INSTRUCTOR CONTACT INFORMATION:

Professor: David Gutzke
Email: DavidGutzke@missouristate.edu
Office Hours: Sunday, 7-9:30 p.m., Thursday, 7-9:30 p.m.
Office Location: Online

Communication Expectations: I shall be available to answer questions or offer guidance at the above online office hours. Should something pressing arise outside these perimeters, please email me and I shall respond within twelve hours. Please bear in mind that I am nocturnal, so my day begins around 2 p.m. There are compensations from your perspective: I work until about 4 a.m., so messages reaching me in the early morning hours will be answered quickly

STUDENT SUCCESS:
At Missouri State University we are committed to student success. A key element to your success as a student is to engage in all course activities and to communicate with your instructor. If you anticipate or experience academic barriers during the course, contact your instructor right away so you can discuss options.

COURSE DESCRIPTION:
General Education Course (Focus on Constitutions of U.S. and Missouri and American History and Institutions). MOTR number HIST 101 - American History I. Formation of the United States and its civilization from the Age of Discovery through the Reconstruction Era, with emphasis on the influence of the Frontier and the Native American, European and African heritages; the constitutional development of the federal government; the evolution of the nation's economic system, social fabric and diplomatic experiences.

COURSE OBJECTIVES:
By the end of the course the student will be able to
• Identify the rights and responsibilities they have in their own communities and the broader society
• Recognize the ways in which they can exercise their rights and responsibilities
• Understand, critically examine, and articulate key similarities and differences between their own cultural practices and perspectives and those of other cultures, past and present
• Analyze the role that different languages, cultures, institutions, and beliefs have in shaping individual and collective behavior

REQUIRED COURSE MATERIALS:

Textbook:
• Norton (et.al.), *A People and a Nation* (Brief 10th Ed.)
• David W. Blight (ed.), *Narrative of the Life of Frederick Douglass: An American Slave* (3rd Ed.)

Technology:
The use of technology is a part of our everyday lives at the university and there is important information you should know about your own computer’s capabilities, Internet access, Blackboard, and other technology tools whether you are participating in a classroom on campus or taking an online class. For information on the basic computer requirements to be successful in class visit the Knowledge Base for Computer Requirements on the Missouri State University website.

It is strongly recommended that, in addition to your standard means of access, you have an alternative plan for acquiring course materials, should your computer fail to function, or your Internet connectivity becomes disrupted. The MSU campus library is an excellent option if it is nearby; otherwise, most public libraries offer Internet access. If you have a laptop computer, then familiarity with local “hotspots” might also serve you well. It is your responsibility to actively and proactively address technical problems, therefore, develop a plan to address technical problems before they arise. If you need assistance with Blackboard the MSU helpdesk can be reached by phone at 417-836-5891 or by emailing HelpDesk@MissouriState.edu. You can also visit the Help Desk website for a live chat option.

Blackboard Ally:
To help ensure you have access to your digital learning materials in formats that work for your different devices, learning needs, and preferences, Blackboard includes a new tool called Ally. Next to your course files, you’ll find an icon for a dropdown menu. Simply click the icon and select “Alternative Formats.” You’ll see a list of options from which to choose. Download speed will depend on the size file.
Depending on the type of document, you many find some or all of the options below available:
Explore the Accessibility website to learn about ways we are working to improve accessibility at MSU.

University Shut Down:

In the event of a University shut down, this course will proceed without interruptions or changes.

COURSE ASSIGNMENT DESCRIPTIONS:

Exams and Quizzes: Quizzes and Exams will be multiple choice

Written Assignments: There is a short 650-word essay based on two assigned videos in the last week of the course.

COURSE SPECIFIC POLICIES:

Participation/Attendance:
Because of the nature of an online course, participation will be measured by your active involvement in the activities on Blackboard (weekly discussions and completions of assignments, quizzes, etc.). Simply logging into the course site does not count as participation.

Course Schedule: Our class “week” will begin on Monday and end at midnight (central standard time) on Sunday. Assignments, exams, quizzes must be submitted no later than midnight on Sunday unless I have given specific instruction through the course announcements stating otherwise. Review the Course Schedule for an overview of the schedule and the due dates for each week. The course Schedule is located in the "Getting Started" section of the course and is available as a PDF document for ease of printing.

Late Homework Policy:
Makeups will be given only in case of a valid emergency, with a legitimate excuse. Whether examinations or quizzes, the format for makeups will be essay.

Course Grading:
Your course grade will be determined based on the following point breakdown:
Grading Scale: Final grades will be determined using the total points you earned during the semester, letter grades will be based on a plus/minus scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>90-93</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>84-86</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>80-83</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>74-76</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>70-73</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>60-66</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60</td>
<td></td>
</tr>
</tbody>
</table>

UNIVERSITY POLICIES:

Accessibility/Academic Accommodation:
If you are a student with a disability and anticipate barriers related to this course, it is important to request accommodations and establish an accommodation plan with the University. Please contact the Disability Resource Center (DRC) at the Disability Resource Center website, Meyer Library, Suite 111, 417-836-4192, to initiate the process to establish your accommodation plan. The DRC will work with you to establish your accommodation plan, or it may refer you to other appropriate resources based on the nature of your disability. In order to prepare an accommodation plan, the University usually requires that students provide documentation relating to their disability. Please be prepared to provide such documentation if requested. Once a University accommodation plan is established, you may notify the class instructor of approved accommodations. If you wish to utilize your accommodation plan, it is suggested that you do so in a timely manner, preferably within the first two weeks of class. Early notification to the instructor allows for full benefit of the accommodations identified in the plan. Instructors will not receive the accommodation plan until you provide that plan and are not required to apply accommodations retroactively.
Mask and Face Covering Policy
In accord with the [MSU Mask and Face Covering policy](https://www.missouristate.edu/healthsafety/mask-policy/), [Greene County Health Department](https://www.greenehealth.org/), and the [Springfield City Ordinance](https://www.cityofspringfield.org/Resources/assessments/mask-required), masks or face coverings must be worn at all times in public spaces within academic buildings and other campus instructional areas, including hallways, elevators, stairwells, classrooms, restrooms, study areas, and other common areas when you are on campus. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the [Centers for Disease Control and Prevention (CDC) guidelines](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/masks.html). Face shields are not considered masks or face coverings for purposes of this requirement.

Students who cannot wear a mask or face covering due to a disability must contact the [Disability Resource Center (DRC)](https://www.missouristate.edu/student-life/disability-resource-center/) to initiate the interactive accommodation process.

In the absence of an approved accommodation, a student’s refusal to wear a mask or face covering will be considered a classroom disruption, consistent with [Op3.04-11 Class Disruption](https://www.missouristate.edu/policy/), and may result in the student being administratively dropped from the class section.

Academic Integrity Policy:
Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the university’s academic integrity policy plus additional more-specific policies for each class. The university policy, formally known as the “Student Academic Integrity Policies and Procedures” is available online at [Academic Integrity Policies and Procedures (Students)](https://www.missouristate.edu/student-life/academic-integrity/) and also at the Reserves Desk in Meyer Library.

Examples of academic integrity violations include; allowing someone else to copy or use your assignments or exams, turning in papers used in other courses or from the internet, and/or using notes or your book for a closed-book exam. Plagiarism means presenting someone else’s work as your own (e.g., copying or paraphrasing someone else’s work without appropriate citations). Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

Nondiscrimination Policy:
Missouri State University is an equal opportunity/affirmative action institution and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Institutional Equity and Compliance, Park Central Office Building, 117 Park Central Square, Suite 111, (417) 836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can be brought to the attention of your instructor’s Department Head. Please visit the [OEC](https://www.missouristate.edu/institutional-equality-and-compliance/) (Office for institutional Equity and Compliance) for additional information.
Religious Accommodation:
The University may provide a reasonable accommodation based on a person’s sincerely held religious belief. In making this determination, the University reviews a variety of factors, including whether the accommodation would create an undue hardship. The accommodation request imposes responsibilities and obligations on both the individual requesting the accommodation and the University. Students who expect to miss classes, examinations, or other assignments as a consequence of their sincerely held religious belief shall be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a Request for Religious Accommodation Form to the instructor by the end of the third week of a full semester course or the end of the second week of a half semester course.

Mental Health & Stress Management:
As a student you may experience a range of personal issues that can impede learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance and may reduce your ability to participate in daily activities. Learn Visit the Missouri State University Counseling Center website to learn more about free and confidential services available to assist you.

Title IX:
Missouri State University has a Title IX policy that guides our response to instances of sexual violence. Sexual Violence includes: Rape, Sexual Assault, Sexual Misconduct, Sexual Discrimination, Domestic Violence, Dating Violence, Stalking, Sexual Harassment and Pregnancy issues. The Title IX policy can be located on the MSU Title IX website. This website is also a good resource for any questions or issues involving Title IX and contains contact information for the MSU Title IX Office and staff. Read an overview of the Title IX office.

If an MSU student discloses a Title IX related issue to a MSU faculty or staff member who is deemed to be a “Responsible Employee” under the policy, that faculty or staff member is required to report such disclosure to the Title IX Coordinator. A responsible employee includes any employee who has the authority to take action to redress sexual violence; who has been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee; or whom a student could reasonably believe has the authority or duty to take action. Taylor Health employees and MSU Counseling Center Clinicians are not considered to be Responsible Employees under the policy, and therefore, are not required to report Title IX issues to the Title IX Coordinator.

Chosen Name Policy:
A student may choose a name other than their legal name to identify themselves at Missouri State University. A chosen name is different than the student’s legal name. Refer to the Chosen Name
policy for more information. Students can provide their chosen first and middle names in the Profile tab of My Missouri State.

Dropping a Class
It is your responsibility to understand the University’s procedure for dropping a class. If you stop attending this class but do not follow proper procedure for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. For information about dropping a class or withdrawing from the university, contact the Office of the Registrar at 836-5520. You can access the Academic Calendar on the MSU website to view drop and refund deadlines for the semester.

Disclaimer & Fair Use Statement: This course may contain copyrighted material, the use of which may not have been specifically authorized by the copyright owner. This material is available in an effort to explain issues relevant to [insert topic of course] or to illustrate the use and benefits of an educational tool. The material contained in this course is distributed without profit for research and educational purposes. Only small portions of the original work are being used and those could not be used easily to duplicate the original work. This should constitute a ‘fair use’ of any such copyrighted material (referenced and provided for in section 107 of the US Copyright Law).

If you wish to use any copyrighted material from this course for purposes of your own that go beyond ‘fair use’, you must obtain expressed permission from the copyright owner.