**HUM 2220 CRN 13628 – Greek and Roman Online- (3 credit hours)**

Valencia Fall 2012: August 27 through December 16

Withdrawal deadline for a ‘W’ is November 2.

**Instructor Information**
**Name:** Prof. Terry Pasfield
**Phone:** 407- 582- 2067 (please use Blackboard mail)
**Office:** 1-338 East Campus
**Email:** use the mail in Blackboard. If you use tpasfield@valenciacollege.edu

you must give the class prefix (HUM2220) and the CRN (13628) number.

**Contact Hours:** in Blackboard. I am online almost every day. If you see me online you may ask me to chat. If you need to meet with me face to face, my office hours are on East Campus. Email me to arrange a time.

**Required Text**: *The Humanistic Tradition. The First Civilizations and the Classical Legacy.* Book 1. 6th edition. Gloria K. Fiero. New York: Mcgraw-Hill, 2011.
ISBN: 978-0-07-352397-2 (or) ISBN: 0-07-352397-6

**Computer access:** This is an online course. It is expected that you have a high level of comfort working with computers.

* You will need to access Blackboard at least three times a week.
* You will probably spend about six hours each week on the computer for this course.
* Valencia has computers on campus and there is usually computer service at public libraries.
* If you have computer problems at home I still expect you to do the work.

**Course Information
Prerequisite**
Satisfactory completion of Comp I (ENC 1101) or its equivalent is the prerequisite for HUM2220. Students must have completed this prerequisite before taking this or any other Gordon Rule writing reinforcement course.

**Gordon Rule**
This is a Gordon Rule class. One of the requirements for this course is to demonstrate college level skills in writing. Therefore, part of your grade for all assignments, essays, quizzes and exams will be on your writing skills. You must have easy access to a computer in order to keep up with the assignments.

**Course Grade Distribution**

First Exam…………………………………………….125

Final Exam……………………………………………150

Essay....…………………………..…………………...100

Homework Assignments (8 worth 20 points each).160

Discussions (6 worth 15 points each)……………….90

Quizzes (11 at 10 points each)……………………..110

**Total points possible to earn……………………..735**

**Grading Scale. Total Point Values**

A.....735 – 662

B….661 – 588

C….587 – 514

D….513 – 440

F….439 – 0

**Computing Your Grade**

You are responsible for keeping track of your grade average in the class. I use points instead of percentages. Everyone starts the class with a ‘0’. You earn points to achieve the various letter grade levels. If you are content with a ‘C’, then you only need to earn 507 points. If, however, you need to know your percentage, follow this formula: take the number of points you have earned (thus far) and divide by the number of points possible (thus far).

\* If you have special needs for this class you must have official documentation from the Student Disabilities office and submit it to me at the beginning of the semester.

**Course Description:**Integrated examination of dominant ideas in Western culture as expressed in art, literature, music, philosophy and religion. The course covers the Bronze Age Aegean period including the Trojan War through Roman High Empire, emphasizing development and influence of classical ideas.

**Course Objectives**It is expected that all students will:
1. acquire knowledge of the cultures of the period by learning facts, methods, themes and concepts; expanding thinking skills through recalling information, interrelating information, analyzing another person’s viewpoint and judging the worth of a viewpoint using appropriate criteria.

2. expand communication skills through reading challenging material, building vocabulary, expressing what others think in your own words, organizing ideas and presenting them clearly.

3. experience personal growth and integration through personal interpretation of the material, examining personal ideas and affirming and/or changing thinking, feeling, values and perceptions of diverse human cultures.

4. expand skills and competencies identified in the VCC outcomes.

**Specific Objectives**

* Analyze and interpret works of art, literature, religion/mythology, philosophy, and other primary source texts in their historical context.
* Understand the factors and forces that shaped early civilization through Roman culture.
* Evaluate the lasting historical significance of early civilizations through the pre-Christian Roman Empire.
* Appreciate the diverse achievements and traditions of global civilizations.
* Demonstrate college level writing.
* Demonstrate the ability to: access online course content, name a file, submit a file, locate a file, contact the professor and/or students in the class via Blackboard mail or discussion.

**Course Methods**

* This course uses audio presentations. They support, but do not duplicate, the text information. They are an integral part of the class.
* Some material will come from websites that I have included in assignments.
* Discussions are an integral part of the course. The topics are formulated so that your can draw comparisons and apply the information in other areas.
* Other media may be used to supplement information.

**Procedures**This course is divided into units or weeks. Each weekly module usually includes an introduction page, 2 to 10 presentations, as well as related websites and activities. Each week, follow the instructions contained in the study schedule for activities and readings, and watch the presentations. Take notes!

Quizzes

1. All quizzes are opened on Thursday 6:00am and run through Sunday 11:59pm.
2. Specifics for each quiz (number of questions, types of questions, point values, material you are being quizzed on etc.) are included in the description of each quiz.
3. Quizzes are open book, open note.
4. Spelling counts. I'll allow only a few typos.
5. You must use complete sentences to receive credit.
6. The titles must be the same as those on the image and terms list.
7. The average time I give to take is quiz is 30 minutes.
8. There are no makeups on quizzes.

**Grades for quizzes**

1. Blackboard will automatically grade the radio button responses. That grade appears before the rest of the quiz gets graded.
2. All written responses are graded incorrect (or not graded) by Blackboard. This is a computer thing. I have to change the grade for these questions manually - correcting them when Blackboard marks them as incorrect. I get to these as soon as possible, but you need to be patient. Short answer, fill in the blank, paragraph questions or anything written must be graded manually.
3. Do not expect to see the final grade for your quiz until two days after the quiz deadline.
4. Check MY GRADES for quiz results two days after the Sunday deadline has passed

Exams

1. Exam expectations are the same as for quizzes. However, exams are NOT open book – open note.
2. I recommend making flash cards
3. Exams must be taken in one of Valencia’s testing centers, using Blackboard and Respondus Lockdown Browser (the testing center sets this up automatically).
4. You may arrange to take the exam at an accepted proctor site as long as they have Blackboard and Respondus. You must arrange this *at the beginning of the semester*. See the student resources link for exam sites to get you started
5. When you take the exam you must show your Valencia ID.
6. The testing centers all have different hours of operation. Their hours may be different than the times posted on their webpage.
7. None of the testing centers are open on Sunday.
8. Saturday hours are limited.
9. None of the testing centers will allow you to sit for the exam one hour prior to their closing time.
10. The open hours I allow for the exam do not reflect the hours of the testing centers.
11. You are not allowed to have notes, books, or any other study aids during the exam.
12. I give you 1 hour 45 minutes to take the first exam and 2 hours and 15 minutes to take the final.
13. There are no makeups on exams except in the case of an emergency.

\* This event should be something extreme. You must notify the instructor as soon as possible so that arrangements can be made. Before the test can be made up, it is the responsibility of the student to turn in OFFICIAL documentation of their emergency. If the professor accepts your documentation then a makeup exam will be scheduled at the professor’s discretion.

Special accommodation can be made for people who have travel associated with work. You may take the exam at another location, provided that location is an appropriate proctor location. The proctor site must have Blackboard and Respondus Lockdown Browser. The proctored site must also be willing to give you the exam during our exam time frame. Student's are responsible for making arrangements and paying all fees well in advance of the exam (don't tell me the week before!). You need to do this at the beginning of the semester.

My tests are structured to evaluate your ability to process information. This is a skill you will need for the rest of your life. For each exam you will need to

1. memorize information. You need to be able to retain information. This is a skill that most jobs require whether including such diverse careers as coach for a football team, business manager, or lawyer. The only way to develop this skill is to use it.
2. learn new terminology and use that terminology in appropriate context. In your career you will need to learn a vocabulary that can be exclusive to that position. The way you develop this skill is to practice.
3. make intelligent comparisons. Even choosing between two different job offers requires that you make intelligent comparisons.
4. think critically about choices and make intelligent evaluations based on the information available. Self-employment or managerial positions require you to make intelligent evaluations: hiring new peoples, financial investing, purchasing a house – these are should not be arbitrary or frivolous decisions.

Assignment questions

1. Assignments are made available at the beginning of the week. Your file must be submitted before 11:59pm Sunday.
2. Late work is not accepted.
3. Each assignment may have questions or tasks that are given a point value. I don't use a grading rubric since the total point for the assignment is usually 20.
4. Assignments are generated from information in the textbook or presentations. However, I will direct you to other sources. I indicate each week what the sources are and the citation format I want you to use. See below for more specifics on citations.
5. Assignments are made available at the beginning of every week in the Course Tool called ASSIGNMENTS.

**Assignment Instructions**

1. Read and follow the instructions for each week’s assignment.
2. Put your name at the top of your paper – just like a classroom homework assignment
3. Submit your responses as an attached file in ASSIGNMENTS using the file name format: last name, the initial of your first name\_a1 (a2, a3 etc). It should look like this: smith,j\_a1. (the ‘a’ stands for assignment).
4. I will accept only files in Microsoft Word or in Rich Text Format. If you are using Microsoft Word the file ending will be "doc" or "docx".
5. Mac people you need to use a "save as" and save as a doc file or a rich text format (rtf).
6. If you have no idea what I'm talking about - time to ask the techs how to do it.
7. Respond using complete sentences or you will not get credit for the response. Remember this is a Gordon Rule writing course.

a. For example: if Question #1 asks, “Who excavated the Minoan city of Knossos?” and your response is, “Sir Arthur Evans.” you will NOT receive credit since you haven't responded in a sentence.

b. If you respond, #1 “Sir Arthur Evans excavated the Minoan city of Knossos.” you will receive credit.

1. Make sure to number your responses consistently with the question. To avoid confusion and to stay focused on the question you should reference the question in your response.

**Citations or parenthetical references**

* In this online class we practice using parenthetical references for all assignments. This is not actual 'research'. I want you to get into the practice of acknowledging the source of your information. You must use parenthetical references for all of your responses.
* What do I mean? You must give me the author's last name and the page number where you located the response to the question.
* It should look like this: (Fiero 126)
* Fiero is the last name of the author of your textbook. 126 is the page where I located the information. Put that information in parentheses. Notice that there is no comma, no word 'page' - just the last name and the number (Fiero 126).
* When I use a website or ask you to use the presentation material, I will tell you what the citation should look like, when I give the assignment instructions.
* You must use a citation even if you are not quoting.

**Example**

What did the ancient Greeks call themselves? (1pt)

The ancient Greeks called themselves Hellenes. (Fiero 77). *Notice that I have not quoted the text, yet I have still used a parenthetical reference. This is homework. I want to know if you are reading the textbook and if you understand what you read.*

**Advice**

Stay focused on the question and use examples to support your reasoning.

If you copy blocks of text without editing I'm going to assume you didn't know the answer and you hope it is in that block of text somewhere. I will not give you credit.

One important aspect of these "homework" exercises is learning how to sift through information, recognizing what is important and finding a balance between 'giving too much and not giving enough'.

**Essays**

* The Essay must be submitted in the SafeAssign link I have provided in the assignment location. It will say "Submit Essay Here".
* The file name line should contain your name and the word 'essay'. The format should look like this: Last name, first initial\_essay.
* Specific instructions for each essay will be in the assignments module.
* Writing is a skill that can be developed. If you need assistance with your paper make an appointment with the tutoring center in the library.

**Academic Honesty:** Students will act in accordance with the college policy as set forth in the college catalog and the student handbook. Any student found to have cheated on an exam or to have plagiarized material will receive a ‘0’ for the item.

**Plagiarism**

* Each student is expected to be honest in his or her work. Plagiarism is dishonest. Plagiarism is the use of another’s words or ideas without proper acknowledgment or documentation.
* It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers and/or other academic materials.
* Do not copy out of the text book or other literary sources.
* Do not rearrange phrases from a source and present them as your own thoughts or words. The words and ideas must be your own.
* Anyone found guilty of plagiarism will receive a ‘0’ for that item (assignment, essay or any other written work)

**Discussions**

1. Each new week begins on Monday.
2. Make sure you check the study schedule to see if you have a discussion assignment.
3. Each discussion is worth 15 points.
4. Your first post on this topic is due before 11:59pm Wednesday. You lose 1 point per day late.
5. You need to respond to postings by at least two students. You may respond to more.
6. You must post on at least three different days. If you post only on one day you will receive credit for only one posting (5 pts and nothing else, unless your initial posting is late. See above.)
7. To recap: you must post to discussions on 3 different days. (you may post more – minimum is 3).
8. There are no make-ups on discussions.
9. Credit will not be given for “Good response,” “I agree with what you said,” or anything else that has no substance.

**General Rubric for all Discussions**

Initial post (by end of day Wednesday)

* 5 pts: posted before the deadline, focused and promotes discussion.
* 4-3 pts: focused but is only voicing opinion, there’s not much discussion value.
* 2-0: Not on topic, barely ventures opinion, not meeting minimum word requirement.

Two Responses (5pts each)

* 5 pts: initiates back and forth dialogue, makes insightful observations, asks intriguing questions
* 4-3 pts: comments are good but don’t promote discussion
* 2-0 pts: comments are without thought and have no substance, not meeting minimum word requirement.

**Discussion - Create Message**

1. Discussion topics are available for all students to read – not just me.
2. To make an original post, please click on “create message” in the appropriate discussion topic
3. Postings should be well written (please spell-check) and clearly address the issues being discussed.
4. I’m looking for quality – a post that reflects knowledge of the topic, is well thought out, and quantity – 25 to 100 words for the initial posting.
5. If you duplicate someone else's post you won’t receive credit.
6. Consider using a picture, but please make it web size.
7. You may reference outside resources, new information and/or relevant, specific real-life applications – just keep it clean.
8. Your post should encourage your colleagues to respond.
9. Asking a question is a good way to start a discussion.

**Discussion - Replies**

1. For comments on other students postings avoid, “I agree,” “That’s what I think, too,” and other posts of this nature, they lack substance and thought and will not receive credit.
2. Your responses need to be a minimum of 20 words.
3. The idea is to interact with other members of the class.
4. Please avoid verbal attacks when you disagree with someone’s opinion. Follow the rules of netiquette.

**Discussion - Netiquette**

1. All posts must have a PG rating
2. Use complete sentences – I’m looking for clarity in your comments.
3. In the same vein preview your comments to avoid mistakes in spelling and grammar. Too many spelling and grammatical errors will knock points off your grade.
4. Keep in mind that college online discussions are not “ texting” with friends.  Abbreviations are great but don’t over indulge.

**Attendance**

Students must participate in the first week of class contributing to discussions, submitting a file and taking a quiz. Failure to do any of these activities constitutes a 'no-show'. I will withdraw students who do not participate, during the no-show period. This is the only time I withdraw students from a class.

Please note that should I, for some reason, fail to note that you haven't participated and I neglect to withdraw you, withdrawing before the deadline becomes **your** responsibility.

Regular attendance and class participation (noted in discussion areas and email postings) are significant factors in success in college. As you well know, this is true of any activity.

**Behavior**

All students are expected to comport themselves appropriate to a public learning environment.

Review the online protocols. If you use inappropriate language I will block you from the course, count you absent for that week negating the point for the quiz, discussion, exam, and/or assignment for that week.

The instructor reserves the right to change the syllabus and course schedule as necessary; accordingly, no exceptions will be made for students who are unaware of changes because of absences or failure to read instructions, postings, announcements or other methods of contact used in an online class.

\* If you have special needs for this class you must have official documentation from the Student Disabilities office and submit it to me at the beginning of the semester.

Valencia College is interested in making sure all our students have a rewarding and successful college experience.  To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work.  BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

**Participation in any activity in this course is considered an acknowledgment and acceptance of the conditions of this syllabus.**