



Dear Faculty,

This packet is designed as a quick reference and guide for the development of your course syllabus. These documents can be found in electronic form on The Opportunity Center website <http://oppcenter.chemeketa.edu> along with online syllabus templates that you are welcome to download and use.

Your syllabus represents both an end and a beginning—a final product of your course planning and a valuable way to introduce yourself and the course to your students. Because your syllabus is one of the few formal, tangible links between you and your students and because it will be referred to throughout the term, time and energy should be spent on constructing your syllabus.

The syllabus serves as a contract between you and your students and should be treated much in the same way as a legal contract. It sets forth your responsibilities and those of your students. This does not mean that your calendar or your assignments are set in stone on the first day and that you have no flexibility. Those kinds of precautions can be written in (e.g., this calendar is subject to change.). What it does mean is that both you and your students are agreeing to a certain course of action, with specific expectations on both parts, and you are all accountable for maintaining the agreed upon route. Major changes—like changes you might want to make in the grading policy or additions of assignments—should be avoided.

We hope that this packet and online templates serve as a useful guide in developing your syllabus.

The Opportunity Center for Teaching and Learning  
Salem Campus, Bldg. 9, Rm. 104  
oppcenter@chemeketa.edu  
503.399.5232  
<http://oppcenter.chemeketa.edu>

# Course Syllabus Checklist

As the official learning plan for the course, the syllabus provides comprehensive information about learning outcomes, learning activities, course operations, assessment requirements, and support services. The following minimum components need be included in every course syllabus:

## 1. College Information

- College name
- College address
- Term and year

## 2. Course Information

- Course identification (e.g., SOC204)
- Course title (e.g., General Sociology)
- Course description (directly from approved course outline- may be expanded upon)
- Course registration number (CRN)
- Credit hours
- Class location (include lab location as applicable)
- Meeting times (include day(s) and time(s) class/lab meet)
- Prerequisite(s): (Minimum course, technology, and student skill requirements, and, if applicable, Pre-requisite knowledge clearly stated)

## 3. Instructor Contact Information

- Instructor name
- Office location (full-time faculty)
- Mailbox location (for part-time faculty to use to receive student messages and homework)
- Office hours (full-time faculty)
- Phone or pager (specify appropriate times for students to contact you and the expected response time to student calls. For example: within 24 hours)
- E-mail address - College designated email required for all emails to students (specify expected response time to student emails. For example: within 24 hours)
- Web site address (if applicable)

## 4. Textbook, Software, Supplies, Equipment and Tools

- Required textbooks, software packages or equipment students must purchase
- Recommended texts, supplies, equipment, tools, software that enhance student learning

## 5. Statewide General Education (AAOT) Outcomes (Enter from General Education section of College catalog)

## 6. Performance Based Learner Outcomes (directly from approved course outline)

## 7. Grading Criteria

- Specify grading scale and standards
- Specify overall criteria for assigning a course grade (class participation, exams, projects, etc)
- Extra credit options (as applicable)
- Indicate grading options: Audit, A-F, Pass/No Pass

## 8. Course Calendar or General Plan of Class Meetings and Assignments

- Dates of learning activities (assignments, projects, readings, etc.)
- Dates for learning assessments (quizzes, exams, etc.)
- Dates for special in-class activities (guest speaker, films, etc.)
- Lecture and discussion topics

## 9. Instructor Procedures and Institutional Policies (Additional procedures/expectations may be added)

Institutional Policy Statements that **Should** be Incorporated into Your Syllabus

Academic Honesty **[To be added to all credit course syllabi]**

Go to <http://www.chemeketa.edu/aboutchemeketa/collegelife/academichonesty/> for sample statements, policies, and violation penalties. Use this link to assist you in incorporating into your syllabus how you will determine and handle violations.

Diversity [To be added to all syllabi]

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#### Additional Statements that **May** be Incorporated into Your Syllabus

Advising and Counseling [To be added to credit course syllabi]

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Attendance and Participation

*Students are expected to attend and participate in class meetings, laboratories (as applicable), and field trips (as applicable). A student who expects to be absent due to another school-sponsored activity or compelling personal reason must make prior arrangements with the instructor. The option of making-up course work is at the discretion of the instructor. [Add your specific criteria for absences and make-up work]*

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#### 10. Student Services and Resources (resources, websites, College services for student success)

- Library Services: Bldg. 9, Rm. 200, 503-399-5043
- Math Learning Center: Bldg. 3, Rm. 277, 503-399-3998
- Online resources (Add web resources that will benefit your students)
- Other (Add miscellaneous resources that will benefit your students)
- Open computer labs: Bldg. 6, Rm. 218 and in Bldg. 9/Library
- Study Skills Center: Bldg. 2, Rm. 212, 503-399-5162
- Tutoring Services: Bldg. 2, Rm. 210, 503-399-5190
- Writing Center: Bldg. 9/Library, 503-399-7179

## SOC204 The Sociological Perspective - Example Winter Term 2011

<b>Instructor</b>	Bob Smith	<b>Phone</b>	503-399-7185 ext. 630
<b>Mailbox Location</b>	Bldg. 1, Rm. 200	<b>E-mail</b>	bsmith1@my.chemeketa.edu
<b>Office Hours</b>	eLearn discussion board or in class support	<b>CRN</b>	33652 - A Hybrid Course
<b>Class Location</b>	Class: Bldg. 3, Rm. 118 Lab: Bldg. 8, Rm. 215	<b>Meeting Times</b>	MW, 8:30-9:50 am/lab: H, 8:30-9:50
<b>Credit Hours</b>	4	<b>Web Address</b>	<a href="http://elearn.chemeketa.edu">http://elearn.chemeketa.edu</a>

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### Prerequisites(s):

eLearn online tutorial; <http://learning.chemeketa.edu/orient/intro/intro.cfm>

### Required Text:

Macionis. Sociology - 3 Hole Punch w/MySocLab, 13<sup>th</sup> Edition. Pearson Publishing.

### Recommended Software:

Sociology and Technology—A Microsoft compatible interactive software

### Course Description:

Covers basic issues and findings regarding the biological, symbolic, and social nature of humankind. Discusses foundations for social interaction including patterns of social structure, culture, socialization, primary relationships, social differentiation, organization, deviance and collective behavior. Includes principles of scientific methods and major sociological theorists.

### Statewide General Education (AAOI) Outcomes:

- Apply analytical skills to social phenomena in order to understand human behavior.
- Apply knowledge and experience to foster personal growth and better appreciate the diverse social world in which we live.

### Performance Based Learner Outcomes:

Upon successful completion of the course, students should be able to:

1. Explain the function of culture in the development of status, roles, and personality.
2. Verify how use of research methods produces empirical findings that influence the discipline.

### Grading Criteria:

Grades will be based on student participation, activities, quizzes (50 total possible points), and 3 exams – each exam consists of multiple choice questions (100 possible points per exam). Make up exams must be pre-arranged with the instructor before the scheduled exam time. Final grades will be based on a total point scale.

Final grades will be assigned based on the following point scale:

90 - 100% = A	60 - 69 % = D
80 - 89 % = B	50 - 59 % = F
70 - 79 % = C	49% - 0% = N

Incomplete. An "I" (IB, IC, ID, IF) must be requested by the student and is given at the instructor's discretion when some essential requirement of the course has not been completed, and additional time is granted for completion of coursework. A contract will specify the length of additional time to complete the course material (standard is one-term). If the contract is not fulfilled then the "I" grade will revert to the specified letter grade. An "I" does not entitle a student to satisfy a prerequisite requirement for another course.

**Course Calendar: (Tentative: Subject to Change)**

Week	Date	Topic/Activity/Exams	Required Reading/Assignments	Due Date
1	9/15	Introduction and Syllabus Review	Read Chap. 1, Do questions 5-10	9/17
	9/17	Discuss Chap. 1, Correct questions in class	Read Chap. 2, Write two paragraph summary about Chapter 2	9/22
2	9/22	Discuss Chap. 2 and present summaries	Read Chap. 3, Do questions 1-5	9/24
	9/24	Discuss Chap. 3, Correct questions in class	Read Chap. 4	
3	10/1	Discuss Chap. 4, Review term paper criteria	Decide term paper topic by next class	10/3
	10/3	Trip to library for orientation	Review for Chap. 1-4 quiz	
4	10/8	Chap. 1-4 quiz	Use time to work on term paper	10/17
	10/10	In class Video-- <i>Socialization: Perspectives on the Socialization of Native Peoples</i>	Read Chap. 7, Do questions 5, 7 & 9	
5	10/15	NO CLASS	Use time to work on term paper	10/22
	10/17	Discuss Chap. 7, Correct questions in class	Read Chap. 8 & 9; Outline of Term Paper Due	
6	10/22	Discuss Chap. 8 & 9, Correct questions in class,	Review for practice midterm	10/24
	10/24	Take practice midterm	Review for midterm	10/29
7	10/29	Midterm	Read Chap. 10 & 13, Do questions 1-5 and answer essay question #8	10/31
	10/31	Discuss Chap. 10 & 13, Correct questions in class, Distribute graded midterm	Read Chap. 14, Do questions 1-3	
8	11/5	Discuss Chap. 14, Correct questions in class, Guest speaker	Read Chap. 17, Rough draft of term paper due	11/7
	11/7	Discuss Chap. 17, Correct questions in class	Read Chap. 18 & 19, Do questions 3-6	11/12
9	11/12	Discuss Chap. 18 & 19, Correct questions in class	Read Chap. 20, Do essay questions #5 and #7	11/14
	11/14	Discuss Chap. 20, Correct questions in class	Use time to work on term paper	
10	11/19	Review for final exam	Review for final exam	
	11/21	Final Exam and Term Paper Due		
11	Finals week – No Class			

## **Instructor Procedures and Institutional Policies:**

### Attendance and Participation

*Students are expected to attend and participate in class meetings and field trips. A student who expects to be absent due to another school-sponsored activity or compelling personal reason must make prior arrangements with the instructor. The option of making-up course work is at the discretion of the instructor. One grade will be subtracted for each late paper scored and there will be no make-up exams. In extreme circumstances extra credit may be assigned.*

### Academic Honesty

*The presentation of another individual's work as one's own or the act of seeking unfair academic advantage through cheating, plagiarism or other dishonest means are violations of the college's "Students Rights and Responsibilities." Students caught cheating in this class will receive a grade of "F". See College catalog or public website for definitions and violation penalties -*

*<http://www.chemeketa.edu/aboutchemeketa/collegelife/academichonesty/>.*

### Diversity Values

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### Students with Disabilities

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*and pagers must be used outside these facilities. Please be courteous and turn off cell phones, pagers and music players during class.*

## Advising and Counseling

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## Services and Resources for Student Success

Writing Center – Bldg. 9/218, 503-399-7179

Library – Bldg. 9, Rm. 200, 503-399-5043

Open computer labs – Bldg. 6, Rm. 218, 503-399-5237

Online Encyclopedia: <http://en.wikipedia.org/wiki/Sociology>

**Chemeketa Community College**  
4000 Lancaster Drive NE  
PO Box 14007  
Salem, Oregon 97309-7070

**Course Outline**

**Course Identification**                SOC204                **Credits**                4                **Effective Date**                7/10          

The  
**Course Title:**                The Sociological Perspective          

**Total Instructional Hours, for Course, per Term:**

    44     Lecture Hours      =          4     Credit(s)  
    0     Laboratory Hours      =          0     Credit(s)

**Prerequisite Course(s):**

None

**Required Text(s):**

Macionis, *Sociology- 3 Hole Punch w/MySocLab*. 13<sup>th</sup> Edition. Pearson Publishing.  
ISBN 978-0-558-55377-7

**Course Description:**

Introduces and employs the sociological imagination to explore society and social experience. Emphasizes the complex relationships between individuals and society by introducing students to a diverse range of sociological approaches. Includes socialization, social structure, social interaction, culture, groups, stratification, social class, deviance, social science methodology, and the intellectual history of sociology.

**Performance Based Learner Outcomes:**

Upon successful completion of the course, students should be able to:

1. Analyze society by employing the sociological perspective.
2. Distinguish between issues and troubles by giving examples.
3. Evaluate the ways in which social structure gives direction to and sets limits on human behavior.
4. Identify ways in which social inequalities are reflected in and reinforced by culture.
5. Explain how socialization shapes the self and shapes racial, gender, and sexual identities.
6. Analyze the social class and opportunity structures found in the U.S.
7. Discuss the extent in which actors and groups can impact social structure.
8. Identify, explain, illustrate, and assess the major theoretical frameworks in sociology.
9. Discuss how social scientists conduct research.

## Course Content Outline:

- I. What is Sociology?
- II. The Development of Sociology Including Durkheim, Marx, Weber, Dubois, Addams, the Chicago School
- III. The Sociological Imagination
- IV. Major Theoretical Perspectives
- V. Sociological Inquiry and Methodology
- VI. Culture
- VII. Socialization
- VIII. Deviance
- IX. Social Structure and Social Interaction
- X. Groups and Organizations
- XI. Social Stratification and Social Class

## Teaching Methods:

Course content lends itself to the following strategies and approaches:

- **Lecture:** Presentations prepared and performed by instructor or guest speakers.
- **Discussion:** Individuals participate in discussions with presenters and/or members of the class.
- **Questioning:** Questions used by presenters and in course assignments to focus the analysis and application of course content.
- **Writing:** Students analyze and apply course content through writing assignments.
- **Class Projects:** Individual or group projects used to build greater understanding and application of course content to real world contexts.
- **Case Studies:** True-to-life situations—past and present—presented in videos, by guest speakers, and through readings. Students are asked to apply course concepts, theoretical approaches, and social data to real life situations/experiences.
- **Service Learning:** Teaching and learning that integrates meaningful community service with course content.
- **Film:** The select use of narrative and documentary film/video to generate discussion and to introduce and reinforce course content.
- **Data Analysis:** Through the methods above, students analyze and interpret primary or secondary data.



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### Add Your Classroom Procedures and Policies Here

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- Writing Center: Bldg. 9, Rm. 218, 503-399-717

Chemeketa Community College  
4000 Lancaster Drive NE  
PO Box 14007  
Salem, OR 97309-7070

***Course Syllabus - Template***  
**(Term and Date)**

**Course ID and Title:**

**Course CRN and Credit Hours:**

**Class/Lab Location and Time:**

**Instructor:**

**Phone:**

**Email:**

**Website:**

**Mailbox/Office Hours/Location:**

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**Course Text/Materials:**

**Prerequisites:** [Minimum course, technology, and student skill requirements, and, if applicable, prerequisite knowledge clearly stated]

**Course Description:** [Directly from approved course outline-may be expanded upon]

**Statewide General Education (AAOT) Outcomes:**

[Enter from General Education section of current College catalog]

**Performance Based Learner Outcomes:** [Directly from approved course outline]

**Course Content/Assignment Outline:** [Add your disclaimer that content is subject to change]

**Grading Policies:**

[Type details on how you will grade here--See Required Course Syllabus Component Checklist]

**Expectations and Tips for Success:** [Recommended texts, supplies, equipment, tools, software that enhance student learning]

**Instructor Procedures and Institutional Policies:**

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