**Syllabus and Course Policies**

**COURSE SYLLABUS**

**Intro to Humanities 1020**

**VALENCIA COLLEGE –Fall 2021**

**Instructor:    Professor Julianna Moring**

**Office-5-120 X 1137**

**Office Hours: M,W 2:30-4. T, R,F Virtual 1-3 PM**

**Email:** Contact me through my Atlas address jmoring@valenciacollege.edu

**Your Valencia email address is the official means of communication with the college and is the only email I will respond to. When you email, please include your name and the name and time of your class. For more complex issues, email may not always be the best way to communicate, and I will ask you to speak with me in person. Please come to my office for a face to face meeting for issues that require an in-depth discussion, such as topics related to your grade. Before you email, check to see if the answer is already on your syllabus*.* I will return emails within 48 business hours. You are expected to check your Atlas email several times a week for correspondence from me.**

**Required Texts**:  NO text is required for this course, but you must have access to Canvas and the Internet for your materials.

**Course Description**: This course is a basic introduction to humanities that focuses on central concepts, historical developments, and the fundamental nature of philosophy, architecture, music, religion, and art.  Concepts from these disciplines will be integrated with contemporary American culture.  There is no prerequisite for this course.

**Week 1**: 8/23 Cover syllabus, course introduction. Introduction to the elements and principles of art and overview of the Ancient World.

**Week 2**: 8/30: View Canvas materials before class in module.

Greece: The Heroic Age, Classicism

**Week 3:** 9/6: OFF LABOR DAY

**Week 4**: 9/13: Complete Allegory of the Cave reading and writing assignment BEFORE class. The materials are on Canvas.

**Week 5** : 9/20 View Rome materials on canvas before class

Roman Republic

**Assignment due**: Greek Quiz on Canvas. Remember, homework is due by the *beginning* of class, or it is late.

**Week 6**: 9/27:   View materials on Canvas before class

The Middle Ages

**Assignment due**: **Rome quiz on Canvas due**

**Week 7**:  10/4: View materials on canvas before class The High Middle Ages

**Week 8**: 10/11: View materials on Canvas

The Renaissance

**Assignment due:** Middle Ages Quiz

**Week 9**: 10/18: View Materials on Canvas

Northern Renaissance

**Assignment due: Renaissance quiz on Canvas**

**Week 10**: 10/25: View Materials on Canvas

Enlightenment

**Assignment due: Northern Renaissance Baroque quiz on Canvas.**

**Week 11**:11/1 **Read Hobbes and Locke excerpt on Canvas before class**. Print out a copy and bring to class with you.

**Week 12**: 11/8: View Materials on Canvas Romanticism

**Week 13**: 11/15:View Materials on Canvas

Impressionism and Post Impressionism

**Assignment due: Enlightenment and Romanticism quiz**

**Week 14**: 11/22 View Materials on Canvas

Industrial Revolution

**Week 15** 11/29: View Materials on Canvas

Modernism and the 20th Century

**Assignment due WEDNESDAY:** Modernism quiz on Canvas

**YOUR FINAL IS DUE MONDAY, December 6 no later than 11:59 PM. YOU WILL TURN IT IN ON CANVAS:**

**I realize the syllabus is not the most exciting reading we will do in the course, and some students have a tendency to skip it, but you are responsible for this information.  By staying in the course, you agree to abide by the policies on the syllabus.  The college also expects your professor to abide by the policies on the syllabus and avoid making exceptions. The course policies are designed to foster a learning environment that is fair to everyone, free of distraction, encourages you to be successful, and empowers every student to know what is expected of them up front.  The due dates for your tests, assignments, and presentations are being given to you on day one, as well as the attendance policies and course expectations. Refer to your syllabus for all due dates, not Canvas or a classmate.  Please read this document carefully before you call or email to ask about policies or due dates. This schedule of the material we cover from day to day is a guideline, and changes may be made at any time at the discretion of the professor, but you will be notified of any changes. However, you will never be asked to turn in any work EARLIER than stated on the syllabus. Clemency for absences, late work, and tardiness is already built into the syllabus. In fairness to all students, please do not ask to have additional exceptions to the policies made for you due to absences, tardies, unforeseen personal events, vacations, illness, work conflicts, technology difficulties, etc.  Read the syllabus and plan your schedule accordingly.**

**Course Time:**

For every course hour you spend in a class, you should expect to spend 2 or 3 hours, or maybe more, outside of class reading, preparing, writing, and doing homework. You may also want to plan for tutoring, time in the writing lab, office hours with your professor, or other assistance.  If you attend a class for three credit hours, plan for 6-9 hours of study a week outside of class, depending upon your aptitude for the material, and the nature of the assignments. Time management is the key to success, so spread out your study time.  Give yourself time to read the material carefully and reflect on it. Use your syllabus to help you plan ahead for major assignments. Review your notes after class. Create a study group. There is a reason that full time attendance at college is called full time. It’s just like the expectations you would have for a full time job.

**Attendance /Tardiness / Withdrawal Policy:**

**ATTENDANCE** to class is part of the learning experience, it is directly linked to your success, and is part of your grade. This is especially important in a hybrid class.  Students who do not attend class miss out on the material, participation, and discussion. Absences and tardies will lower your grade. You are expected to be on time and to stay for the entire class. You will have entrance and exit tickets at the beginning and the end of class. They are worth 5 points each and cannot be made up. So, multiple absences will affect your grade.

**Mixed Mode Learning;** For many students mixed mode courses are a new experience. It is half online and half in person. This does not mean that you can skip the day that we are in class. If you find that weekly attendance will be an issue, please consider a fully online course. Because we  meet one day a week, that day is our only opportunity to discuss the material and clarify any questions you may have. So, we will not spend as much time on traditional lecture as you might in a class that meets for 3 hours a week. You will be expected to view information posted on Canvas BEFORE class and come in prepared to work and discuss.

**Acceptance of Late Work:**

I do not accept late work, because part of the course design is that you complete work at home. Please refer to your **syllabus** for the due dates. Do not rely on your Canvas “To-Do-list or for things to pop up on your calendar. Canvas will time stamp your assignments when you upload them. Remember, PLEASE make sure that you have uploaded your homework correctly. Read your Unicheck report, and that will let you know if something has uploaded properly and has academic honesty.

**Withdrawal Policy:**

I do not withdraw students for any reason, including if you find yourself at the end of the semester and do not like your grade. The only exception is for students who do not attend the first week of class and complete the first assignment. If you want to withdraw yourself, the withdrawal date is 10/29. Make sure you contact your advisor first to see how this may affect your financial aid and progress through the college.

**Make-up Policy:**

If you do not complete your work by the due date, you will receive a zero on the assignment. If you find that you are unable to complete your work due to an emergency, contact your professor ASAP, so that we can come up with a plan together. Often, students will wait until after the assignment is due, sometimes even weeks, before notifying their professor. This does not give us time to agree upon a solution. In the case of an absence under extenuating circumstances, or an emergency that can be documented, such as a death in family, an accident, or severe illness, a make-up may be offered with no penalty, but at the **instructor’s discretion**.  If you do not have DATED documentation of extenuating circumstances, you will not be allowed to submit your work. An email to your professor stating that you cannot do your work, because you are not feeling well, or had an emergency, does not qualify as documentation. You have been given your due dates well in advance. Students who miss their assignments, due to a legitimate emergency, must make alternate arrangements with the professor, in writing, and only in extreme circumstances.

* The student must provide written evidence, such as a doctor’s note, official reports, or other documents with dates that prove the event happened during the time of the assignment in question. I do not require specific details about any illnesses. I only need a general reason with documentation of dates.
* The student should contact the professor as soon as possible. You will not be allowed to make up work if you contact the professor after the assignment has passed--unless you have documentation that says you were physically unable to contact the professor before that time.
* The student should arrange to complete the assignment before the end of the semester. If you do not, you will receive a zero on any missed work.

Please do not simply email me and say that you had a problem turning in your work. You must follow the steps above.

**COMMUNICATION:**

If you have concerns about the course material, your grade, or other matters, please send an email to  jmoring@valenciacollege.edu, or set up a time to speak with me. I will return my emails within 48 business hours--this means Monday through Friday. Note, I do not have office hours on the weekends. This is why you should not wait until Sunday night to log on and see what is due.  Most of your questions can be answered by looking at the syllabus or reading the Announcements. Get in the habit of checking your Valencia email and Canvas announcements once a day for important information, and have announcements sent to you in a format that you will check. I will ONLY respond to email sent from your official Valencia Email. I cannot reply to emails from other sources. I cannot discuss your grade with parents or other people. If you have a concern about the course, your first step should be to go to the professor. If you are still dissatisfied, you may make an appointment with the coordinator, and we will work together to resolve any issues you may have.

**NOTE: I realize that students like “one stop shopping” and I am happy help you with the material for this course. But, I am not the most qualified person to help you with issues regarding Atlas, your Internet, Office 356, or technology problems. I want you to get the help you need, so I have provided many links for people who CAN help you with this below.**

**Email Etiquette:** Writing a polite, professional email is a valuable skill everyone should master, but many students are not familiar with the format. Sometimes, when students email, they don’t realize the importance of speaking in a cordial tone and including crucial information. So, I have provided a template for you to use when you email me. And, remember, emailing is not like texting, even when you contact through Canvas. Please understand that I have multiple courses, so if you need help, provide me with as much information as you can to enable me to help you as quickly as possible. Begin your emails with a polite salutation. Tell me which class you are in and which assignment you need help with. Be clear and specific about what you need, so that I have the necessary information to give you the assistance you need. Check your syllabus and announcements to see if I have already answered your question. This may save you a lot of time.

**Sample email template:**

**Dear Professor Moring,**

**I am in your Online religion course. I have looked at the syllabus and cannot find the answer to my question. Here are the details…..**

**Thank you,**

**Your Full Name**

**Method of Instruction:**

All work will be turned in on Canvas. Alternative means, such as email or paper copies will not be accepted.   **If for any reason you cannot regularly access the Internet for your course work, you will encounter problems fulfilling class requirements.**

**How to submit homework**:

 Your homework is based on the readings for the class. You will have quizzes some weeks. You may take as much time as you like to take your quizzes. For this reason, late work will not be accepted. You will not be able to go back in and redo them multiple times. Do not open the quizzes until you are ready to take them. I will not be able to reopen them.

**Unicheck Report:** Allwriting assignments will be run through Unicheck, our plagiarism checker. We will both see a report that shows how much of your submission is original material and what came from other sources. You should check your report before you submit your work, and make sure the percentage is not too high. It is normal to have a certain percentage of your work that shows up as coming from other sources. For example: If you are quoting a primary source, that text is probably going to be found in many places. However, if your Unicheck report shows that over 50% has come from other sources, that is a red flag that you need more original content.

YOU MUST check your Unicheck report for two reasons. The first is to see how much of your work has come from other sources to help you avoid plagiarism. The second reason it that it provides a backup to make sure that you have submitted your work properly.  You would be surprised by how many students don't check to see if an assignment as properly submitted. If Unicheck can't read your assignment, I probably won't be able to either.

**Technology Use:**

**You may not record this course, or share any recordings from the course, or recordings of other students without the permission of the professor. This includes social media or the Internet. You may not use technology to share answers with other students. This is considered a violation of Valencia’s code of academic honesty.**

The ability to use technology is integral to success in the job market of the 21st century. You must learn to adapt to new technologies, use them correctly, and learn where to go for help. If you have problems with Canvas, the Internet, your personal computer, programs, browser problems, or other technology issues, please contact the appropriate person before the due date.  You can also find personal assistance through the college. If you are unable to turn in an assignment, due to technology problems, **you must FIRST provide evidence that you have attempted to address the problem. Before I accept late work due to a technology problem, you must provide me with a screen shot, or a copy of the trouble ticket the IT department will send you once you have contacted them.**  Technology problems are not an excuse for a failure to turn your assignment in on time. I suggest that you get in the habit of turning your work into Canvas early enough to give yourself wiggle room for any last minute problems that may arise. Valencia provides many ways to get assistance with technology matters.

Technology excuses will not be an acceptable reason for turning work in improperly, late, or not at all. This is why you need to CHECK YOUR WORK when you turn it in. Make sure you uploaded it properly.

**Get an account with cloud storage!!!! Before you do anything this semester, you should be sure you can back up your work. I cannot tell you how many students have lost their work because they did not back it up.  Even if your computer at home crashes, you can retrieve your work on another computer. Get in the habit of saving your work, and saving it often. In this day and age, technology excuses are not a valid reason for being unable to turn in your work.**

**HELP**:

Often students need help, but they don’t know where to do to find it, they think it will cost money, or they simply don’t want to ask for help for various reasons. Valencia offers many ways of assisting you in your academic success, but you have to be proactive.  Take advantage of the resources you have available to you.  All of this assistance is free.

 The Library: http://valenciacollege.edu/library/

Technology support:  Contact the OIT desk at askatlas@valenciacollege.edu or 407-582-5444

If you are having issues with Canvas, 24/7 support is available by phone at 407-582-5600 or by using the Help button inside Canvas. In addition, you can contact us at onlinehelp@valenciacollege.edu with your username and a detailed description of the issue during regular business hours.

 Writing help: The college has online tutoring available for writing assistance through Brainfuse, which you can find on Canvas

Online Writing Center Introduction: [https://youtu.be/gotX7kS9HG4 (Links to an external site.)](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fyoutu.be%2FgotX7kS9HG4&data=02%7C01%7Cjmoring%40valenciacollege.edu%7C0a2cd03c1dd14b73c26c08d7eddea59d%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637239412842753885&sdata=R6O%2F2b9SO%2Bbd%2Fej572ECnVT2uTtqCti811c8%2FRfWyU4%3D&reserved=0)

**Baycare Behavioral Health’s Student Assistance Program**

“*Valencia is committed to making sure all our students have a rewarding and successful college experience.  To that purpose, Valencia students can get immediate help that may assist them with psychological issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work.  Students have 24 hour unlimited access to the* ***Baycare Behavioral Health’s confidential student assistance program*** *phone counseling services by calling* ***(800) 878-5470****.  Three free confidential face-to-face counseling sessions are also available to students.”*

**Dual Enrollment Students:**

Dual Enrollment students should keep in mind that they are college students in a college class. You have the same criteria for attendance, work ethic, due dates, participation, and how you conduct yourself in the classroom as any other students. You will not be given exceptions to the attendance policy or due dates for any high school activities, such as SATs or sports. If you must be absent, please refer to the attendance policy on the syllabus. Be forewarned that we often discuss difficult or controversial material appropriate for the college level. This sort of subject matter is new to many students, but this is an opportunity to develop the skills to engage with complex, mature material. Students must conduct themselves respectfully when engaging with their peers and professor.

**Academic Honesty:**

I realize that sometimes students get stuck in a difficult position. You might have issues with home, personal, or work life. Even the most honest students can be tempted to take shortcuts for what they see as the greater good. However, plagiarism and cheating are morally indefensible. The consequences can be very serious and long lasting.  I cannot stress strongly enough how important academic honesty is to your success as a student. You are expected to do your own, original work on all homework assignments, quizzes, and projects. Cheating and plagiarism will not be tolerated and will be cause for an automatic “F” on the pertinent assignment and possibly in the course. The first time is an automatic zero, and administration will be notified. They may decide to contact you and take additional action, if the issue merits their intervention. Once administration is notified, they will create a record of the instance. The second time will result in a zero on the assignment and a referral to meet with the Humanities Coordinator. In my experience, two zeroes will usually drop your GPA enough to result in an F in the course.  If, after this, you choose to cheat a third time, you will receive an automatic F in the course, in addition to a referral to the Dean of students. On occasion, students might cheat one or two times in multiple classes and assume that only their professors will know. Be advised that administration will be aware if you engage in acts of academic dishonesty in ANY of your courses and will take the appropriate action if they see a pattern of this behavior.

ACADEMIC DISHONESTY: Do not have other people complete your work for you. In short…your work should represent your original ideas. You are expected to read the module where we discuss plagiarism and how to avoid it. Sometimes students do not mean to plagiarize, and associate that with copying an entire paper, or having someone else write your paper. But, cutting and pasting parts of someone else’s work, or paraphrasing—even the source you are researching— without citing them properly in your work is also plagiarism. Your papers always need a works cited page to avoid this. Although you need to quote from primary sources, cutting and pasting large sections of text from websites, blogs, work from scholars, or encyclopedias does not demonstrate your own writing skills and will lower your grade.

* All work submitted for credit in any class must be the product of the individual student's own original thoughts supported and informed by appropriately documented and credited sources.
* Plagiarism is the use of someone else's words, ideas, pictures, design, and/or intellectual property without the correct documentation and punctuation.
* Plagiarism takes many forms: for example, turning in the same essay for two different courses is considered self-plagiarism and will result in a zero for the paper. You may legitimately wonder how anyone would ever know; this is one of the purposes of the Unicheck plagiarism scan.

Plagiarism or cheating may include the following:

1. Deliberate cut-and-paste of online or print sources
2. Recycling of essays from previous classes, even if you are retaking this one
3. Essays written on behalf of the student by family members or friends, or third parties, such as professional essay writing services
4. The result of inattention and unawareness of plagiarism policies and procedures
5. Paraphrasing large sections based on the ideas of another source...even if you put it into your own words **will be graded zero.** A second offense will result in an appointment with the dean of the Arts and Humanities Department.
6. Turning in work from another language that has been run through a translation program to avoid detection
7. Using answers from homework "help" websites like Chegg, Quizlet and Course Hero
8. Using "spinbot" programs or synonym replacers to avoid detection

**How to Avoid Plagiarism**

* Here is a good rule: It is better to be safe than sorry in academic writing. Always cite your sources. A person's ideas are their intellectual property. You wouldn't go into another student's backpack and steal their property. Plagiarism is stealing the ideas of another person and passing them off as your own without giving them credit.
	+ This includes paraphrasing or summarizing, as well as cut and paste.
	+ Cutting and pasting large sections of text, even when you cite your sources, does not represent college level, original writing.
* If you have to look something up for your writing, cite your sources in text, and in your works cited page.
* Even if you summarize, give the author of the ideas credit.

**A Note on Expectations of Civility in the Classroom:**

Be forewarned now, that we will be discussing material that some may find controversial, uncomfortable, and thought provoking. I welcome honest and open debate, disagreement, and a diversity of opinions and expression. Everyone is not always going to agree on everything, and that is what makes the class a good learning experience. Learning how to express your own ideas, and listen to differing ideas from others, with civility is part of academia. All students are expected to treat each other with maturity and respect-- both inside the classroom AND in any communication that takes place outside of the classroom for college purposes. This includes class discussions, emails, texts, or other communications that are part of our course. I have a zero tolerance policy for threatening language, bullying, or profanity directed toward another member of the class. This may result in a referral to the Dean of student conduct. Part of college is learning to communicate professionally. If you wouldn’t say something to your professor, or an employer, don’t say it to another student. It’s OK to disagree; just think before you speak.

**Students with Disabilities**:

Students with disabilities who qualify for academic accommodations must provide a notification from the Office for Students with Disabilities (OSD) and discuss specific needs with the instructor, preferably during the first two weeks of class.  The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. Any accommodations will only be made after the professor receives notification from the OSD.

**Disclaimer Statement**:

As many factors may affect the development and progress of a class, the instructor reserves the right to alter the schedule as may be required to assure attainment of learning objectives.

**COVID GUIDELINES:**

Throughout the COVID pandemic, Valencia College has been primarily focused on the health and well-being of its students and faculty and staff. This continues to be our priority as we return to more face-to-face classes, and college policy continues to be guided by science and the guidelines issued by the CDC and our partners at Orlando Health. I urge all students who are able to do so to get vaccinated and encourage friends and family to do so as well.

Valencia recommends that all students wear masks indoors on campus and maintain social distances.

Should you become ill with COVID, please inform me and your professors and coworkers both for your safety, the safety of our Valencia community. I will do what I can to assist you in completing successfully our coursework. Please inform our COVID liaison Tanya Mahan (COVIDillness@valenciacollege.edu) as well, so she can support you in this process. We are in this together! For more information, please consult:

[https://valenciacollege.edu/about/coronavirus/ (Links to an external site.)](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fabout%2Fcoronavirus%2F&data=04%7C01%7Cjmoring%40valenciacollege.edu%7C7cf0d64b09744fc4807408d96271220b%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637649060310474685%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=pecYvza5fhe637kwdMhsvEui9hcHI2pbE0O52IC4Zus%3D&reserved=0).

**HB 233**

As your professor, I’m committed to giving you as many opportunities and resources to support your learning as possible. Therefore, you may find it beneficial to record class lectures to review later. Please keep in mind that you do not have your peers’ permission to record them, and they have a right to privacy; your peers should not be in your recordings. You may not record class discussions, student presentations, labs, group work, and private conversations. These recordings are permitted for your own personal use; you should contact me to discuss sharing options. Note that while these recordings are useful for review, we want you to attend class for your insights and questions; these recordings are not substitutes for class participation and attendance. Should you have any concerns or questions, please feel free to contact me through Atlas email or Canvas message.