

Valencia College
 2014 Summer Course Syllabus
 HUM1020 – Intro to Humanities - Online
 Dept. of Arts and Humanities

Instructor Information

Name: Professor K. Mansfield
 Office: No Summer Office Hours
 Email: **Blackboard Only**

Dept. of Arts and Humanities: West Campus, Bldg 5, 148

Dept. of Arts and Humanities Phone Number: 407-582-1300

Course Information

Location: Online
Credit Hrs.: 3
Prerequisite: None
Refund of Fees: The Drop / Refund deadline is **12 May 2014** (Refer to Academic Calendar, Withdrawal Deadlines for Spring 2014)

Withdrawal Deadline: With Grade of "W" is **27 June, 2014** (Refer to Academic Calendar, Withdrawal Deadlines for Spring 2014)

Course Description: Basic introduction to Humanities. Focuses on central concepts, historical development and fundamental nature of philosophy, architecture, music, religion and art. Concepts from such disciplines integrated with contemporary American culture.

Instructional Textbooks – Optional:

Fiero, Gloria K. "Landmarks in Humanities", Third Edition (NY: McGraw Hill), 2013.

Instructional Materials – Required Readings, Online Handouts:

Vandermaast, Roberta *The Top Ten Reasons to Study the Humanities*
Avoiding Plagiarism

Instructional Method (Additional):

Knowledge of Blackboard is necessary to be successful in this course; if you need assistance, please contact me the first week of class.



Category	Points	
I Tests (6)	770	77%
II Essays (2)	110	11%
III Activity	120	12%
Total Points	1000	100%

Grading Scale	1000	895	A
	894	795	B
	794	695	C
	694	595	D
		594	F

Assessments: Final Grades will be determined on a scale of 1000 points

*** No circumstances will permit me to discuss any of your Assessment grades (including your Final Grade) on the telephone. FERPA rights to privacy prevent the divulging of scores or related materials by that means. Scores will only be given face-to-face with each student or by accessing your Blackboard – My Grade tab.

- I. **Tests:** There will be 6 Tests taken online through Blackboard; there is no Mid-Term or Final Test. The questions for these tests will be objective: matching, multiple choice, multiple answer, fill-in-the-blank, or true/false. Tests will cover content from lectures, assigned readings or online material. Blackboard. **Test 1 is an introductory test** that will assess your knowledge of the course requirements as stated in the Course Syllabus and the material found under Step 1; Read and Complete by Saturday, 10 May.

You are required to complete all Tests in order receive a passing grade of “C” or higher for this Course.

All tests are the material of Prof. Mansfield; any test that is copied and given to another student will result in a grade of “0” and subsequently referred to the Departmental Dean and / or Academic Dean for cheating.

- II. **Essays:** You are required to write 2 Essays; Essay 1 is a short essay concerning the Introduction to the course entitled “The Top Ten Reasons to Study the Humanities”. Essay 2 is a summary essay of the course and bookends Essay 1.

You are required to complete both Essays in order receive a passing grade of “C” or higher for this Course.

- III. **Activity – Film:** You will choose and watch one of the five influential films listed on Blackboard. There will be prompts (questions) that you will respond to for each film. These films can be viewed online through Netflix, Hulu, etc. In order for you to verify that you viewed the film, you will send me a “selfie” of yourself watching the film or have a friend take a photo of you watching the film or sending me a copy of a receipt (if you purchased the film).

You are required to complete this Activity – Film in order receive a passing grade of “C” or higher for this Course.

Make Up Work:

Tests, Essays and the Activity can be made up only at the discretion of the Professor or in the case of a personal emergency (**Examples of a personal emergency** - Death in the family, hospitalization or severe illness as diagnosed by a physician)

A personal emergency is not automobile breakdowns, over-sleeping, or non-serious illness or injury.

A student has 3 calendar days, after the scheduled due date for the Test, Essay or the Activity to make up the Assignment.

In extreme emergencies, at the discretion of the Professor, exceptions can be made. Failure to contact the instructor via Blackboard messaging **before the due date** will result in a grade of “0” for the Test, Essay or the Activity.

Written proof (documentation) of the emergency must be provided to the instructor on the first day the student returns via Blackboard messaging.

Valencia Class Participation / Attendance:

"The college believes that regular attendance and class participation are significant factor which promote success in college. Students are expected to attend all classes in which they are enrolled (Policy 6Hx28:10-22). Each instructor determines the specific attendance policy for his / her class, but attendance must be recorded for each student."

No Campus attendance is required for this course; in order to do well in this course you should stay current with all class requirements and meet the due dates for all Tests, Essays and the Activity.

Valencia College Online Participation:

If an Online student does not regularly meet the due dates for class assignments, the instructor may drop the student from the class with an "F" at the instructor's discretion.

Your Professor's Class Participation / Attendance Policy for Online Course:

Because we do not meet as a class, my attendance policy is linked to you meeting the due dates for all Tests, Essays and the Activity – Film:

- a) **Tests:** Each time you miss a due date for a Test, not only will you receive a "0" for the Test Grade but your Final Grade will be reduced by 5% or 75 points. (Example – Test 2 and 3 due dates are missed; your Final Grade will be reduced by 10% or 150 points). No make-up Tests are permitted unless there is a personal emergency (See Make-Up Work listed above).
- b) **Essays:** Essays 1 and 2 must be completed in order to receive a passing grade of "C" or better for the course. Essays can be submitted up to three days "late"; however, for each 24 hrs past the due date, 5 points will be reduced from the maximum points for the Essay. (Example Essay 2 is worth 80 points but is three days late – maximum points becomes 70 points).
- c) **Activity - Film:** You are required to complete this activity in order to receive a passing grade of "C" or higher. The Activity - Film can be submitted up to three days "late"; however, for each 24 hrs past the due date, 10 points will be reduced from the maximum points for the Activity. (Example: Activity – Film is worth 120 points but is three days late – maximum points becomes 90 points).

"Netiquette" (The Internal "Code of Conduct"):

The Valencia "Student Code of Conduct" also extends to the development of responsible personal and social conduct on the Internet - "Netiquette" - the etiquette of online behavior. Consider the Internet as your classroom! Act politely, courteously, and respectfully. Since your instructor can see just about everything you write or send, be careful and respectful! And realize that it is easy to offend people without intending to do so - for example by WRITING IN ALL UPPERCASE IT APPEARS THAT I AM YELLING AT YOU! So, most importantly, behave as you would in the "real" classroom, try to "look good," be respectful of the opinions of others (even if you strongly disagree with them - you can say so, but do not be nasty), and be forgiving of others! See the online publication by Anne Shea, Netiquette, especially its "Core Rules".

Course Withdrawal:

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals) a student who withdraws from class **before the 27 June 2014 withdrawal deadline** will receive a grade of "W."

A student is not permitted to withdraw from this class after the withdrawal deadline; if you remain in the class after the withdrawal deadline, you can only receive a grade of A, B, C, D, F or I. An "I" grade will

only be assigned under extraordinary circumstances that occur near the end of the semester. If you receive an "I", the work missed must be made up during the following semester, at which time you will receive either an A, B, C, D or F. Failure to make up the work during the following semester will result in you getting a grade of "F" in the course.

The Professor will not withdraw any student for any reason; **it is the responsibility of the student to withdraw themselves before the withdrawal deadline and to be aware of the date of the withdrawal deadline.** Any student who withdraws from this class during a third or subsequent attempt in this course will be assigned a grade of "F."

Students on financial aid should consult an advisor or a counselor before withdrawing from a course; there may be financial aid implications to the student which he or she must know about to make an informed decision before withdrawing from a course. Students with some scholarships who withdraw or are withdrawn from a class must pay the college for the cost of the class. Other scholarship sponsors may also require repayment.

Valencia Business Office Policy concerning Withdrawal Actions because of Non-Payment.

If you are currently enrolled and have a returned check, delinquent loan, delinquent VA deferment or other financial obligation, you will be notified. If you do not respond within the allowed time, the college reserves the right to financially withdraw you from all classes. Please be advised that you will not be allowed in class if your name is deleted from the official roll.

If you are dropped during the semester for non-payment, you may not be able to get back into the class and it is your responsibility to keep your professors informed when you receive letters for non-payment. Be advised that the College Business Office will notify all students before any action will be taken. However, once an account is submitted, a 25% fee will be assessed to the outstanding balance of your Valencia account and payment must be rendered to the collections agency directly after submission.

Blackboard Learning Support - Important

If you have any questions or issues regarding Blackboard, contact OIT Technical Support by calling 407-582-5600 or visit the Link provided on the left-hand column of the Course Home Page, Technical Support. **Please do not contact me concerning any Blackboard technical questions!**

Student Support Services:

- a) Valencia offers a variety of **Skillshops**: short seminars covering a variety of topics which deal with student success, goals and purpose. To review Valencia's Skillshop offerings, go to: <http://valenciacollege.edu/student-services/skillshops.cfm>
- b) **Valencia Libraries** can help with any research for completing your Essays or Final "Project" Exam; please visit <http://valenciacollege.edu/library/>
- c) **Valencia's West Campus Communication Center** is free to all students and will help students at any stage of their writing / learning process; please visit their website for more details: <http://valenciacollege.edu/west/lss/communications/writing.cfm>

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Valencia College, Policies and Procedures

For a complete policy and procedure overview on Valencia's **Academic Progress, Course Attendance and Grades, and Withdrawals (Policy 4-07)**, please refer to the following link and click on Volume 8 – Students:

http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=75&volumeID_1=4&navst=0

Faculty / Student Communication

“Valencia College is committed to providing each student a quality educational experience. Faculty members have set high standards of instruction for themselves and for you. If you have a problem in a class, your first step is to talk to your instructor. If you are still dissatisfied, you may talk with the academic dean of the division for your class. We will work together to resolve any issues that arise.”

- a) Please email me **only through Blackboard Messaging**
- b) I try to read my Blackboard Messages every day from Monday through Friday (until 6:00 PM); I will try to respond to your Blackboard Message within 36 hours; except beginning at 6:00 PM on Fridays.
- c) **Friday evenings through Sunday evenings** are “family” days; if time permits I will check my Blackboard Messages but cannot guarantee an immediate reply until Monday in the AM.

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.”

Students with Disabilities Information:

“Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class; accommodations will not be applied retroactively. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.” West Campus SSB, Rm. 102 Phone: 407-582-1523 Fax: 407-582-1326

Academic Honesty:

“Each student is required to follow Valencia policy regarding academic honesty. All work submitted by students is expected to be the result of the student’s individual thoughts, research, and self-expression unless the assignment specifically states ‘group project.’”

Each student is expected to be in complete compliance with the college policy on academic honesty as set forth in the college catalog and the student handbook. All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to: plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive. Any students determined by the professor to have been guilty of engaging in an act of academic dishonesty shall be subject to a range of academic

penalties as determined by the professor. These penalties may include, but are not limited to one or more of the following: 1) Loss of credit for an assignment, examination, or project. 2) Reduction in the course grade. 3) A grade of 'F' in the course. For further detail, refer to the Student Code of Conduct in the current Valencia Student Handbook.

College Catalog / Student LifeMap Handbook / Policy Manual / College Calendar

- a) A full description of all College Policies can be found in the **College Catalog** at <http://www.valenciacollege.edu/catalog/>
- b) The **Student LifeMap Handbook** can be found at: <http://valenciacollege.edu/studentdev/CampusInformationServices/>
- c) The **Policy Manual** can be found at <http://www.valenciacollege.edu/generalcounsel/policy> - then go to Volume 8 - Students
- d) **The College Calendar** for important dates can be found at <http://valenciacollege.edu/calendar/>

Disclaimer

“The course outline and syllabus are subject to change as needed; changes will be announced in class or via Blackboard messaging in a timely manner, when necessary. Your continued participation in this course after the drop-add deadline period constitutes an agreement with and an acceptance of the conditions presented in this syllabus.”

“You are not here merely to make a living. You are here in order to enable the world to live more amply, with greater vision, with a finer spirit of hope and achievement. You are here to enrich the world, and you impoverish yourself if you forget the errand.” – Woodrow Wilson (1856 – 1924), 28th President of the United States

Study Tips:

LEARNING IS AN ACTION VERB!! A general rule of thumb is that a 3 credit online class requires a minimum of 8 to 10 hours of studying per week. (Class time would amount to 2.5 hours per week!)

Most students need to do more than just read through the course material. Spend a 1 hour or more block of time five days per week actively writing or reviewing concepts to make them a part of your memory. Use the words and concepts you learn often, they will sink in better!

Here are some study helps that have assisted former students:

- a) Print the Outlines for each Module and take notes as you read through each Module.
- b) Take careful notice of any words that are in **bold** print.
- c) If you are unsure of any subject matter before taking a Test, review and rewrite your notes. This will refresh and reinforce your memory of the course material.
- d) Create flash cards from your Module outlines with answers on the back.
- e) Use mnemonic devices and other games to remember concepts; go to Google images, YouTube and Khan Academy for additional pictures and videos to clarify concepts.
- f) Make lists of confusing topics from your studying and ask questions.
- g) Join an online study group and try to predict what questions the Instructor might ask on the test.
- h) Get the telephone number of one or more classmates in case you studying and preparing for a Test.

2014 Summer
HUM1020 – Online
Course Calendar

Wk.	Month	Dates		Topics	Assessment	Due Date	Day
1	May	5	11	Introduction to Course	Test 1	10-May	Saturday
1		10		"The Top Ten Reasons to Study the Humanities"	Essay 1	10-May	Saturday
2		12	18	Rome and the Rise of Christianity			
2		12		Drop / Refund Deadline		12-May	Monday
3		19	25	Rome and the Rise of Christianity	Test 2	24-May	Saturday
4		26	1	Medieval Castles and Gothic Cathedrals			
4	May	26		Memorial Day National Holiday		26-May	Monday
5	June	2	8	Medieval Castles and Gothic Cathedrals			
5		7		Film	Activity	7-Jun	Saturday
6		9	15	Medieval Castles and Gothic Cathedrals	Test 3	14-Jun	Saturday
7		16	22	World's Masterpieces (paintings)			
7		27		Withdrawal Deadline to receive a "W"		27-Jun	Friday
8		23	29	World's Masterpieces (paintings)	Test 4	28-Jun	Saturday
9	July	30	6	World War: 1939 - 1945			

9	July	4		Fourth of July National Holiday		4-Jul	Friday
10		7	13	World War: 1939 - 1945	Test 5	12-Jul	Saturday
11		14	20	Anthology of 20th Century Music			
12		21	27	Anthology of 20th Century Music	Test 6	26-Jul	Saturday
13		28		"What I gained by studying HUM1020?"	Essay 2	28-Jul	Monday
13		29		Summer Term Ends			