|  |  |
| --- | --- |
|  | **2023** (Refer to Academic Calendar,  Withdrawal Deadlines for Summer, 2023) |
| **Withdrawal Deadline**: | For Grade of “W” is **July 14, 2023** (See Academic Calendar) |
| **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. |
| **Required Textbook to Purchase –** | ***Landmarks in Humanities*** by Gloria K Fiero I currently use the 5th edition, but ANY Edition will due. (McGraw-Hill Publishing)  **Grading will be based on a points-earned system**. |

Valencia College – West Campus



**2023 Summer Course Syllabus**

**HUM1020** – **CRN: 31757 [TWK]**

**Introduction to the Humanities** - Online

Dept. of Arts & Humanities

# Instructor Information

Name: **Prof Karen Rumbley**

Office: No Office Hours

**Contact me via: Canvas Inbox**

Dept. of Arts and Humanities: West Campus, Bldg. 5-130

Department Phone Number: **407-582-1300**

**Course Information**

**Location: Online**

Credit Hrs.: 3

Prerequisite: None

**Refund of Fees**: Drop / Refund deadline is **June 12, 2023**

**Instructional Method (Additional):** If you need assistance, please contact Tech Support for **Canvas** Problems at**: 407-582-5600**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Points** |  |  |
| Quizzes (5) x 1-100 | 500 |  | 50% |
| 1 Essay (1) | 100 |  | 10% |
| Discussions (6) x 50  Final: Wanted Poster    **Total Points** **Earned** | 300  100  1,000 |  | 30%  10%    100% |
| **Grading Scale**: 1,000 | 900 | **A** |  |
| 899 | 800 | **B** |  |
| 799 | 700 | **C** |  |
| 699 | 600 | **D** |  |
|  | 599-- | **F** |  |

**Assessments:** Final Grades will be determined on a scale points that YOU earn (600 to 1000 points to earn). Keep in Mind that NO extra Credit will be offered in this course. Do not overlook the weekly discussions.

**\*\*\*** 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 to each student or by accessing your Canvas Account in **My Grade tab**.

**I. Quizzes:** There will be 5 Quizzes taken online through Canvas – one for each chapter + 1 for a full Module.

Questions for these quizzes will be objective: matching, multiple choice, multiple answer, fill-in-the- blank, or

true/false. Quizzes will cover content from PowerPoint lectures, assigned chapter readings, online material,

textbook material, & videos/films. You will have 1 attempt for each quiz. Each Quiz is timed. Students will

receive ample time to take quizzes. Watch your calendar. **No Make-ups Quizzes will be given**.

All Quizzes are the material of Karen Rumbley; any quiz that is copied and given to another student will result in a grade of “0” and subsequently be referred to the Departmental Dean and / or Academic Dean for cheating.

1. **Essays:** You are required to write only 1Essay; Essay 1 is a short essay concerning a posted print-out called: “*The Top Ten Reasons to Study the Humanities*”. Print out & follow the individual instructions carefully for each assignment and do your very best!! Please do not wait until the last minute when submitting your work.

**III. Discussions –** I’ve set up class Discussions for each chapter studied. Questions or a set of Prompts will be

asked. You should answer them by adding substantial thought after having read about the subject in the

textbook & by reviewing any reports or PowerPoints in Canvas. By submitting your Answers [this] will open up the

ability for you to view & see other student’s responses, for which you will now have 2 additional days to reply to

1 other student’s answers that you may find interesting or know more about the subject, etc. Discussions are

based on your understanding of the material & your ability to have an opinion based on what you know or have

learned**. Total points earned for each discussion module is 50 pts. [+40 for your own answer, then your 1**

**Response at +10 pts** for your reply to another student. Do not wait until the last minute to

Respond to my questions, remember this should be done earlier in order for others to see & respond to your

answers. Follow your calendar for All Due Dates.

**V.** Final – **A Wanted Poster**, see the assignment for instructions**. In lieu of a Final Exam.**

**You are required to complete all of the above writings, Tests, & discussions; Essay on Reasons; & the Wanted Poster is in lieu of a Final Exam, so it can’t be dismissed–in order to receive a passing grade for this Course.** All students must submit a FINAL PROJECT in order to pass this course.

**All work is expected to be handed in before the due date in syllabus.** Quizzes, Essays, Discussions, and the Final Wanted Poster cannot be made up. For special emergencies only, and at the discretion of the Professor, I may or may not allow for extra time. (**Examples of a personal emergency** - Death in the family, hospitalization or severe illness as diagnosed by a physician – supplying written documentation to me). **Please follow directions when entering work, online. A personal emergency is** not your **car** breakdowns, over-sleeping, or non-serious illness or injury.

There is a “**Zero-Toleration Rate**” for re-doing work. If you miss something, Move on to your next assignment.

**Failure to contact the instructor via CANVAS before the due date will result in a** grade of “0” for the Quiz, Essay or any Activity. After the 3 days have passed, you’ve earned a “0”! [Zero]. Any excuse does not guarantee a thing.

**Written proof (documentation) of the emergency must be provided to the instructor on the first day the student returns via CANVAS 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."*  If I see a lack of ‘attendance’, I will send you an email to ask you to drop the course

.

**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, Discussions, & Final Poster.

**Valencia College Online Participation:**

If an Online student does not regularly meet the due dates for class assignments, the instructor may give the student a grade of "F" at the instructor's discretion. REMEMBER: **I do not “Withdraw” students.**

**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 Quizzes, Essays, Discussions, and the Final Wanted Poster.

1. **Quizzes:** Each time you miss a due date for a Quiz, not only will you receive a “0” for the Quiz Grade but your Final Grade will be reduced by set amount of points. No make-up Quizzes will be given, since I am enforcing Zero Tolerance for all missed Due Dates. **Follow the Calendar, carefully**.

1. **Essays:** Essays must be completed by their announced Due dates. All assignment due dates on listed on the last 2 pages of this syllabus, and in your Calendar. Be sure to print out a copy of this syllabus.

c) **Discussions:** You are **required to complete this activity**. The Activity requires you to do some work ahead of

its due date. A required **Selfie (of you watching your chosen film) is due and can be sent using the same**

**essay attachment in Canvas.**  The **Film Activity Essay & Selfie is due** and is in lieu of a Final Exam. No Late

work will be accepted.

**"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 & Grades, and Withdrawals) a student who withdraws from class **before the 14th day of July, 2023 withdrawal deadline** will receive a grade of “W.” If you stop attending this course and fail to withdraw, you will be given an “F”; or if the withdrawal date has passed, you will receive the grade you have earned. Remember that No Final means failure for this course.

A student is not permitted to withdraw from this class after the withdrawal deadline; if you remain in the class after the withdrawal deadline but stop ‘attending’, you will receive a grade of A, B, C, D, or F. It is **the student’s responsibility to withdraw if they stop attending class**. I will send out an email if I see your lack of activity with the class, as a reminder of this.

**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.”

**LATE WORK**  - DO NOT MISS DUE DATES FOR ANY ASSIGNMENTS. I HAVE ZERO TOLERATION. FOLLOW BY THE RIGHT-HAND SIDE OF THIS COURSE TO WATCH FOR: THINGS TO DO OR COMING UP. If I have to re-open an assignment, be aware that points will be penalized, if this is asked of me.

**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. Check Your ATLAS account often.

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.

# Canvas Learning Support - Important

If you have any questions or issues regarding Canvas, 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 Canvas technical questions!**

**Student Support Services:**

1. 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, Use link: [**http://valenciacollege.edu/student-services/skillshops.cfm**](http://valenciacollege.edu/student-services/skillshops.cfm)
2. **Valencia Libraries** can help with any research for completing your Essays or Final “Project”

Exam; please visit:  **http://valenciacollege.edu/library/**

1. **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**](http://valenciacollege.edu/west/lss/communications/writing.cfm)  Located in building 5.

**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.

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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 Current Valencia Catalog.

**http://valenciacollege.edu/catalog/**

# 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.”*

1. Email me **only through Canvas Inbox. You will receive a response within 24 hours.**

b) I read my Canvas Messages every day. I will try to respond to your Canvas Message within 24 hours;

unless you have received a message informing you that I will be traveling.

**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: Visit the SSB Office for Students with Disabilities**

*"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 in general:**

*“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.”*

# Valencia College and Plagiarism

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. We take Plagiarism, seriously. (Learn how to Cite, visit the Writing Center!)

**Academic Honesty in Writing**

You are expected to respect the intellectual property of others. If you use material, ideas, or opinions which are not your own, you must credit the source, including those for virtual and graphic illustrations. Failure to credit the work of others is plagiarism and is a criminal act. It is your responsibility to know what constitutes plagiarism and how to avoid it. The penalty for plagiarism is a “0” for the assignment and possible “F” in the course. We are especially careful, given the nature of online learning, that proper citation, format and source crediting is observed.

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

1. A full description of all College Policies can be found in the **College Catalog** a[t http://www.valenciacollege.edu/catalog/](http://www.valenciacollege.edu/catalog/)
2. The **Student LifeMap Handbook** can be found at:

<http://valenciacollege.edu/studentdev/CampusInformationServices/>

1. The **Policy Manual** can be found at [http://www.valenciacollege.edu/generalcounsel/policy -](http://www.valenciacollege.edu/generalcounsel/policy) then go to Volume 8 - Students
2. **The College Calendar** for important dates can be found at:

\***Enrollment Agreement (Applicable Terms and Conditions)** the students’ continued enrollment serves as the student’s acceptance and agreement with the terms, conditions and guidelines set forth within the course syllabus. No receipt of the course syllabus is required, likewise the presiding institution, instructor, and department shall not be held liable should the student claim insufficient knowledge, including ignorance of any policies or instructions contained in the college catalog and/or syllabus. The student therefore accepts the responsibility and obligation to seek clarification from the instructor, in writing, through electronic medium (email) of any questions concerning any policy, compliance, or curricular /instructional ambiguity.

**The use of AI-generated responses and essays is strictly prohibited in this course** unless otherwise explicitly approved by your instructor. AI includes “any kind of artificial computational system that employs complex behavior…used to satisfy the Learning Outcomes of a course or lesson” (Vincent C. Muller). ChatGPT, for instance, is an AI. Any assignment in violation of this policy will receive the punishments as specified in the Academic Dishonesty/Plagiarism policy.

**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 in a classroom, per week!)

Most students need to do more than just read through the course material. Spend a 1 hour or more, five days per week actively writing or reviewing concepts to make them a part of your memory. Use the new words and concepts you learn often! Fill in Study Guides, if provided… You will develop a ‘College Vocabulary’… Talk to someone about what you have learned; this helps to engrave new words & concepts in your mind.

Here are some **Study Hints** that have assisted former students:

1. Print the Outlines for each Module and take notes as you read through each Module. Print Study Guides, filling them in as you read or see something important in a PowerPoint. These are handy for testing.
2. Take careful notice of any words that are in **bold** print.
3. 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.

1. Create flash cards from your Module outlines with answers on the back.

1. Use mnemonic devises and other games to remember concepts; go to Google images, YouTube or Khan Academy for additional pictures and videos to clarify concepts.

1. Make lists of confusing topics from your studying and ask questions. I am available.

1. Join an online study group and try to predict what questions the Instructor might ask on the test.

1. Get the Email or tel. # of one or more classmates in the case of studying & preparing for Quizzes, to keep in contact with a few of your peers.

**Graduation Application Deadline is:**

**HUM1020 – Tentative Course Schedule and Assignment Due Dates**

\*\*\* Calendar dates and deadlines are subject to change at the discretion of the instructor.

**Module 1**- **The Earliest Civilizations, The Greeks, The Romans [6/06 – 7/03]**

Week 1 – **Read** in Textbook, *Origins*, **Chap 1;** View PowerPoint in Canvas, Videos

**Disc. 1P (Orientation/Intro) – Answer questions by 6/08; 1 Reply by 6/10**

**Disc. 1.a (Chap1) – Answer prompts by 6/14; 1 Reply by 6/16**

**Quiz on Chap 1 by 6/17**

Week 2 – **Read** in Textbook, *Classicism*, **Chap 2**; View reports / Videos in Canvas.

**Disc. 1.b (Chap2) – Answer prompts by 6/21; 1 Reply by 6/23**

**Quiz on Chap 2 by 6/24**

**Essay 1 per the print-out, “*The Top Ten Reasons We Study the Humanities*” is due by**

**Sunday, June 25, 2023, Please follow all the directions on the Assignment sheet.**

Week 3/5 – **Read** in Textbook, *Empire*, **Chap 3**; view PowerPoint / videos in Canvas

**Disc. 1.c (Chap3) – Answer Prompts by 6/28; 1 Reply by 6/30**

**Quiz on Chap 3 by 7/01**

**Module 1** **Quiz 4 on [Chaps.1, 2, 3] - Due by 7/03.**

**Module 3**- **Renaissance in Italy; Reform in Northern Europe; [7/05 – 7/25]**

Week 5/6 – Read in Text, *Rebirth*; Chap 7; view information & reports in Canvas; Videos

**Disc 4 (Chap 7) Answer prompts by 7/12; 1 Reply by 7/14**

Week 5 – Read in Text, *Reform*; Chap 8; view reports in Canvas; PowerPoint; Videos

**Disc 5 (Chap 8) Answer prompts by 7/18; 1 Reply by 7/21**

**Quiz 5 on Chap 7 & 8 – Due by 7/17**

Week 6 – **Final Week – You are to create a** **“Wanted Poster**” **Due by Sat. 7/29**

**This is in lieu of a Final Exam, so do your best. No extra time will be available for the Wanted Poster – once it closes, it is closed for good. Please read the assignment in Canvas and follow all directions, carefully. Failure to complete it will mean failure for the entire course. Do Your Best!**

**I want to wish all of you a safe, healthy, and wonderful Summer Break!**

**It has been a pleasure teaching all of you & I wish you the best in your Academic career!**