

## Course Syllabus

**Course Number and Title: Western Civilization 1 – HIS 1113**

**Instructor: Dr. Clay Armstrong**

**Office Location: n/a**

**Instructor's Phone: n/a**

**E-mail: [carmstrong@eastms.edu](mailto:carmstrong@eastms.edu)**

**Office Hours: By Appointment**

**Course Description: This is a general survey course that covers European history from ancient times through 1660 AD.**

**Prerequisites: none**

**Semester Credit Hours: 3**

**Required Text: The Western Heritage TLC, 6<sup>th</sup> ed.**

**Kagan, Ozmant, and Turner**

**Student Learning Outcomes:**

- 1) To gain an overview of early civilizations and to understand how events have shaped early civilizations.**
  
- 2) To identify and define major western civilization personalities.**
  
- 3) To know key terms and events associated with and vital to western civilization.**
  
- 4) To recognize the strengths and contributions of different ancient civilizations.**

### **GRADING**

**Weekly assignment grades will be posted within 7 working days of due date.**

Grades for this course will follow the standards published in the EMCC College Catalog.

**A (100-90)    B (89-80)    C (79-70)    D (69 – 60)    F (59 or below)**

All work must be completed by the posted due date. Late work will receive a grade of zero.

Students who have questions about a grade received should immediately contact the instructor to resolve the issue. This action must occur within the week of the grade posting. After this time, it will be assumed that the grade has not been disputed and it will become a matter of record as it stands.

### **ELEARNING ATTENDANCE (per the EMCC catalog)**

All students are expected to attend and participate in class and submit assignments on a regular basis, at least weekly. Attendance is taken regularly each week based on the submission of weekly assignments or as otherwise noted in the syllabus. In all cases, attendance is taken at least weekly. Distance learning students are subject to EMCC's excessive absence policy. If a student is considered absent for a given week by the instructor, the student will have accrued one absence. A student will be withdrawn from the class upon the 3rd unexcused absence.

### **WITHDRAWAL PROCEDURE FOR ONLINE STUDENTS (per the EMCC catalog)**

Students who want to withdraw from a class must visit the EMCC campus where the student registered to pay for and complete a withdrawal form.

For students who are unable to visit campus: Call the Business Office to pay for a withdrawal form by credit card and contact the Registrar's Office at your campus to provide course information and a fax number. The staff person will complete the form and fax a copy to you for your signature. It must be signed and returned by fax to the Registrar's Office for processing. Unless the staff person receives your signed form, your withdrawal request will not be processed and your class (es) will not be withdrawn.

### **PLAGIARISM**

Collegiate work requires a strict standard of academic responsibility. While engaged in academic coursework, we encounter other people's ideas. How we incorporate these ideas into our own work requires caution. When these ideas are not properly credited, this is referred to as plagiarism. Plagiarism involves the intentional and/or unintentional use of other's words and thoughts without acknowledgement.

Examples of plagiarism:

- Turning in someone else's work as your own
- Copying words or ideas from someone else without giving credit
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words or phrases (paraphrasing) while keeping the structure of a source without giving credit

- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not
- Using information or graphics from an internet site without citing your source
- Giving your rough draft to another person to revise or rewrite
- A form of plagiarism that is not always found in typical definitions is self-plagiarism. Self-plagiarism involves duplication of original essays in part or whole. Resubmitting written work that has previously been presented in another course is considered self-plagiarism. Self-plagiarism is as serious as other forms of plagiarism and will carry the same consequences.

If you are unsure whether or not a specific situation constitutes plagiarism, ask your instructor.

### **ONLINE TESTING (per the EMCC catalog)**

Students taking an online course are required to take one or more proctored exams. The student is responsible for making an appointment with a designated proctor at an approved testing location for taking any proctored exam. Appointments must be made in advance.

Proctored Testing Lab Rules:

- Personal belongings will not be allowed at the computer while testing. Personal belongings must be placed on a table provided in the Testing lab. It is in your best interest not to bring valuable items to the Testing Lab – East Mississippi Community College is not responsible for lost or stolen items.
- No food, drinks or tobacco products allowed in the lab.
- No children allowed in the lab.
- NO CELL PHONES ALLOWED, even to be used as calculators!
- Students suspected of cheating may be reported to the Associate Dean of eLearning.
- Students are NOT allowed to leave the testing lab during the test for any reason. Tests will be closed if a student leaves the lab.

### **PROCTORED FINAL EXAM**

The final proctored exam will be comprehensive. Final exams must be taken at an approved proctored testing site which will require the student to travel to their college. It is your responsibility to contact the proctor at your community college & schedule a time for these exams. You will have to travel to your community college and show the proper I.D. to access any proctored exam. You will not be able to use your textbook, notes, or any other materials for this exam unless stated by the instructor.

### **MSVCC GRIEVANCE POLICIES**

Students who register through the MSVCC will be subject to the disciplinary policies and procedures of the student's host college. (The **host college** is the institution where the student registers for the class.)

Any student who wishes to make a complaint regarding any aspect of the MSVCC must take the following steps:

1. Discuss the problem with the faculty member, staff member, or administrator involved. Direct communication between the two parties usually resolves most of the problems.
2. If informal efforts to resolve the problem are not productive, the complainant should then contact the Director of eLearning at the student's host college to help in processing the complaint. (*Host College is the institution where the student registers for class.*)
3. If the complainant, at this point, wishes to file a formal complaint, he or she should express the specific nature of the complaint and the remedy sought in writing to the providing college's Director of eLearning with a copy sent to the host college's Director of eLearning (if different). The providing Director of eLearning will then refer it to the appropriate person for disposition. A response will be made to the complainant within 15 working days by the providing college. (*The providing college is the institution teaching the course.*)
4. If the student is not satisfied with the resolution of the grievance, that student must follow the procedures prescribed by the student's providing college in writing. The appeal must be made in writing within five working days.
5. Students who do not submit a written appeal by the appointed date forfeit any further consideration in this matter.

### **MSVCC DISCIPLINE POLICY**

Students who register through the MSVCC will be subject to the disciplinary policies and procedures of the student's host college. (*Host College is the institution where the student registers for class.*)

### **EMCC CALENDAR DATES:**

Students should make note of the established semester withdrawal dates. The online drop/add period ends on the day after the online class begins.

### **STATEMENT FOR STUDENTS WITH DISABILITIES**

EMCC follows all Americans with Disabilities Act standards. Disclosure of a disability is voluntary. Students with disabilities are invited and encouraged to discuss their needs and accommodation strategies with the Dean of Students. Students should schedule an appointment with the designated DSS staff member on their respective campus to establish a plan for reasonable accommodations and services.

Golden Triangle Campus: 662.243.1979 or 662.243.1900

Scooba Campus: 662.476.5048 or 662.476.5000

## **ANTI-DISCRIMINATION/HARASSMENT STATEMENT**

East Mississippi Community College is committed to assuring that the College and its programs are free from discrimination and harassment based upon race, color, ethnicity, sex, pregnancy, religion, national origin, disability, age, sexual orientation, gender identity, genetic information, status as a U.S. veteran, or any other status protected by state or federal law

**The following person has been designated to handle inquiries regarding the non-discrimination policies:**

**Theresa Harpole**

Office of the Director of Human Resources

1512 Kemper Street

P.O. Box 158

Scooba, MS 39358

662-476-5274 tharpole@eastms.edu

## **SACSCOC ACCREDITATION STATEMENT**

East Mississippi Community College (EMCC) is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates and the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call (404) 679-4500 for questions about the accreditation of EMCC. The Commission is only to be contacted if there is *evidence* that appears to support an institution's significant non-compliance with a requirement or standard. All normal inquiries about the institution, such as admission requirements, financial aid, educational programs, and other college related information should be addressed directly to the College and NOT to the office of the Commission on Colleges.