

# **SYG-2000, Principles of Sociology**

## **Fall 2022 Syllabus** (Total pages 14)

### **Class # 25855/3243**

#### **Class Meeting:**

Tuesday's (10:40 AM – 11.30 AM)/Thursday's (10:40 AM to 12: 35 PM)  
Face to Face at TUR 2322 (Turlington)

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#### **Instructor's information**

**Name** Bhavna Sharma (she, her)

**Email** [bhavna.sharma@ufl.edu](mailto:bhavna.sharma@ufl.edu)

**Face to Face Office hour:** Tuesday's 11:30 AM - 12:30 PM in TUR 3349

**Virtual Office Hour(s):** Friday's 11:30 AM - 12:30 PM over zoom

**Preferred communication:** email via Canvas

Hello, I am Bhavna Sharma, and I welcome you to SYG 2000, Principles of Sociology course! I am excited to learn with you this semester and intend to navigate this course largely through our Hearts than Minds. Accordingly, you will find that several decisions regarding deadlines and exams although are set officially in the canvas, but I am open to reviewing them from time to time based on your recommendations. The participatory approach will be the winning formula to do well in this course. The syllabus has been carefully framed to familiarize you with a comprehensive overview of the key features and milestones of this course. You may call me Ms. Sharma!

#### **General Education Subject Area Objectives**

Social and behavioral science courses, like SYG 2000, provide instruction in the history, key themes, principles, terminology, and underlying theory or methodologies used in the social and behavioral sciences. Students will learn to identify, describe, and explain social institutions, structures, or processes. These courses emphasize the effective application of accepted problem-solving techniques. Students will apply formal and informal qualitative or quantitative analysis to examine the processes and means by which individuals make personal and group decisions, as well as the evaluation of opinions, outcomes, or human behavior. Students are expected to assess and analyze ethical perspectives in individual and societal decisions.

## Course Objectives for SYG 2000 Principles of Sociology

1) Introduce students to the basic concepts, theories, and methods that sociologists use. Course materials and activities provide students opportunities to see how social scientists use varied methods to collect information about specific social issues. Moreover, students will critically assess how that information can be used to frame understanding about why social patterns exist and what might be the possible consequences of those patterns.

2) Provide students with a brief overview of sociology as a discipline within the social sciences that exposes students to strategies to identify, study, and address social issues and research questions. Course activities will provide students with opportunities to apply critical thinking skills to evaluate debates about contemporary social issues and the evidence needed to address the issues.

3) Help students to develop the ability to understand how various social processes and structures affect one another.

4) Encourage students to develop a better understanding of how their own lives and significant relationships are shaped by larger social forces.

5) Provide students with insights about how individuals' interactions with others can affect the larger society.

## Student Learning Objectives

The general education Student Learning Outcomes (SLOs) describe the knowledge, skills, and attitudes that students are expected to acquire while completing a general education course at the University of Florida. The SLOs fall into three categories: *content*, *communication*, and *critical thinking*:

- *Content* is knowledge of the concepts, principles, terminology, and methodologies used within the discipline. Students demonstrate competence in the terminology, concepts, methodologies, and theories used within the discipline.
- *Communication* is the development and expression of ideas in written and oral forms. Students communicate knowledge, ideas, and reasoning clearly and effectively in written or oral forms appropriate to the discipline.
- *Critical thinking* is characterized by a comprehensive analysis of issues, ideas, and evidence before accepting or formulating an opinion or conclusion. Students analyze information carefully and logically from multiple perspectives, using discipline-specific methods, and develop reasoned solutions to problems.

## Class Policies

**Attendance:** At various times throughout the semester, I will ask you to complete in-class assignments may be in a group or on an individual basis. I will do a mix of in-class exercises and take class attendance 11 times during the semester and will pick up top ten scores towards the final grade.

**Preparation:** It is expected that you will complete all the necessary readings before the class. The prior readings will facilitate productive class discussions and will provide important background information for the lecture. Additionally, there will be a series of in-class assignments that may require knowledge of the readings assigned for the day.

**Discussion:** Class discussion will be an important feature of our class. While everyone does not need to be very vocal throughout the course, however, you will be required to engage with your classmates on occasions. During class discussion, only one student speaks at a time and he or she is not interrupted or contested by any other fellow student or me. Additionally, we will discuss several sensitive topics related to gender, race, ethnicity, class, sexuality etc. and students are always expected to be courteous of others and respect everyone in the classroom.

**Communication:** If you need clarification or greater conceptual clarity on a given topic, I am available to discuss with you as per mutually convenient time to be carried out virtually and we will go through your notes together. While I am happy to explain anything, you do not understand or are having conceptual difficulty with I will not redo my entire lecture if you have missed your class. Please contact me through the canvas mailing system in advance with specific questions. If you choose to write an email to me with a specific question, I will try my best to respond to you promptly during normal working hours from Monday to Friday from 9 am to 5 pm (within 48 hours as per the University policy). Please note that if you send me an email via Canvas after 5 pm on Friday, then I will try my best to respond on the following business day. You can write to me via Canvas with a subject line SYG 2000 of “Principles of Sociology” and something about a query.

**Punctuality:** I will appreciate it if you enter the class in time and are ready for each class session. If you miss an announcement that I make at the beginning of the session because you are late or did not attend, it is your responsibility to know the updates from your class buddies.

**HB7 Law:** [[Chief Diversity Officer - University of Florida \(ufl.edu\)](https://www.ufl.edu/diversity/office/)]. **The UF HB 7 page, which provides available official guidance**

**Behavior:** People learn best when they are encouraged to ask questions and express their diverse opinions on course content, which may include images, texts, data, and theories from across the disciplines. This is especially true in courses that deal with provocative or contemporary issues. UF offers many such courses, in which students encounter concepts of race, color, sex, and/or national origin. We teach these important issues because understanding them is essential for anyone who seeks to make economic, cultural, and societal contributions to today’s complex world. With this in mind, we do not limit access to,

or classroom discussion of, facts, ideas, and opinions—including those that some may find uncomfortable, unwelcome, disagreeable, or even offensive. In response to challenging material, students and instructors are encouraged to ask honest questions and thoughtfully engage one another's ideas. But hostility, disruptive and disrespectful behavior, and provocation for provocation's sake have no place in a classroom; reasonable people disagree reasonably. These guidelines can help instructors and students as they work together to fulfill the mission of the University of Florida, which includes the exploration of intellectual boundaries, the creation of new knowledge, and the pursuit of new ideas.

**Complaints:** If students have concerns about classroom issues, disagreements, or grades, their first point of contact is the classroom instructor whose contact information appears on the syllabus. If the problem cannot be resolved, the student should email the next departmental contact: in classes with TAs, this is the instructor of record, in classes without TAs, this may be the departmental course coordinator or the department chair Dr. Stephen Perz (sperz@ufl.edu). Their contact information can be found on the program's website at [Departments < University of Florida (ufl.edu)]. Your email should include a clear description of the student's concern, and any supporting documents. Most concerns are resolved at this level. If a resolution cannot be reached at the departmental level, the student will be referred to the Office of the UF Ombuds <https://www.ombuds.ufl.edu> (Links to an external site.)

**Covid-19:** As of now, our Spring 2022 lectures are scheduled to face to face. The following policies and requirements are in place to maintain our learning environment and to enhance the safety of our in-classroom interactions. Please regularly read UF policy covid-19 updates via this link <https://coronavirus.ufl.edu/university-updates/>.

- As of now, we are expected to wear approved face coverings during class and within buildings. Following and enforcing these policies and requirements are all our responsibility.
- We encourage every student to be vaccinated for their protection. An unvaccinated student who contracts the virus or has a significant exposure will not be cleared for campus and will miss classes. Per the current Centers for Disease Control and Prevention (CDC) guidelines, individuals who have not been fully vaccinated will be directed by the Florida Department of Health to quarantine following a positive test or after exposure from an infected individual. Such students may have to leave campus, return home, and makeup class work just as students do when they contract other illnesses, such as flu.
- Almost 100% of the people who study and work at UF – students, faculty, and staff – are adults and can therefore be vaccinated. If someone chooses not to be vaccinated, that person is assuming a significant risk of contracting COVID-19. UF cannot be responsible for that risk, given the ready availability of the vaccine, and cannot modify the operation of the entire university for a minority of people who may choose not to be vaccinated. We want to be clear on this point because people must understand the potential consequences of their choices.
- UF will continue to monitor the progress of the pandemic, both locally and nationally. UF will continue to make the vaccine freely available, and we will continue our robust contact tracing program in partnership with the Department of

Health. We are always prepared to modify our approach if conditions warrant it. But right now, there is the reason for optimism that we can restore the rich campus life we enjoyed before the pandemic. Everyone can participate fully when protected by vaccination. If you are experiencing COVID-19 symptoms ([Click here for guidance from the CDC on symptoms of coronavirus \(Links to an external site.\)](#)), please use the UF Health screening system and follow the instructions on whether you can attend class. [Click here for UF Health guidance on what to do if you have been exposed to or are experiencing Covid-19 symptoms \(Links to an external site.\)](#).

- As with any excused absence, you will be given a reasonable amount of time to make up missed work.

**Equipment and Access Requirements:** This is a face-to-face course with a lecture held in the classroom until classes return synchronously via Zoom due to a rise in Covid cases during the semester. Most of your assignments, tests, and chapter-end quizzes will be conducted on-line via canvas. Students will need reliable access to standard computer equipment and the internet to access Microsoft Word, PowerPoint, YouTube and Email. No specialized software is required. Grades will be updated on the Canvas site (<http://elearning.ufl.edu>) along with assignment requirements, course updates, and announcements. Students should check Canvas regularly for important class notifications. The “announcements” tab is where you can access course announcements. Should you experience technical difficulty in Canvas, please contact the UF Computing Help Desk at 352-392-4357 or via e-mail at [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu). UF Students' computing requirements can be viewed at <https://it.ufl.edu/policies/student-computing-requirements/>.

**Class Cancellation:** If I need to cancel a class for any reason, I will notify you via canvas email as soon as possible. If the University closes for any reason, please follow the instructions mentioned in the direct communication from the designated University official and do not wait for my confirmation or communication in this regard.

### **(In Case we revert to Zoom due to unexpected circumstances)**

**Zoom Expectations:** In case COVID 19 situation relapses then we will have our class sessions over zoom. The goal of this classroom is to mirror the regular classroom experience as much as I can and simultaneously manage some of the operational challenges of the virtual world. I do not intend to record the lectures to ensure that the sessions are fully immersive, and we ensure full participation and collaboration. Following are the expectations about the virtual classroom sessions:

- When participating in Zoom meetings, you should **dress** appropriately as you would in a regular class.
- Please use **headphones** if in a room with ambient noise.
- **The camera is preferred to be turned on during Zoom lecture**, however, it is not a mandatory condition.
- Please avoid login in to the class when you are in transit. Consider these virtual sessions as you are attending a face-to-face session in a regular classroom.

- Sit on a chair (preferably by a desk) or a couch with no one behind you, if possible. Use a virtual background if other people are in your room.
- Keep your audio on mute unless you are responding to the participants of the Zoom meeting.
- Use your computer, phone, or tablet only for reading course content and for taking notes.
- Do not use your electronic devices to make or receive calls, text messages, or view material unrelated to the course during the Zoom meeting. Use Zoom's chat feature to direct your questions to the whole class rather than engage in a private chat discussion with another student.
- Always be respectful of the ideas of others. If you disagree with the opinion or view of a classmate, express your comments respectfully. Please be open-minded for deep learning.
- I will provide PowerPoint slides before the class session and therefore ask you to pay more attention to class lectures and discussions instead of copying the text from the slides.

In case, I decide to record a lecture then I will announce the same in advance and the following policy will be applicable:

- Our class sessions may be audio-visually recorded for students in the class to refer and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate verbally are agreeing to have their voices recorded.
- If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials are prohibited.

### Assessment breakdown

It is mandatory to take exams.

Attendance and in-class assignments 10%	For in-class assignments, I will give you a prompt to discuss or a conceptual question to answer as a group or individually. Additionally, I may choose to take attendance at least 5 - 6 times during the semester. There will be no make-up work for the missed classes. I expect you to inform me in advance if you intend to miss any of the class sessions. I will be able to excuse your attendance only if you provide Doctor's note/ some evidence that your health needed attention. I can also excuse your absence if you have a national festival in your
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	native country. Any other scenario will be handled on a case-to-case basis.
Chapter end quizzes –15 %	We will use the quiz bank to choose which questions will be asked, based on what we have discussed in the lecture and/or required the class to read. Quiz questions will be randomized so each student will probably receive a different set of questions. Each question is automatically set to be worth one point; all questions from the same quiz bank must have the same point value.
Field research project (Group) – 15%	There will be a group project in this course. The projects must be turned in before 11.59 PM on the due date. The project details along with the names of the group members will be posted in Canvas. The project will provide opportunities for student-student interaction and constructive collaboration
Reflections (Individual) – 20%	The goal of a reflective essay is to make the student connect some sociological concept to a world event, their personal experiences, or something else taking place outside of the classroom. The reflection essays to be submitted via canvas
3 Exams – 40% (Total weightage)	I provide a tentative schedule below for what chapters will be covered for each of the exams. The schedule may undergo some change depending on the pace of the class and therefore, the material to be covered for each of the exams may be modified. I will give exams online and the students take them during the class, or I will give them a window when the exam is open, maybe a few hours, and students have to complete the exam within that period.
Exam 1 (13.3 % of each student's final grade)	25 combination of T/F, multiple-choice, and short answer will cover Modules 1-3
Exam 2 (13.3 % of each student's final grade)	25 combination of T/F, multiple-choice, and short answer will cover Module 4
Exam 3(13.3% of each student's final grade)	25 combination of T/F, multiple-choice, and short answer will cover Module 5-6

### **Assignments, Exam and Grading Policy**

**Assignments:** The academic dimension of the course is robust and appropriate for learning. In the Pages section of Canvas, I will create a separate page for each week containing a weekly schedule that indicates topics to be discussed in class, class activities, and assignments to be done in preparation for/in response to class. I will ensure that the amount, nature, and pacing of assigned work are appropriate for the class.

**Late Assignments:** A late penalty will be applied to assignments turned in after the announced due date. The penalty is 10 points per day (Saturday and Sunday count as 5

points each day). For example, if a paper is due on Tuesday and if you submit it the next Monday then 40 points will be deducted from your final score or if you deserve 90 points(A-) out of 100 for any assignment then you will be assigned only 50(E). I suggest that you complete your assignment a few days earlier and keep a buffer to revise your assignment/ essay or paper a few times.

**Make-up exam:** I expect all students to take online exams 1 and 2 will be held during the class period and the final exam will happen remotely during a prescribed time window. I will accommodate for special requirements of students based on recommendations of the Disability Resource Center (DRC). If you do not appear for your exam, then you will be assigned a grade zero for that exam unless you provide sufficient evidence (for example, Doctor’s note, your entitled cultural holiday etc.) for me to consider re-opening the exam for you. Make-up exams and assignments will not be offered for this course except under the rarest of circumstances. Please notify me in advance in case you face any serious problems and accordingly I will decide if you can take up a makeup exam. If I decide to give a make-up exam, then I reserve the right to offer you a different Exam from the exam the class had or to give you an essay exam.

**Posting of Grades and re-evaluation:** Grades will be posted to Canvas. I will enter your grades for each assignment within two weeks after each assignment is turned in. If you wish to review any of your assessments, you can do so within two weeks from the day the grades are released. You are expected to be proactive and quick to clarify your doubts or questions related to your grades during a specified time. In case, you raise serious questions about the way I graded your assignment, I reserve the right to re-grade your entire assignment and your grade may increase or decrease.

The grade you receive in this class is final. Please also do not ask about extra credit as there is no extra credit for this course. If you have a final grade ending in 0.5 or above, I will round it to the next whole digit. Current UF grading policies for assigning grade points are as follows: <https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>.

**Grading Scale:** The University of Florida’s grading scale includes minus grades. The distribution indicated below shows the range of grades. Please note that if you earn a grade of “C-“or below it will not be counted toward your general education requirements or your Sociology major requirements. In other words, you will need at least 70% in this class to count toward your Gen Ed or Sociology major requirements.

**Final Grading Scale (%)**

A	92.50 – 100%
A-	89.50 – 92.49%
B+	86.50 – 89.49%
B	82.50 – 86.49%
B-	79.50 – 82.49%
C+	76.50 – 79.49%
C	72.50 – 76.49%
C-	70 – 72.49%

**Final Grade Distribution**

Exams	40%
Class participation via attendance & in-class exercises	10%
Group Project	15%
Reflections	20%
Quizzes	15%



	Minimum passing grade = 70%
D+	67 – 69%
D	63 – 66%
E	Below 60%

**Incomplete Grades:** The college of Liberal Arts and Sciences has a specific policy and procedure regarding incomplete grades. Please check the following links:  
<https://www.advising.ufl.edu/academicinfo/clas-policiesprocedures/incomplete-grades/>  
<https://web.clas.ufl.edu/forms/incomplete-grade-contract.pdf>.

### **Important University Policies**

**Course Evaluation:** Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Please go through this link to understand how to provide professional and respectful feedback- <https://gatorevals.aa.ufl.edu/students/>. You will be notified when the evaluation period opens and then you can complete evaluations through the email you receive from GatorEvals or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

**Special considerations:** Students requesting classroom accommodations for disabilities must secure a letter through the office of Student Disability Services (SDS) to notify me immediately to complete all paperwork and to prepare a plan of action. The SDS office is located at 001 Reid Hall. Students interested in soliciting writing assistance should visit the UF Reading and Writing Center (RWC) to secure a 30 minutes consultation. The RWC is in SW Broward Hall.

**Honor Code:** <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>  
Preamble- In adopting this Honor Code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the University community. Students who enroll at the university commit to holding themselves and their peers to the high standard of honor required by the Honor code. Any individual who becomes aware of a violation of the Honor Code is bound by honor to take corrective action. Student and Faculty support are crucial to the success of the Honor Code. The quality of a university of Florida education is dependent upon the community acceptance and enforcement of the Honor Code.

**Conduct Code:** <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>  
*Disruptive Conduct*- Conduct that is materially or substantially disruptive to the normal operations of the University, or that incites others to do so, in any of the following activities: teaching, research, administrative functions, disciplinary proceedings, other University activities whether on or off-campus, and other authorized activities that take place on

campus. In evaluating whether conduct is materially or substantially disruptive, the University may consider the totality of factors, including but not limited to whether there was an intent to prevent the activity or event from continuing to completion and whether the conduct was a sustained and continuous disruption. Disruptive conduct does not include any conduct protected by the First Amendment. Examples of Disruptive Conduct include but are not limited to a) Disruption of University Officials in the performance of their work b) Disruption of a University Activity or event c) Disruption of a class or curricular activity. Classroom or other academic workplace behavior that interferes with either a) the instructor’s authority or ability to conduct the class or b) other students’ ability to benefit from the instructional program.

**Day wise course schedule (Fall 2022)**  
 ( Double period is highlighted in **Bold**)

Day	Date	Topic	Notes
<b>1</b>	<b>Thursday, August 25</b>	Module 1	<ul style="list-style-type: none"> <li>• Sociology</li> <li>• Micro/macro-level</li> <li>• Sociological imagination</li> </ul>
2	Tuesday, August 30		
<b>3</b>	<b>Thursday, September 1</b>	Module 2	<ul style="list-style-type: none"> <li>• Chapter 3               <ul style="list-style-type: none"> <li>○ Culture</li> <li>○ Norms</li> <li>○ Society</li> <li>○ Values</li> </ul> </li> <li>• Chapter 5               <ul style="list-style-type: none"> <li>○ Peer group</li> <li>○ Socialization</li> </ul> </li> <li>• Chapter 6.1               <ul style="list-style-type: none"> <li>○ Group</li> <li>○ In-group</li> <li>○ Out-group</li> <li>○ Primary group</li> <li>○ Secondary group</li> </ul> </li> <li>• Chapter 7.1               <ul style="list-style-type: none"> <li>○ Deviance</li> <li>○ Sanctions</li> <li>○ Social control</li> </ul> </li> </ul>
4	Tuesday, September 6		
<b>5</b>	<b>Thursday, September 8</b>		
6	Tuesday, September 13		

7	<b>Thursday, September 15</b>	Module 3	<ul style="list-style-type: none"> <li>• Chapter 1.3 <ul style="list-style-type: none"> <li>○ Functionalism</li> <li>○ Conflict theory</li> <li>○ Symbolic interactionism</li> </ul> </li> <li>• Chapter 4 <ul style="list-style-type: none"> <li>○ Role</li> <li>○ Status</li> </ul> </li> <li>• Chapter 2 <ul style="list-style-type: none"> <li>○ Empirical evidence</li> <li>○ Survey</li> <li>○ Field research</li> <li>○ Experiment</li> <li>○ Secondary data analysis</li> </ul> </li> </ul>
8	Tuesday, September 20		
9	<b>Thursday, September 22</b>		
10	Tuesday, September 27		
11	<b>Thursday, September 29</b>		
---	Friday-Sunday, Sept 30th to Oct 2nd	Online Exam 1 window	Modules 1-3
12	Tuesday, October 4	Module 4	<ul style="list-style-type: none"> <li>• Chapter 9 <ul style="list-style-type: none"> <li>○ Class</li> <li>○ Social mobility</li> <li>○ Social stratification</li> <li>○ Structural mobility</li> </ul> </li> <li>• Chapter 11 <ul style="list-style-type: none"> <li>○ Assimilation</li> <li>○ Discrimination</li> <li>○ Dominant group</li> <li>○ Ethnicity</li> <li>○ Institutional racism</li> <li>○ Minority group</li> <li>○ Racism</li> </ul> </li> <li>• Chapter 12 <ul style="list-style-type: none"> <li>○ Gender</li> <li>○ Sex</li> <li>○ Sexual orientation</li> <li>○ Sexuality</li> <li>○ Transgender</li> </ul> </li> </ul>
13	Thursday, October 6		
14	Tuesday, October 11		
15	<b>Thursday, October 13</b>		
16	Tuesday, October 18		
17	<b>Thursday, October 20</b>		
18	Tuesday, October 25		
---	Friday-Sunday, October 28 <sup>th</sup> to 30 <sup>th</sup>	Online Exam 2 window	Module 4
19	<b>Thursday, October 27</b>	Module 5	<ul style="list-style-type: none"> <li>• Chapter 13 <ul style="list-style-type: none"> <li>○ Dependency ratio</li> <li>○ Life course</li> <li>○ Life expectancy</li> <li>○ Primary aging</li> <li>○ Secondary aging</li> <li>○ Population pyramids &amp; demographic implications</li> </ul> </li> </ul>
20	Tuesday, November 1		
21	<b>Thursday, November 3</b>		

22	Tuesday, November 8		<ul style="list-style-type: none"> <li>• Chapter 14 <ul style="list-style-type: none"> <li>○ Cohabitation</li> <li>○ Extended family</li> <li>○ Family &amp; Marriage trends</li> <li>○ Global Implications</li> </ul> </li> </ul>
23	Thursday, November 10		
24	Tuesday, November 15	Module 6	<ul style="list-style-type: none"> <li>• Chapter 18 <ul style="list-style-type: none"> <li>○ Work and Economy</li> <li>○ Automation</li> <li>○ Capitalism</li> <li>○ Socialism</li> </ul> </li> </ul>
25	Thursday, November 17		
26	Tuesday, November 22		
---	Thursday, November 24 No class	Holiday	Thanksgiving break
27	Tuesday, November 29	Module 6 (continued)	<ul style="list-style-type: none"> <li>• Chapter 21 <ul style="list-style-type: none"> <li>○ Collective behavior</li> <li>○ Social change</li> <li>○ Social movement</li> </ul> </li> </ul>
28	Thursday, December 1		
29	Tuesday, December 6		
---	Exam Period TBD	Online Exam 3	Modules 5 & 6

### Required reading

Required textbook (on-line) Introduction to Sociology 2e by Griffiths et al, OPENSTAX can be found at this link <https://openstax.org/details/books/introduction-sociology-2e>. Please go to this link to either view it in the browser or download the PDF version. The textbook is organized on Canvas as a collection of modules. Every module begins with a set of learning objectives, key features, section summaries, key terms, further research, and Chapter end quizzes. Students should plan to read all the chapters on time and carefully take all quizzes.

### Frequently Asked Questions

Q: When and where are your office hours?

A: It is at the top of the very first page of this syllabus.

Q: Can I call you by your first name?

A: You may call me Ms. Bhavna or Ms. Sharma.

Q: Are we going to have an Individual in-class assignment (ICA) on specific dates?

A: I honestly do not know. I typically decide whether there will be an individual ICA a few minutes before class starts, so I cannot tell you ahead of time whether there will be one or not. These are to ensure class attendance and participation. **Please do not ask for the make**

**up work if you miss your class session in which I conduct an in class exercise or take attendance.**

Q: Can I be excused from the ICA we completed during the last class? I missed it because I was traveling or for any other reason.

A: Unless your absence is covered by the description mentioned in the assessment section, you will receive a zero for missing the ICA or if I take class attendance. For any medical appointment which can not be rescheduled, please notify me before the class. If you have a national festival in your native country then please notify me in advance. If you have sudden family or personal exigencies, then I may make a decision based on case to case basis.

Q: Can I be excused from the ICA we completed during the last class? I had an exam for another class at that time.

A: No, please do not schedule exams for other courses during this class.

Q: When should I contact you?

A: You should contact me for conceptual/lecture-related questions, questions about study tips, questions about exams, or general inquiries. You also don't have to have a specific reason to come to office hours, sometimes people show up to talk about things that are not related to the class.

Q: Oh no! My assignment didn't upload properly/the power went out in my apartment when I was uploading/I completely forgot about the assignment/I had 15 exams this week and didn't prioritize your class/I had more important things to do! And now I have a zero on Canvas for that assignment! Can I turn it in late?

A: No, I do not accept late assignments. Even if it's one minute late. I do this so everyone is treated the same way, and because once I make concessions for one person it opens the floodgates for everyone else to want to turn in late assignments for various reasons. I understand you are busy, but almost everyone else in this class is busy too. Please be proactive and submit your assignments early enough to avoid this situation; if you encounter technical issues, there is time for you to email me and let me know before the deadline. It is much easier to fix problems before the deadline than it is to retroactively fix them.

Q: Can I look at that assignment that was graded last week?

A: Yes, students are encouraged to contact me with any questions that they have about grades on assignments or exams if it is within the two-week window (see next question).

Q: Can I look at that assignment that was graded two months ago?

A: No. You are welcome to contact me with any questions you have about a grade, but you must do this within two weeks of the grade being posted. Once this deadline has passed, these grades are nonreviewable.

Q: How will you conduct Exams?

A: Exams will be conducted online over Canvas with the Honorlock system. Students who need extra time or have special requirements based on the recommendation of the DRC

may contact me in advance so that I can organize their exams separately. The final Exam can be given remotely. I will set the time window in which the exam has to be completed.

Q: Can I take Exam 3 early? I need to do this because I want to travel to my home.

A: We will have online exams over Canvas but stick to the schedule. I will seek the consensus of students in the class about their preferred day for the final exam. The final exam will cover only Modules 5 and 6.

Q: Is there anything I can do for extra points?

A: There are no extra points in this class. Please be aware of your grade throughout the semester and speak to me if you are not on your desired trajectory instead of asking for extra points at the end of the semester. The earlier you identify an issue, the easier it is for us to work on it.

Q: Can you round up my grade? I am so close to an A!

A: No, I will not round-up grades, except 92.5+ can be considered A or 89.5+ as A- and so on. Everyone receives the letter grade equivalent to the final numeric score you have at the end of the semester.

Q: Can you write a letter of recommendation for me?

A: That is conditional. I have written recommendations for former students who are going to grad school, applying for scholarships/internships, etc. However, if I am going to write a letter for you then I need to be sure of two things: 1) I know who you are and some things about you, and 2) you performed well in my class. I want to be able to write something that is both personal and complimentary. If I have never spoken to you, it is tough for me to tell someone else how great you are. And if you never showed up to class or blew off all my assignments, I will not have very good things to say about you. So, if you would like me to write you a letter, I am happy to, but please establish some sort of contact with me early so we can build rapport.

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