*****Due to the extenuating circumstances of COVID-19, anything in this syllabus can be changed as needed to accommodate evolving university policies, or best practices the instructor sees fit to keep us all healthy and learning at a high level. Please be patient with yourself, your classmates, the instructor, and all administrators through what will undoubtedly be a difficult and unusual semester for all of us.

Please feel free to express any concerns to me or administration. If it is particular to our class, please contact me first.

**INSTRUCTOR:** Dr. Ammons (address only as Dr. Ammons)

**E:MAIL:** JacyndaAmmons@MissouriState.edu

**OFFICE HOURS:** Monday, Wednesday, Friday: 9:30am-10am; 11am-12:10pm

*All virtual through Blackboard Collaborate (Instructions on how to utilize this will be provided the first day of class and on Blackboard).

Due to COVID-19, I will not have face-to-face office hours this semester. I will also not talk to students individually before or after class in the classroom or hallway in order to practice social distancing. Anything that cannot be taken care of via e-mail can be conducted virtually through Blackboard Collaborate.

**OFFICE PHONE NUMBER:** 417-836-5916 (e-mail is preferred)

Office hours should be the first type of contact, then e-mail. I will not return phone calls, and I am not always in the office, so it is better to utilize office hours and if not office hours, e-mail.

**COVID-19 University Policies:**

- Missouri State University has a COVID-19 Masking Policy. Proper mask wearing (covering your nose and face at all times) is required in all academic buildings – in the hallways, elevators, classrooms, restrooms, study areas – everywhere inside of academic buildings. Strong Hall (where we hold class) is an academic building and you are required to wear a mask. If you do not have one you can go to a departmental office (there are usually two on each floor) or the Dean’s Office (SH 207). You must arrive to class with a mask on in order to be admitted to the class. Students who have not been granted an accommodation and who refuse to wear a mask while in the classroom are subject to administrative withdrawal consistent with the Class Disruption policy.

- Connected to the Masking Policy, you also are not allowed to eat or drink in the classroom to make sure everyone is always following the Masking Policy. Basically, you are not allowed to take your mask off for any reason during class and it must cover both the nose and face the entire time.

*****I will strictly enforce this policy. If you are not properly using face coverings, you will be asked to leave. If you repeatedly attend class without face coverings or are combative when asked to leave class, I will request you be dropped from the course and/or call security. You may contact the Dean of CHPA, Victor Matthews (SH 207), about any concerns about the Masking Policy.

- Assigned seats will be required as a way to help the university with contact tracing if necessary. In general, seats will be assigned per alphabetical order, but if you need to sit closer to the front of the room, for example (whether a documented ADA requirement or not), I will try to take those requests into consideration. Any ADA required seating assignments will always be followed. I will not allow you to sit by a particular person because you are friends, etc., so do not ask that. Please e-mail me no later than Thursday, August 20, with legitimate
assigned seating requests, including those covered by ADA and those not. If you do not or refuse not to sit in your assigned seat, I will request you be dropped from the course.

-While missing class is usually not advisable, due to the extraordinary circumstances of COVID-19 and the ease of spread, it is important to stay at home when sick to avoid the spread of the disease. The university (nor I or your classmates) do not want you to attend classes if you are legitimately sick. If you are sick or not feeling well, please do not come to class but rather seek medical attention from your doctor or at Mager’s Health and Wellness Center. They can provide you a medical excuse and advise you when it is safe to return to class. If you will be missing class more than one day due to illness, please contact me via e-mail. Please do not include any personal information, that would be a HIPA violation, but do provide documentation of when you are allowed to return to class. Arrangements will then be made to help make accommodations for your participation grade.

**Individual Student Quarantine Procedure:**

It is possible that at some point in the semester individual students or an entire class may need to go online due to personally having tested for COVID-19 or needing to be quarantined. For the most part, I do not see this as being a major problem for individual students. Here are the things I will request, however.

1. Please contact the Dean of Students: [https://www.missouristate.edu/dos/](https://www.missouristate.edu/dos/). The Dean of Students can contact all your instructors without sharing any personal information. I will not require this for the first two times you need to quarantine (because it is possible it will happen more than once), but I will ask starting with the third time, you do contact the Dean of Students. I think it is to your advantage to always contact the Dean of Students if you need to miss multiple days for any reason (as you will also see later in the syllabus), but I will not make it a requirement for quarantining until the third time you tell me you need to quarantine. The reason for that is we do not want students taking “advantage” of quarantine to miss class without really needing to quarantine.

2. As far as assignments, everything is already submitted online, so there should be no problem. All deadlines will be the same, unless you tell me you are personally infected and having severe enough symptoms that you need extended time. Please see above about missing class under “Covid-19 University Policies” for more information.

3. As to lectures, I have some pre-recorded lectures I can provide if you are quarantining, but may also provide a “virtual” classroom through Blackboard Collaborate at the appointed class time in which you would be required to participate. You will need to contact me directly to get access to those videos so that I can provide you a link. If watching a pre-recorded video, I will make those links available for a week at a time to make sure you are staying up with the rest of the class.

4. If you are watching pre-recorded lectures online during quarantining, I suggest taking notes as you watch, but then to also get notes from another student when you are allowed to return to class.

5. You will not have the option of choose pre-recorded videos over the “virtual” classroom unless you are the person infected and are ill enough that you cannot participate in a “virtual” classroom.

**Moving to Online Contingency:**

This plan will only be utilized if the university moves to online classes at some point in the semester, or I test positive. Other portions of the syllabus will cover how class will be conducted as a scheduled seated class.

- The course schedule is subject to change for any reason, including university response to any COVID-19 outbreaks. In the event of the university moving to strictly online classes, assignments might be modified to accommodate changes, but that may not be needed as everything other than class meetings will already be taking place via Blackboard.
In the event of moving to online, we will utilize a combination of online meetings through Blackboard Collaborate during our regularly scheduled class time as well as posted lectures. Virtual Blackboard Collaborate meetings will take place during the appointed 12:20-1:10 and 1:25-2:15 course times on Mondays and Wednesdays. You can “attend” either time regardless of what section (as long as there is enough ”space” in Blackboard Collaborate) and must attend at least twice a week. On Fridays you would watch posted lectures and complete assignments. An example of how this could work:

Someone in Section 8 who in the seated class met MWF at 1:25-2:15 could attend the Blackboard Collaborate session Monday at 12:20, and then attend the Blackboard Collaborate session Wednesday at 1:25. On Friday, everyone would be watching lectures/completing assignments. You would have 4 opportunities within the week to meet at least 2 times.

If we move online, this is the type of face-to-face interaction and flexibility I would hope to provide, but this is not a guarantee if it proves to be problematic in some way or there are not enough students at a particular time to continue offering it.

-Because all assignments will already be submitted via Blackboard, no changes will need to be made to assignments or grades unless absolutely necessary.

-I highly suggest you buy an actual computer, not a Chromebook or tablet, if you already do not have one. Additionally, I suggest you buy a webcam and microphone if those capabilities are not already available to you. Blackboard Collaborate can be accessed via phone, but considering Chromebooks and tablets are not compatible with most university services and you may need to be “seen” for classes, these are my recommendations.

-If we are required to move online at some point, contact me immediately if any of the above will be a problem for you so that we can try to create reasonable accommodations.

Other University Required Information

HST 12 General Education Competencies:

1. Identify the rights and responsibilities you have in their own communities and the broader society.
2. Recognize the ways in which you can exercise their rights and responsibilities.
3. Understand, critically examine, and articulate key similarities and differences between your own cultural practices and perspectives and those of other cultures, past and present.
4. Analyze the role that different languages, cultures, institutions, and beliefs have in shaping individual and collective behavior.

By the end of the semester, you should be able to achieve the above objectives with acceptable competency. I will assess your competency using an unspecified essay from one of the assignments in the class. This requires no additional work from you, and the information I gather for this assessment will in no way influence your grade. This will be for reporting purposes only.

Academic Dishonesty

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 http://www.missouristate.edu/policy/Op3_01_AcademicIntegrityStudents.htm and also at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

I must report any acts of academic dishonesty to the appropriate office which in turn keeps a record of students who violate this policy. You cannot drop a course to avoid a charge of academic dishonesty.
You do have the right to appeal a charge of academic dishonesty, which is why it must be reported. In addition to any university-imposed sanctions, the student will also receive a zero (0) for the entire assignment in which cheating or plagiarism is found.

It is your responsibility as a student to understand what constitutes cheating and plagiarism. This obviously means do not copy in part or whole work from a classmate on either in class or out of class assignments, but also using either in part or whole information from outside works including websites, whether cited or not. If you are ever concerned about whether your work would be considered plagiarism, please ask. More information will be provided throughout the semester as needed for individual assignments. I take academic dishonesty very seriously to help you learn, but also uphold the integrity of grading for all students. This policy is applicable to ANY assignment for the course.

Religious Accommodation
The University may provide a reasonable accommodation based on a person's 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.

Statement of Nondiscrimination
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 also be brought to the attention of your instructor's Department Head. Please visit the OED website at www.missouristate.edu/equity/.

Disability 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) (https://www.missouristate.edu/disability/), 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.

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 at www.missouristate.edu/titleix/. 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.
Mental Health Resources and Suicide Prevention
Missouri State University has many resources to help you with counseling for please refer to these websites for further details: https://counselingcenter.missouristate.edu/ (MSU Counseling Center website).
https://counselingcenter.missouristate.edu/328291.htm (MSU Suicide Prevention website).

Emergency Storm Shelter and Evacuation Information
In the event of an emergency or incident in the classroom, the faculty member is often the first university representative or authority figure recognized to be in charge until emergency first responders arrive. At the first class meeting, students should become familiar with a basic emergency response plan through a dialogue with the instructor that includes a review and awareness of exits specific to the classroom and the location of evacuation centers for the building. For your convenience, this information has been provided by the Office of the Provost and Safety and Transportation and appears below. Students with disabilities impacting mobility should discuss with their instructor the approved accommodations for emergency situations and additional options. Faculty must include information related to emergency response in their syllabi (see http://www.missouristate.edu/provost/syllabi.htm). For more information contact Safety and Transportation (417-836-5509) or consult the Emergency Quick Reference Guide and Campus Emergency Response Plan.

Shelter Information (in case of severe weather).

<table>
<thead>
<tr>
<th>Building</th>
<th>Shelter Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strong Hall</td>
<td>Evacuate the second (or third) floor using north and south stairs.</td>
</tr>
<tr>
<td></td>
<td>All other occupants move to basement level using north and south stairwells.</td>
</tr>
</tbody>
</table>

Evacuation Instructions (in case the building needs to be evacuated for events such as fire, gas leak, etc.)

<table>
<thead>
<tr>
<th>Building</th>
<th>Evacuation Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strong Hall</td>
<td>Northeast to Glass Hall Room 101; Overflow to rooms 102 and 108</td>
</tr>
</tbody>
</table>

Policy Regarding 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 likely 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 417-836-5520.

You are encouraged to talk to your instructor prior to dropping or withdrawing from the course, but that does not mean leniency on work, allowing to make-up assignments, or any other consideration. The purpose of the meeting will be to determine why you are having difficulty in completing the course, and if it is still possible to earn a passing grade.

If after consulting me you still wish to drop the class, you should consult the academic calendar for drop dates and consult your academic adviser about what dropping a course will mean for you.
Part Two: Course Information

Required Texts
Required means you need all of these to successfully complete the course. You are held accountable for all assignments when due regardless of access to the books and when you purchase them. If you are having a problem, see the instructor immediately. “The bookstore doesn’t have the book,” is not a valid reason for not having the book. There are multiple resources in the modern age and your classmates are likely to assist, but no one can help you if you ignore getting access to the books.

Textbook:

The above books can be bought via the bookstore in a bundled package, possibly at a lower price than outside sources.

Monographs:

Assignments and Grading:

All assignments/grades will be submitted electronically to Blackboard per information that can be found on Blackboard for each assignment. These same procedures will be followed as a seated class or in the event COVID-19 requires the university or student/s from the course to go online.

*Textbook Quizzes: 300 points, 14 assigned, 12 required worth 25 points each.*
These quizzes will be based on the assigned textbook reading for the week. The quizzes will be completed on Blackboard but must be completed by the assigned due date. In order to be eligible for full credit, you must complete 12 of these quizzes. You will not receive extra credit for completing more than 12, but you have 14 opportunities to complete 12. No scores will be dropped. If you take more than 12, you will receive 0 for extra quizzes completed.

These quizzes will be distributed through Blackboard. You will have unlimited time to complete the quiz within the week it is opened and closed by your class deadline.

- Please see Blackboard for more information about completing these quizzes.
- Please see Course Schedule within this syllabus for anticipated assignment dates.

*Primary Source Assignments: 300 points, 14 assigned, 12 required worth 25 points each.*
These assignments will come from the *Voices of Freedom* book. You will be required to complete the reading and accompanying questions by the due date in order to participate in class discussions.

- Please see Blackboard for more information about completing these assignments.
- Please see Course Schedule within this syllabus for assignment due dates.

*Warriors Don't Cry quizzes: 100pts. 3 assigned, 3 required worth 35 points each.*
You will be required to read this book, divided into 3 parts as delineated in the course schedule when that specific reading and quiz are due. No extensions or make-up work will be allowed for these quizzes as you will have the opportunity to complete these quizzes at your convenience but no later than the due date. There are 5 points total of extra credit built into the points possible for these quizzes

- Please see Blackboard to complete these quizzes.
- Please see Course Schedule within this syllabus for anticipated assignment dates.
*Exams: 300 pts. 3 assigned, 3 required worth 100 points each.*
There will be three exams for the course, two given at intervals during the semester and one as a final exam. Each exam will be given after we have completed a “part” of the course. The first two exams will be given on the day noted in the class schedule in this syllabus, and your final exam given at the university appointed time, also noted in the class schedule.

Due to concerns of the transmission of COVID-19, exams will ONLY be administered online to avoid the use of paper. You will have from 12:00am on the day the exam opens until the same day at 3:30pm to complete the exam. If you have access to a laptop (and the library does allow for laptop rentals to students), you may take the first two exams in the classroom during your appointed class time so that I will be available to answer questions and help troubleshoot any technology problems. More information about structure of exam and procedures will be provided closer to the first exam date.

The exams can consist of a variety of question types including multiple choice, matching, fill-in-the-blank, putting events in correct order, and others. These exams will ONLY cover lecture material. If you miss lecture, you should ask a classmate for notes. The instructor can clarify information or fill in gaps from notes you have, but will not provide notes, PowerPoints, PowerPoint outlines, or re-lecture. I do not have “notes” as you or another student would have, so get notes from a reliable note taker, then see the instructor if you have additional questions.

Details on the format of the exams will be provided at least one week prior to each exam, but a “study guide” will not be provided. The PowerPoint outline and key terms presented in class should be considered as a “study guide” that you are filling in with the important details presented in class. Again, I only provide this information in class so you should consult with another student if you are not in class and then consult with the instructor.

-Please see Blackboard for more information about exam format (at least one week before each exam)
-Please see Course Schedule within this syllabus for exam dates.

**Points: 1000**

Please see the chart below for the percentage needed for each letter grade, including +/- . No deviations will be made from these letter grades. In the rare occasion you earn, for example, 92.5 points (or other .5 or above variations) your grade will be raised to the next letter grade, but ONLY in those situations. No other considerations will be given in final grades.

Do not go by what Blackboard says the total possible is, only what YOU have earned. Total points possible for students will vary throughout the semester as you individually complete assignments. Please consult the instructor during office hours for additional details. Information about grades will not be provided via e-mail, per FERPA restrictions.

**NOTE ON EXTRA CREDIT:** I do not give extra credit, grant extensions, or provide other considerations to students on an individual basis. It is unfair, and highly unethical to do something for one student that is not offered to the entire class. Do not ask for extra credit at any point during the semester. Concerns about grades and how to improve should be discussed as soon as possible. I can assist in many ways, but not by giving you special consideration through individual extra credit opportunities. I may give extra credit opportunities to the entire class (see below), but never to an individual student.
If you are having any issues in this class, please consult the instructor as soon as possible. I cannot do anything if I do not know about a problem, and I can’t do anything retroactively. I want to do as much as possible to assist you in the successful completion of this course, but that does not mean giving individual students special considerations.

**Attendance Policy:**
Attendance in class is crucial to earning a good grade. I will take attendance each day as a record keeping mechanism, but it will technically not be directly tied to your grade. HOWEVER, trust me, as someone who has been teaching for over a decade, there is a direct correlation between class attendance and grades.

Because ALL of what will be covered in exams comes from lecture, the most important thing you can do to successfully complete this course is to show up to every class meeting. DO NOT schedule ANYTHING at times in which you are supposed to be in this class (or any other). Appointments with specialized medical (such as a medical test or procedure that could only be scheduled during class) or legal professionals, for example, are understandable. However, other university officials who might schedule appointments with you should be understanding of your class schedule (and you should demand so).

I will take attendance each class period as a form of record keeping. I am bound by university policy and federal law to report any student who is not attending class. I will report this at any point in the semester, regardless of why you have missed class. I will report this at any point in the semester, unless you have notified me you are quarantined. Generally, I determine non-attendance to be missing 6 consecutive class meetings (2 weeks), but I reserve the right to make other determinations regarding non-attendance.

Excused or non-excused absences will not be taken into consideration. You are either in class or you are not. If you are anticipating missing several consecutive classes due to a health or other official reason, you should consult with me so as not to be reported for non-attendance.

Leaving class early or arriving to class late will be marked as an absence regardless of when you leave or arrive, or the reason. These absences will also count toward non-attendance.

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<thead>
<tr>
<th>LetterGrade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>100%-93%</td>
</tr>
<tr>
<td>A-</td>
<td>92%-90%</td>
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<tr>
<td>B+</td>
<td>89%-87%</td>
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<tr>
<td>B</td>
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<td>82%-80%</td>
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<td>C+</td>
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<td>C</td>
<td>76%-73%</td>
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<td>72%-70%</td>
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<td>D+</td>
<td>69%-67%</td>
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<td>D</td>
<td>66%-60%</td>
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<td>F</td>
<td>59%-0%</td>
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</table>
I consider arriving late or leaving early to be disrespectful and inconsiderate to myself and your classmates. I reserve the right to deduct points from any assignment to a level that I determine appropriate for anyone who is repeatedly late or repeatedly leaving early.

***ALL of these attendance procedures will be followed in any “virtual” class setting as well.

If you are having issues that mean you are missing more than one class at a time or multiple absences throughout the semester, please seek the counsel of the Dean of Students Office (417-836-5527) or the Academic Advisement Center (417-836-5258) immediately. Along with being able to provide resources to help you through any issues you are having, proper documentation can be provided to instructors, making it more likely your instructors will accommodate student absences. I will only take extended absences into account if it comes through this official process and must be done in a timely manner. Meaning, if you miss all of March due to illness, I will not accept documentation in May. Take care of your business as soon as the need arises.

**Make-Up Policy:**

Because no assignments have to be completed in the classroom, and will have multiple hours up to multiple days to submit all assignments, there will be no make-up work. If a documented extended absence is provided per previously listed COVID-19 policies, exceptions may be made but no extensions for any student are guaranteed.

**Classroom Guidelines:**

**Conduct**

Students are expected to assist in maintaining a classroom environment that is conducive to learning. In order to assure that all students have the opportunity to gain from the time spent in class, unless otherwise approved by the instructor, students are prohibited from engaging in any form of distraction. Inappropriate behavior in the classroom shall result, minimally, in a request to leave class or ultimately a request to drop you from the class.

Please respect your instructor and fellow classmates by avoiding disruptive and inappropriate behavior in lecture. The instructor reserves the right to dismiss you from lecture, and/or call campus security if necessary, if your behavior is disruptive or threatening toward anyone.

I welcome your participation during lecture period, but you must raise your hand and wait for me to recognize you before offering a comment or asking a question. I believe in the right of every student to ask questions and offer comments in a safe setting, so your comments should not be purposefully inflammatory. Missouri State is a global campus, and it is my responsibility to allow you to participate in class while at the same time protecting all of us from a hostile environment. Please keep in mind that in history we are often talking about controversial events that are important to discuss, but you should not use this as an opportunity to attack individuals in the classroom or whole groups of people.

**A Note on Topics Covered and Language:**

We will cover topics that may make some students uncomfortable. That is the nature of history. There is never an intent by the instructor to purposefully make any student feel uncomfortable. History is controversial and messy. At times, the books you read will have language that you find offensive, especially in the primary source reader that is documents written in historic periods when certain words were seen by the majority as appropriate. This is not to endorse the use of any language or viewpoint. As noted above, you should feel free to participate in class, but just because a word or phrase is used in textbooks, does not mean you are allowed to use it in class. We all make mistakes, but please be conscientious of your classmates and instructor. I will not tolerate the use of offensive language.
Use of Technology
Students can bring laptops or tablets to class as a means to take notes. If any student is observed using a device for anything other than taking notes, a ban on all devices will be established for the entire class. Even if you are looking up information pertinent to the class, it will be considered a violation. You should be taking notes on lecture, asking questions about information you are unsure about, and making notations of things you want to look up or ask the instructor about later. Do not use class time for anything other than taking notes so that everyone will maintain the opportunity to use a laptop or tablet to take notes. Laptops, cell phones, smart watches, and tablets are never allowed during a testing period or other in-class graded assignment.

University Cell Phone Policy
As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the Office of the Provost prohibits the use by students of cell phones, pagers, PDAs, or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent (vibrate) mode and ordinarily should not be taken out during class. Given the fact that these same communication devices are an integral part of the University’s emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult their devices to determine if a university emergency exists. If that is not the case, the devices should be immediately returned to silent mode and put away. Other exceptions to this policy may be granted at the discretion of the instructor.

Cell phones are NEVER allowed in my classes, and if I see or hear your phone you forfeit your attendance point, and any other points for that day. If you need to use your phone for an emergency, please leave the classroom and return when you can.

You may use a phone or other device for audio recording for your review of lecture material at a later date, but it should not take the place of taking notes. Additionally, if you are observed abusing this educational opportunity to have your phone out for social media, web browsing, or texting purposes, you will forfeit the ability to audio record lectures.

If it is found that you are posting any course information online, including recorded lectures, course notes, exams, assignments, or other details, it could be viewed as a violation of Academic Integrity. If you wish to help students in the CURRENT COURSE, please do so in study groups or other one-to-one interaction to avoid possible cheating violations.

Communication from Instructor: It is imperative that you read all correspondence you receive from me via e-mail. If you do not check your MSU e-mail account regularly, start now. It is always important to check your MSU e-mail, but could be even more important this semester as it will undoubtedly be an unprecedented semester even if we stay in the classroom the entire time. As I will not respond to anything that is not from an MSU e-mail account, it is also important that you use your MSU account for e-mail communication with me. I will also not send you a separate e-mail to an MSU account for any reason if you e-mail me from a personal account.

Communication from Instructor: It is imperative that you read all correspondence you receive from me via e-mail. If you do not check your MSU e-mail account regularly, start now. It is always important to check your MSU e-mail, but could be even more important this semester as it will undoubtedly be an unprecedented semester even if we stay in the classroom the entire time. As I will not respond to anything that is not from an MSU e-mail account, it is also important that you use your MSU account for e-mail communication with me. I will also not send you a separate e-mail to an MSU account for any reason if you e-mail me from a personal account.

Outside of office hours, the preferred form of communication is e-mail, however, do not expect an immediate response. I DO NOT use e-mail on my phone or any other device other than a computer, so just because you e-mail me from your phone at 1am does not mean I am going to respond immediately. You can anticipate a
response to e-mail, usually within 24 hours during normal “business hours.” Meaning, you can anticipate e-mail responses during the day Monday through Friday, not evenings, late night, or early morning, and should assume it will take at least 24 hours for me to respond. On weekends (meaning after 3:30 on Friday) and university breaks, response times will be longer, with possibly no response until classes resume.

If you e-mail me, and have not received an immediate response, do not e-mail me again. Sending multiple e-mails on the same topic does not mean your e-mail will be responded to sooner, in fact, probably later because you are now at the bottom of the e-mail queue. I am generally consistent will responding within 24 hours. If it has been longer than 24 hours (except for weekends and university breaks), you should review the information below to see if your e-mail conforms to the necessary elements in order to receive a response.

Student E-mail:

**If you e-mail me for any reason, I request:**
1. That your e-mail come from your MSU account
2. You include some sort of subject (it can just be your class and time).
3. An indication of which class and what time you are in (I teach four classes in different subjects).
4. Your e-mail must start out in some form of greeting such as: Dr. Ammons. You are ONLY to address me as Dr. Ammons, and I will not respond to anything addressed as otherwise.
5. You ask an actual question. Statements such as “I will not be in class today,” will not receive a response. Additionally, “I was not in class today, what did I miss?” will not receive a response because it is listed in the syllabus, so that would relate to item 6 below. Only notify me of missed classes when you can provide official documentation as discussed in other parts of this syllabus.
6. Your question cannot be answered by reviewing this syllabus, e-mails sent to the entire class, and/or Blackboard.
7. Your e-mail conform to standard grammar and spelling requirements for business communication. This is an official form of professional communication, not a text message to your friend, a post on Facebook, or a Tweet. I have thousands of e-mails from students over the years where if that is how you communicated with a boss, you would be fired immediately. Do not rely on auto-text or other things that are supposed to make your life easier. They are often not accurate. For example, my name is not Mrs. Ammonia.

**I do not respond to e-mails that do not adhere to this outline of proper business e-mail etiquette.**

**Part Three: Class Schedule**

NOTE: The instructor reserves the right to change this schedule or make other amendments to the syllabus during the semester to accommodate any changes the instructor deems necessary. HOWEVER, the instructor will avoid when possible any change to the date of an exam or other in-class assignment to not create conflicts with students' planning for the semester. HOWEVER, you should be in class anyway, and are responsible for all content and any changes regardless of whether you are in class.

DO NOT RELY ON E-MAIL OR BLACKBOARD ANNOUNCEMENTS TO NOTIFY YOU ABOUT ASSIGNMENTS OR ASSIGNMENT CHANGES. FOLLOW THE SYLLABUS AND/OR ANY ANNOUNCEMENTS MADE IN CLASS. I MAY NOT MAKE ELECTRONIC ANNOUNCEMENTS IF I CAN PROVIDE SEVERAL IN-CLASS ANNOUNCEMENTS BEFORE CHANGES.

*All assignments (including exams) will be due by your class period on the specified date unless otherwise noted.
*Assignments (excluding exams) will be available from the Saturday prior to the Friday due date.
Part One:

Week 1: Monday, August 17-Friday, August 21
Topics:
- Course Introduction
- Reconstruction
Assignments:
Get the required books! Assignment due dates start the following week!

Week 2: Monday, August 24- Friday, August 28
Topics:
- Second Industrial Revolution
Assignments:
- due Friday, August 28: Primary Source Assignment #1 (from Voices of Freedom)-refer to information in Blackboard for further information
- due Friday, August 28: Textbook (TB in future reference) Quiz #1: Ch. 15 (to be taken in Blackboard)

Week 3: Monday, August 31-Friday, September 4
Topics:
- Jim Crow
Assignments:
- due, Friday, September 4: Primary Source Assignment #2
- due Friday, September 4: TB Quiz #2: Ch. 16

Week 4: Monday, September 7-Friday, September 11
NO CLASSES MONDAY, SEPTEMBER 7: University Holiday
Topics:
- Imperialism
Assignments:
- due Friday, September 11: Primary Source Assignment #3
- due Friday, September 11: TB Quiz #3: Ch. 17

Week 5: Monday, September 14-Friday, September 18
Topics:
- The Progressive Movement
Assignments:
- due, Friday, September 18: Primary Source Assignment #4
- due Friday, September 18: TB Quiz #4: Ch. 18

Week 6: Monday, September 21-Friday, September 25
Topics:
- World War I
Assignments:
- due Friday, September 24: Primary Source Assignment #5
- due Friday, September 24: TB Quiz #5: Ch. 19
Part Two:
Week 7: Monday, September 28-Friday, October 2
Topics:
- The 1920s
Assignments:
- due Monday, September 28 BY END OF YOUR CLASS PERIOD: Part One Exam
- due Friday, October 2: Primary Source Assignment #6
- due Friday, October 2: TB Quiz #6: Ch. 20

Week 8: Monday, October 5-Friday, October 9
NO CLASSES FRIDAY, OCTOBER 9: University holiday
- The Great Depression
Assignments:
*Even though there are no classes on Thursday or Friday, you have until Friday to complete the quiz if you wish.
- due Friday, October 9: Primary Source Assignment #7
- due Friday, October 9: TB Quiz #7 Ch. 21

Week 9: Monday, October 12-Friday, October 16
Topics:
- World War II
Assignments:
- due Friday, October 16: Primary Source Assignment #8
- due Friday, October 16: TB Quiz #8: Ch. 22

Week 10: Monday, October 19-Friday, October 23
Topics:
- The Cold War and the Red Scare
Assignments:
- due Friday, October 23: Primary Source Assignment #9
- due Friday, October 23: TB Quiz #9: Ch. 23

Part Three:
Week 11: Monday, October 26-Friday, October 30
Topics:
- The 1950s
Assignments:
- in class, Monday, October 26: Part Two Exam
- due Friday, October 30: Primary Source Assignment #10
- due Friday, October 30: TB Quiz #10: Ch. 24

Week 12: Monday, November 2-Friday, November 6
Topics:
- The Black Freedom Struggle
Assignments:
- due Friday, November 6: Primary Source Assignment #11
- due Friday, November 6: TB Quiz #11: Ch. 25
- due Friday, November 6: Warriors Don’t Cry, Quiz #1: Ch. 1-7
Week 13: Monday, November 9-Friday, November 13
Topics:
- The Vietnam War
Assignments:
- due Friday, November 13: Primary Source Assignment #12
- due Friday, November 13: TB Quiz #12: Ch. 26
- due Friday, November 13: *Warriors Don’t Cry*, Quiz #2: Ch. 8-14

Week 14: Monday, November 16-Friday, November 20
Topics:
- The 1970s
Assignments:
- due Friday, November 20: Primary Source Assignment #13
- due Friday, November 20: TB Quiz #13: Ch. 27
- due Friday, November 20: *Warriors Don’t Cry*, Quiz #3: Ch. 15-Epilogue

Week 15: Monday, November 23-Friday, November 27
NO CLASSES WEDNESDAY, NOVEMBER 25; FRIDAY, NOVEMBER 27: University holiday
Topics:
- The 1980s
Assignments:
NONE

***** Week 16 (the last two days of class) will take place virtually either through Blackboard Collaborate or pre-recorded lectures. I will undoubtedly be behind in lecture by the time we get to the Thanksgiving holiday, so I will let you know before the break whether to anticipate all virtual meetings, pre-recorded lectures, or a combination.

Week 16: Monday, November 30-Wednesday, December 2
Wednesday, December 2 last day of classes for MWF classes
Topics:
- The 1980s, continued
Assignments:
- due Wednesday, December 2: TB Quiz #14: Ch. 28
- due Wednesday, December 2: Primary Source Assignment #14

FINAL EXAM (Part Three):

Section 007 (12:20pm-1:10pm class period): Monday, December 7, 12am to 3:30pm.

Section 008 (1:25pm-2:15pm class period): Wednesday, December 9, 12 am to 3:30pm.

***I WILL NOT be available in the classroom for final exams so that I may quarantine before the semester break. Both of my parents have COPD and my mother has lung cancer, (and who knows what else at 75 and 67 years old) so I cannot risk taking COVID-19 to them.

***I WILL be available on Blackboard Collaborate during the day of your appointed final exam time for you to video conference with me if you are having problems.