy

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an "F".

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the TC Catalog/Student Handbook at <https://texarkanacollege.edu>.

Disability Act Statement

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at 903.823.3349, or go by his office located in the Palmer Memorial Library.

If you have an accommodation letter from his office indicating that you have a disability which requires academic accommodations, please present it to the Professor so we can discuss the accommodations that you might need for this class. *It is best to request these changes at the beginning if not before the start of this online course* so there is ample time to make the accommodations.

Financial Aid

Attention! Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

Complaint Process

The complaint process can be found at <https://www.texarkanacollege.edu/wp-content/uploads/2014/11/online-classes-complaint-procedure.pdf>.

Netiquette

“Netiquette” is the term used to describe rules of courtesy in using electronic communication. These rules are intended to help use the medium effectively and considerately. The ideas below are intended to help with electronic class discussion.

When communicating in an online course you are addressing a group of people. The following guidelines will help you to communicate effectively.

- Don't say things that you wouldn't say in a face-to-face environment, or in any public place.
- Don't share confidential information.
- Use the subject line to identify the content of the message.
- Stay up-to-date on forum postings by reading them regularly.
- Always comply with copyright by citing your references when posting online content.
- Use individual e-mail for messages to individuals rather than tying up the group list.
- Do not forward emails or discussion forum postings without asking permission to from the original author.
- Electronic communication does not provide visual cues, such as smiles or frowns that face-to-face communication allows. Therefore, humor and/or sarcasm in written text might be misunderstood and interpreted as rude or inflammatory in the online environment. Choose your words carefully to avoid hurting, or angering anyone. Should emotions become inflamed, do not promote the anger. Take a cooling down

period, perhaps overnight, before you engage in the online activity again.

- Avoid using all capital letters in your text. This is considered 'shouting' in the online classroom.
- Aim for clarity and readability in your text.
- Use proper English and remember to spell check.
- If you do not understand the assignment's directions, please check with the Professor.
- The online classroom is a community of learners. Participate actively in the community and reach out to your classmates with a helping hand.

Withdrawal Policy:

If a situation arises that prevents the successful completion of the Internet course, please note that it is each student's responsibility to formally withdraw from this course. If you fail to drop by the deadline, you could easily end up with a failing grade if you quit working on your assignments. The last day to drop courses for the semester is **November 13.**

Forum Discussion/Participation:

Students must participate in all Forum Discussion Questions/Video Clips online that are posted by the Professor. Each participation assignment will constitute a part of your grade in the course and is a course requirement. **If you miss more than two Forum Discussion Question/Video Clip assignments, this will constitute enough absence (non-participation) from the course to be dropped by the Professor.**

Primary Source Document Review:

In addition to the exams and other assignments, you will be required to do a short review of one Primary Source Document (1 1/2 typed page review of the document in your own words). The Primary Source Document is worth 100 points. The Primary Source Document topics will be found from link web sites on this Internet course under "Primary Source Document Review Information." You may complete and send your review early to the Professor. Also, the Document review must be completed as part of the course requirements. If you miss the deadline, you still must complete the review and receive no credit. Directions for the review is explained on the first page of this Internet course under "Primary Source Document Review Information." You must select a Primary Source topic by the beginning of **October**. Deadline for the Primary Source review is **November 5th.**

Extra Points:

You may acquire Extra Bonus Points by doing one or two additional Primary Source Document review (each review is worth 10 points; total of 20 points for two additional reviews). These Extra Points will be added to your total grade points at the end of the semester. Follow the same directions as used for the required Primary Source Document review. These reviews for Extra Bonus Points may be sent in anytime during the semester

until the final deadline on **November 20th**.

Also, one or two additional Video Clips may be used for Extra Bonus Points --- deadline dates will be listed on the assignment page.

College Testing Center:

The T.C. Testing Center is now located in the college Library. You will need to check their hours for operation ahead of time for the Mid-Term Exam and the Final Unit Exam which must be completed in the college Testing Center.

*** Please Note:**

This course syllabus is subject to revision. Any changes to this course syllabus will be announced to everyone by email during the semester. Make a copy of this course syllabus for your records.

Technical Assistance

Texarkana College offers students several ways to access technical assistance for IT issues as well as their Moodle classrooms.

General IT issues

Help Desk Link from TC's main webpage: <https://www.texarkanacollege.edu/helpdesk>

Phone: 903-823-3030

Email: helpdesk@texarkanacollege.edu

Moodle Issues

TC Online Web Page: <https://www.texarkanacollege.edu/online>

Vernon Wilder:

Email: vernon.wilder@texarkanacollege.edu

Phone: 903-823-3252

Rusty Hatchett:

Email: harold.hatchett@texarkanacollege.edu

Phone: 903-823-3053

Other Important Syllabus/Course Information ---

1. To be successful in any Internet course, you must exercise self-motivation and time management --- make sure you spend at least four or five hours per week (or more) reading the textbook chapters and studying over the answers to the Study Questions and the Lecture Notes and Outlines. Always follow the directions in the course syllabus from the online web site.
2. When taking a Unit Exam/quiz, submit it well before the time runs out. Some Internet connections take longer than others. If you submit the exam late, the score will come back as a zero. If this happens, **I will not change your grade.** Once you sign on and click "Attempt Exam/quiz Now," no pauses are allowed. If you cannot work uninterrupted for 45 minutes, choose another time to take the Unit Exam. The deadlines for Unit Exams/quiz are always by 11:55 p.m. on the deadline day. I would suggest always trying to take the exam/quiz the day before the deadline in case of bad weather affecting your internet connection, unforeseen emergencies, etc. --- **PLAN AHEAD** ---

If you are interested in taking an Internet course, you must:

- (1) Be aware of deadlines for taking tests, sending in assignments, and completing work for the course.
- (2) Be willing to spend the time to read assigned textbook chapters and complete other assignments.
- (3) Be motivated and well-organized, and take responsibility for your own learning.
- (4) Not delay getting course requirements completed on time.
- (5) Be aware of the limits of Internet course flexibility --- there are deadlines, assignment due dates, and testing limits in Internet course, just as there are in traditional classroom courses.
- (6) Be aware that Internet/Online courses are not for everyone. Many students do not succeed in Internet courses. Students who do successfully complete Internet courses are self-motivated, well-organized, and capable of completing assignments on time, without regular classroom interaction.

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