**Texarkana College**

**Syllabus: U.S. History 1302 Web
Course Number: HIST 1302
Semester & Year: Fall 2022**

**Instructor Information:**

**Name: John Stuart
Office: E- Social Science Building
E- Mail: john.stuart@texarkanacollege.edu**

**T.C. Email Account --- Communication between Professor and Student:**

    All communication in the course will be conducted through the T.C. email account or telephone.  I will respond to emails within 24-48 hours, but I'm not always available on the weekends.    You will need to always check with me Mondays through Friday mornings.     If you have not received a reply within that time limit, please resend.  All email communications must be through your Texarkana College (TC) email account address located on the "Student tab" page.  You must check your T.C. email account at least every two days for this online course.
Feel free to give me a telephone call during office hours.  Email is the preferred method of communication.

**Office Hours:**

                        Monday:         9:00 a.m.-12:00 p.m.

                        Tuesday:        8:30-9:30 a.m.; 12:30 p.m.-1:30 p.m.

                        Wednesday:   9:00 a.m.- 12:00 p.m.

                        Thursday:      8:30-9:30 a.m.; 12:30 p.m.-1:30 p.m.

                        Friday:            9-11:00 a.m.

**Textbook Information:**

**The American Journey** by Goldfield, volume II, either digital eBook or Books a la Carte (paper loose-leaf),  8th edition (2017-2022).   A textbook is a necessary requirement for this  course.

 

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| **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) Fourteen Forum Discussion Questions/Video Clips Participation  - 140 points,
            (3) Fourteen Weekly Quizzes - 300 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 - 60 points,
            (8) One Primary Source Article assignment - 50 points.
                 A total of 1,750 total points.

The Final Grade is based on total points accumulated:

A = 1750 - 1575
B = 1574 - 1400
C = 1399 - 1225
D = 1224 - 1050
F = below  1050 points.

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| **Activities/Assignments:** |

**Primary Source Document Review / Course Activity Project:**  Your activity project will involve reading and completing a review of an approved Primary Source Document.  In addition to the exams and other assignments for this Online course, you will be required to do a short review of one Primary Source Document (600 minimum word review of the document in your own words.)  The Primary Source Document review is worth 100 points.  The Primary Source Document directions and topics will be located on the Unit 8 page under "Primary Source Document Review Information."   You may complete and send your review early to the Professor.    Also,  the Primary Source Document Review is a course requirement --- if you must the deadline, you still must complete the review but receive no credit score --- failure to complete the review will result in being dropped from this online course with a failing grade.
Selection of a Primary Source Document Topic is due by:   **September 25.**
Final Deadline for the Primary Source Document review is:   **November 6.**

**Forum Discussion Questions/Video Clip Participation:**You will complete fourteen (14) Forum Discussion Questions/Video Clip assignments along with the Attendance Tracker during the semester.   The Forum Discussion/Video Clip assignments will be based on the Video Clips on the "Issues & Controversies in American History" and the "U.S. Constitution."   You must post your Forum Question and Video Clip response by the deadline date.  Total points for the Forum Questions/Video Clip assignments is 140 points (10 points each assignment).   Other information on the Forum Discussion Questions/Video Clips is listed on each Unit "Activities" page directions.    If you miss more than two Forum Discussion/Video Clip assignments along with the Attendance Tracker, this will constitute enough absence (non-participation) to be dropped from this online course with a failing grade.    Also, if the Forum Discussion/Video Clip assignment is not completed correctly and according to the directions, you will be required to redo the assignment and have points taken-off.

            **Weekly Quizzes:**    You will have fourteen weekly quizzes that cover chapters assigned for that particular Unit.   Each Weekly Quiz consists of 10 multiple choice questions (2 points each for total of 20 points).   Total points for the fourteen weekly quizzes is 300 points.   These weekly quizzes will be taken on your home computer and there is a 45 minute time limit.   There are no make-ups for missed Weekly Quizzes.  Once you sign on and click "Start the Quiz Now," you must continue with the Weekly Quiz.  If you cannot work uninterrupted for 45 minutes, choose another time to take the Weekly Quiz.  Once the timer starts, it doesn't stop until it reaches zero.  There are no lengthy pauses or exits while taking the Weekly Quizzes.

            **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 60 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 for the Unit Exams unless you have an extreme medical emergency reason which must be documented and approved by the Professor.** Once you sign on and click "Start the Unit Exam Now,"  no lengthy pauses are allowed.  If you cannot work uninterrupted for 60 minutes, choose another time to take the Unit Exam or Weekly Quiz.  Once the timer starts, it doesn't stop until it reaches zero.  Again, there are no lengthy pauses or exits while taking the Unit Exam or Weekly Quiz.

            **Mid-Term and Final Unit Exam:** 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-III (Chapter 17-23) and the Final Unit Exam will cover Units IV-VII (Chapters 24-31).   The Mid-Term and Final Unit Exams are based on the Unit Practice Quizzes, Weekly Quizzes, and chapter Study Questions.
Approximately two weeks 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 ---**

**Comprehensive Post-Test:** The Comprehensive Post-Test is an online course requirement and must be completed by everyone.  The Comprehensive Post-Test consists of 30 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 on the Unit 9 page under "Comprehensive Post-Test Information."

**All Assignments & Exams**  must be completed by 11:55 p.m. on the deadline day.  It is highly recommended to get all assignments and exams completed early before the deadline date.   Also, all Assignments and Exams may be completed early in the week.

**The Course Requirements/Enrollment Verification Exam** must be completed by Friday, August 19, 2022  or you may be dropped from this online course.  This Exam will be used for Extra Bonus points if completed by the deadline date.

**E-Mail Messages:**      Make sure to check your Student tab for email messages at least every two days (48 hours).   You 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.

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| **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 your TC email at least three times per week (at least every two days).

 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 the Course Requirements/Enrollment Verification Exam 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 and the "Attendance Tracker" for the Forum/Video Clip assignments 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 Forum Discussion Questions/Video Clips (Attendance Tracker) 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.

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| **Make-up Policy:** |

 All Exams and Assignments must be completed by the deadline dates unless you have an extreme medical 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--**

**\*\* LMS Interrupted  Test Form:** If you have a problem while taking an exam and are logged-off, you must complete the LMS Interrupted Test Form and submit the Form to the college.   The Form is located on the "Student tab" page in the light blue sidebar.  If you continue to have problems with your computer or internet connection, you will be required to complete all exams and other course assignments in the college Testing Center and library.

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| **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 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 18 .**

**Extra Points:**You may acquire Extra Bonus Points by doing one additional Video Clip (10 points).   These Extra Points will be added to your total grade points at the end of the semester.

**College Testing Center:**The TC Testing Center is now located in the college Library and is used for Special Testing.

**\* 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.

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| **Technical Assistance:** |

Texarkana College offers students several ways to access technical assistance for IT issues on the Online courses.

**General IT issues** Help Desk Link from TC's main webpage: <https://www.texarkanacollege.edu/helpdesk> Phone: 903-823-3030 Email: helpdesk@texarkanacollege.edu

 **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 to 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 "Start the Unit Exam Now," no lengthy pauses are allowed.   If you cannot work uninterrupted for 60 minutes, choose another time to take the Unit Exam.   Once the timer starts, it doesn't stop until it reaches zero.   Again, there are no lengthy pauses or exits while taking the Unit Exam or Weekly Quiz.
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:**
3. Be aware of deadlines for taking tests, sending in assignments, and completing work for the course.
4. Be willing to spend the time to read assigned textbook chapters and complete other assignments.
5. Be motivated and well-organized, and take responsibility for your own learning.
6. Not delay getting course requirements completed on time.
7. Be aware of the limits of Internet course flexibility --- there are deadlines, assignment due dates, and testing limits in Internet courses, just as there are in traditional classroom courses.
8. Be aware that Internet/Online courses are not for every student.   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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