

*“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”*



**CARMEN SHURTLEFF**  
Professor of Sociology and Social work

Monday - off campus  
Tuesday - by appointment  
Wednesday - by appointment  
Thursday - 9am - 4pm  
Friday - off campus

 cshurtleff@ntcc.edu  903.434.8307  carmenshurtleff

*This syllabus documents all course policies and requirements, assignments, and instructor/student responsibilities.*

*Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.*

**Course Description:** The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance. Three credit hours.

**Prerequisite(s):** None

**Student Learning Outcomes:**

1. Compare and contrast the basic theoretical perspectives of sociology.
2. Identify the various methodological approaches to the collection and analysis of data in sociology.
3. Describe key concepts in sociology.
4. Describe the empirical findings of various subfields of sociology.
5. Explain the complex links between individual experiences and broader institutional forces.

## Evaluation/Grading Policy:

Social Issue Paper	100 points
Data Workshops	100 points
Discussions	100 points
Mid-term	100 points
Final	100 points
<b>Total Possible</b>	<b>500 points</b>

Grading and evaluation--Generally, a “ C “ course grade represents an acceptable level of work. A course grade of "B" represents a substantial effort and achievement. It is a grade for the better-than-average product and effort. An "A" is awarded only for outstanding efforts and quality in the required products.

The grades will be awarded on the following basis:

- A = 90% to 100% of possible points
- B = 80% to 89% of possible points
- C = 70% to 79% of possible points
- D = 60% to 69% of possible points
- F = 59% and below of possible points

Tests/Exams: There will be two tests (100 points each). Everyone must take the final exam. Exams include multiple choice, matching or definitions, and short essay questions. As a rule, make-up examinations will not be permitted unless the student’s absence is excused in advance. A grade of incomplete ("X") will not be given unless the student contacts the instructor to make special arrangements for making up the required work. Only emergency situations that prohibit the student from completing the course as planned warrant consideration of the grade of "X".

## Required Textbook(s):

The Real World; An Introduction to Sociology 9th ed. Kerry Ferris. Jill Stein. W.W. Norton and Company, 2016. Publisher: W.W. Norton & Company, Inc.

**ISBN Number:** 978-0-393-41933-7

## Minimum Technology Requirements:

Below are some technical requirements for using Blackboard that will help your experience in this course. You will see the NTCC Tech Support email address and phone number below. Please contact them if you run into any technical problems during the semester. Please let your instructor know you are having difficulties as well. If you need further NTCC technical support services, please contact IT at [IT@ntcc.edu](mailto:IT@ntcc.edu) or 903.434.8140.

Blackboard will work on both a Mac and a PC. (Chrome Books are known to have issues with Blackboard.) Accessing Blackboard through Fire-Fox or Chrome as your web browser is best. If you have trouble with improper activities, you might change your web browser as your first solution. The Default Browser in Windows 10 is Edge. This browser does not do well with Blackboard! If you go to Windows Accessories, you will find Internet Explorer still on your computer, but it is not your default browser. If you struggle to navigate with Edge, close it and go to Internet Explorer. You can download Blackboard Student for your smartphone from the Play or App stores. More information is available for Technology Requirements and Support under the Student Resources – Technical Support Tab in Blackboard.

## **Required Computer Literacy Skills:**

The ability to communicate via email, including sending attachments; navigate the World Wide Web using a Web browser such as Internet Explorer; use office applications such as Microsoft Office (or similar) to create documents; willingness to learn how to communicate using a discussion board and upload assignments to a classroom Web site. In addition, students need to be comfortable uploading and downloading saved files; navigating blackboard, including using the email component within Blackboard.

For more information or technical assistance on using the Learning Management System, please refer to the Home Page, Orientation Module in Blackboard's critical technical requirement, information, and support folder.

## **Course Structure and Overview:**

Course Structure and Overview: This is a sixteen-week online course where students must access graded activities on the Blackboard Learning Management System. A typical class involves general participation by all members in discussions. Students must complete online homework, discussion forums, assignments, and exams. Students must watch instructional videos, read course textbooks, and complete online assignments in the Learning Management System, Blackboard, by due dates.

## **Assignments:**

All written assignments should be typed (12-point font), double-spaced, with one-inch margins, a title page, and stapled. Students are encouraged to submit written work that has been spell-checked and is free of grammatical errors. Students are expected to use APA style when citing reference materials. Please refer to the APA manual or use [www.apastyle.org](http://www.apastyle.org) for guidelines on writing in APA format. Students are advised that points will be deducted if these criteria are NOT met.

## **SOCIAL ISSUE PAPER (SLO 5, CT2 & EQS3) 100 POINTS**

In this assignment, you are tasked with selecting a social issue that interests you and analyzing it through the lens of the three significant sociological theories. Functionalism Theory, Conflict Theory, and Symbolic Interactionism. The goal is not to provide an exhaustive explanation of the chosen social issue but to demonstrate your understanding of how each theoretical perspective can be applied to explain different aspects of the issue. The purpose of the assignment is for the student to be able to explain the complex links between individual experiences and broader institutional forces. Some social issues you may choose could be: Economic problems and bailouts, Climate change, Gender inequality, Poverty, Political Gridlock, Oil Exploration. Students will then write a **three to four-page** paper in APA style and submit it online on blackboard.

***ADDITIONAL GUIDELINES ARE LOCATED IN THE COURSE RESOURCE FOLDER***

**DISCUSSIONS (SLO 1, & SLO 3)**  
**100 POINTS**  
**5 DISCUSSIONS – 20 POINTS EACH**

Discussions are a crucial part of your participation in both online and face-to-face learning environments. They are designed to ensure you remain an active and engaged member of the class throughout the semester. These discussions and activities provide a platform to exchange ideas, learn from your peers, and deepen your understanding of the course material.

Each student is expected to fully participate in all discussions and activities. This may involve summarizing articles, responding to questions from the text, or viewing and commenting on streaming videos. There will be at least five discussions, each worth 20 points.

**POSTING DISCUSSIONS**

To receive credit for each discussion, you must; **Initial Post:** Post your answer to the discussion board question by Thursday at midnight. Your initial post should be at least 100 words. **Response Post:** Respond to at least one peer's post by the proceeding Monday at midnight. Your response should be at least 75 words. Students are required to provide citation sources.

**GRADING CRITERIA**

Your grade on the discussion board is based on your participation. Each discussion board assignment is worth 20 points. To receive full credit, your posts must meet the following requirements:

**Relevance:** All posts should be directly related to the topic being discussed. They should contribute to the conversation by introducing a new point of view, providing additional information, or otherwise furthering the discussion.

**Engagement:** After posting your answer, you are required to respond to at least one other peer in the class. Engaging with your classmates helps create a dynamic and interactive learning environment.

**Quality of Writing:** Posts should use correct grammar, punctuation, and vocabulary appropriate for a college-level course. Ensure your writing is clear, concise, and free from errors.

**Respectful Communication:** All interactions on the discussion boards should be respectful and constructive. Misuse of the discussion boards, including inappropriate or disrespectful comments, will not be accepted.

***ADDITIONAL GUIDELINES ARE LOCATED IN THE COURSE RESOURCE FOLDER***

**DATA WORKSHOPS (SLO 2)**  
**100 POINTS**  
**4 DISCUSSIONS – 25 POINTS EACH**

Sociology data workshops are highly informative and engaging activities designed to equip students with the skills and knowledge to analyze and interpret sociological data effectively. These workshops are integral to fostering a deep understanding of sociological concepts and methods. They provide students with hands-on experience, allowing students to apply their knowledge and skills through practical exercises and real-world scenarios. There will be at least four workshops throughout the course, each worth 25 points. Data Workshops must be written in APA format and include a minimum of 150 words. Workshops will include practical exercises, data analysis, and reflective questions to ensure comprehensive learning.

***ADDITIONAL GUIDELINES ARE LOCATED IN THE COURSE RESOURCE FOLDER***

**EXAMS (TEST) (SLO 3 & CT1) 100 POINTS PER EXAM**

There will be two tests (100 points each). Everyone must take the exams. Exams will include multiple-choice, matching or definitions, and short essay questions. As a rule, make-up examinations will not be permitted unless the student's absence is excused in advance. A grade of incomplete ("X") will not be given unless the student contacts the instructor to make special arrangements for making up the required work. Only an emergency that prohibits the student from completing the course as planned will warrant consideration of the grade of "X". **EXAMS on released on the date above and students are provided 48 hours to complete the exam.**

**Communications:**

The college's official means of communication is via your campus email address. Emails will be responded to within 48 hours (about 2 days). I will use your campus email address, Microsoft Teams, and Blackboard to communicate with you outside class. Ensure you keep your campus email cleaned out and below the limit so you can receive important messages. The preferred communication method is **Microsoft TEAMS** will improve communication between students and instructors.

All students are strongly encouraged to download the Microsoft team's app on their personal phones or computer. This will be my primary communication tool for this course. To download the Teams mobile app, go to your mobile device's IOS App Store or Google Play Store and download the app. Once downloaded, use your NTCC email and password to log in. You can access Microsoft Teams from any internet browser by going to the following link: <https://www.microsoft.com/en-us/microsoft-teams/log-in>. You can also download Teams to your computer using the link above. Be sure to turn on notifications in your setting to avoid missing notifications or important announcements for this course. Please note that you will not receive notifications using the internet browser only. I typically respond within one hour to messages; however, I may take up to 24 hours to reply. If you need additional help, please contact me at [cshurtleff@ntcc.edu](mailto:cshurtleff@ntcc.edu).

Look for this app:



## **Institutional/Course Policy:**

Late work will only be accepted with prior approval by the instructor. Students are always expected to be respectful toward classmates and professors! Review Student Conduct in the Student Handbook. It is the student's responsibility to check Blackboard for important information/announcements regarding the course. Students should be working on course material via Blackboard every week. Do not wait until the last minute to complete and submit assignments in case of technical issues.

**Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements** In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

## **NTCC Academic Honesty/Ethics Statement:**

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach, using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty, such as cheating, plagiarism, and collusion, is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies in the Student Handbook. Refer to the student handbook for more information on these subjects.

## **Artificial Intelligence Statement:**

Individual instructors may allow or disallow any use of AI software for coursework. It is the student's responsibility to follow any AI classroom policy and the course's guidelines set forth by the instructor. Integrating AI into the course can undoubtedly bring numerous benefits and advancements. However, any use of AI software must be cited, or it could constitute **academic dishonesty (plagiarism)**. Recognizing the potential risks and ensuring that AI technologies are implemented responsibly and ethically is crucial. Students are fully accountable and responsible for any content, AI or non-AI, used in an assignment that is submitted. If any student has any questions surrounding the use of AI, please reach out to the instructor.

## **ADA Statement:**

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at

903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special population's page on the NTCC website.

**Family Educational Rights and Privacy Act (FERPA):**

The Family Educational Rights and Privacy Act (FERPA) is a federal law protecting student education records' privacy. The law applies to all schools that receive funds under an applicable U.S. Department of Education program. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when attending a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." A parent has no legal right to obtain information concerning the child's college records without the student's written consent. In compliance with FERPA, information classified as "directory information" may be released to the general public without the student's written consent unless the student requests in writing. Directory information is defined as the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, the field of study, degrees, awards received, and participation in officially recognized activities/sports.

**Student Social Support Resources:**

At Northeast Texas Community College, we understand that students may encounter challenges that can create barriers to success. If you need support or guidance, NTCC offers Eagle Assist—a comprehensive hub where you can access resources beyond the classroom. Services available through Eagle Assist include classroom accommodations, mental health counseling, tutoring, the CARE Center, financial literacy, and emergency assistance. NTCC is committed to alleviating barriers and fostering student success, regardless of your lived experiences. To access these services, please email [eagleassist@ntcc.edu](mailto:eagleassist@ntcc.edu). Additionally, if you need further community resources, please visit [www.ntcc.edu/carecenter](http://www.ntcc.edu/carecenter)

