Course Syllabus
History 121
Section 897
United States to 1877

INSTRUCTOR CONTACT INFORMATION:

Instructor Name: Judith A. Rice
Email: jrice@missouristate.edu
Phone: Not applicable
Office Hours: No office available on campus
Virtual Office hours via e-mail

Communication Expectations:
Emails sent during the week (Monday – Friday), will be responded to within 24 hours. Emails received over the weekend or during breaks/holidays will be receive a response within 48 hours.

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 CONTINGENCY PLAN

In case the Missouri State campus must close due to conditions concerning the Covid 19 crisis, this class as an online class will continue as usual. Any special concerns should be addressed to the instructor as soon as possible if the college should close this fall. If the instructor should become ill, any alterations in the course plan or any delays with regard to feedback for the course will be announced to the class as a whole. If a student should become ill, they should contact the instructor with documentation of their illness. We will then discuss waiving late penalties for missed work and whatever can be done to allow the student to continue in the class.

COURSE DESCRIPTION:
COURSE DESCRIPTION: United States to 1877 surveys United States economic, social, political and diplomatic history from the colonies to Reconstruction.

COMPETENCIES: Students in History 121 will be expected to demonstrate proficiency (see levels below) in the following competencies in order to successfully complete this course:
1. Gain an appreciation and understanding of the social, economic, cultural, and the political problems and realities of another time in United States history.
2. Trace the origins of issues that are significant to us today such as problems dealing with race or the environment, our place in world affairs, or the role of the government in our everyday lives.
3. Develop critical thinking skills and learn to make sense of complex issues.
4. To evaluate sources of information.
5. Participate in discussions concerning the issues and sources of past events on the discussion board in an expressive, polite, and intelligent way.
6. Demonstrate proficiency by passing four exams.

REQUIRED COURSE MATERIALS:

Textbook:
B. Occasional short readings to be announced in class.

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 may find some or all of the options below available:

- An OCrRed PDF which is used to improve the text of scanned documents
- A Tagged PDF with improved navigation, especially if you use a screen reader
- An HTML version that will be adjust text for your mobile devices
- An ePub version if you use an eReader or tablet
- An Electronic Braille version if you’re a braille reader
- An audio version for listening to an MP3

Explore the Accessibility website to learn about ways we are working to improve accessibility at MSU.

**COURSE ASSIGNMENT DESCRIPTIONS:**

**Exams:**
Exams: There are four exams during the semester, each one worth 100 points. They will be objective, multiple choice tests taken through Blackboard. The tests are timed and must be taken by the deadline on the course schedule. Please see the class schedule for the times and chapters for each exam.

Important note: If the time limit is exceeded on any exam, 1 point will be deducted from the score for each minute over the allotted time. For example, exceeding the time limit by 10 minutes will result in a 10 point deduction.

**Discussion Board:**
Your discussion grade is worth 210 points and is based on postings on the weekly discussion board. The class will be split three discussion groups. We will need to cover two chapters each week. For each chapter there will be three discussion questions assigned, one for each group. You will respond to the discussion question for your group and then respond to two other students from the other two groups. Each response is worth 5 points for a total of 15 points for each chapter, 30 points a week. You must also respond to those who respond to your original post. That means that you are responsible for dealing with six of the discussion questions each week, twice in response to the question for your group, and four times in response to other students. There are things you can do to increase or decrease your point totals.
To add points to your discussion grade:

You add points by engaging in a critical discussion of American History on the class discussion board. The quality of your posts is more important than their quantity, but students are expected to post a longer post to an assigned question each week and then respond to two other questions for that week as well. The original response to the topic should be 250-300 words in length and the responses to people in the other groups should be 150-200 words in length. You also need to respond to those who respond to your original post as well. More details on how to construct your posts are found in the section, “Posting on the Discussion Board,” in Information. You need to read that carefully before beginning your posts in order to do a good job of posting on the discussion board.

Your post should contain specific historical details, not just opinions.

You are strongly encouraged to engage the other students in your postings, do not write as if you are writing to the professor. Points are awarded for politely responding to other students’ comments, and especially for starting successful discussion threads.

Your posts should be your own words, if you quote from the textbook or some website, explain what you are doing and use quotation marks. Plagiarism is not acceptable.

Your postings should be timely, within the specified window allowed for that topic. You may continue ongoing discussions after that time, but will get no additional points. Do not go into the discussion boards at the end of the semester and post a bunch of comments that no one will read. That is worse than not posting at all and you will not get credit for them.

Discussion board posts must follow standard rules of spelling and grammar.

You can also lose points by:

You lose points by not posting on the discussion board.

Your posts need to be thoughtful and backed up with relevant historical details. Don’t post short sentence fragments like “I agree with Kevin,” instead explain why you agree with Kevin. Or better yet, disagree with Kevin, politely, using specific historical facts to support you assertions. The goal is to develop lively conversations about history.

Your posts must be your own words, not something cut and pasted from a website or your textbook, though of course you may quote from either.

Also, do not copy ideas or comments, even if you paraphrase, from other students’ posts.
You must read the text and the post and form your own opinions. One way to avoid any tendency to copy other people’s work is to avoid reading any other response to a post before you respond to it yourself. Read other people’s work afterwards.

You will also lose points for being rude or disrespectful to your fellow students.

**Quiz over Syllabus**
To make sure that you read and understand the syllabus and to get you used to taking quizzes online, the first week there will be a quiz over the syllabus worth 25 points. But, don’t worry! For this quiz, it will be set so that you can the test as many times as you need to pass it with 100 percent! These are easy points, so please take advantage of them!

**Week 0 Assignment**
During the first week of class there will also be an easy assignment that will familiarize you with using the Discussion Board. Go to the Assignment section and select the assignment, “The Past Around Us.” Doing that assignment will earn another 35 easy points for you.

**EXTRA CREDIT**
An extra credit assignment, if needed, will be announced later in the term.

**COURSE GEOGRAPHY:**

When you log onto the course in Blackboard there is a list of locations on the left side of the screen. The key locations to check for our course are as follows:

**Announcements:** Check this daily to learn about important updates for the class. Any changes in due dates or other things you really need to know are posted here. I also like to send notices through e-mail, so please check your e-mail each day as well.

**Information:** The syllabus will be kept here for easy reference during the course of the semester as well as the schedule for each week. This also contains any documents or handouts that might be useful to you during the semester. For example, I may place documents there on how the discussion board works or how to study for the first exam. It is worth checking on a regular basis.

**Content:** The content section should be checked every time you log on because it will contain your weekly lectures over each chapter and any of your specific assignments during the course of the semester.

**Discussions:** The Discussion Board is where you will participate in weekly discussion sessions.

**Groups:** Go to this to find out which group you are in.
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. Weekly homework assignments must be uploaded 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.

Netiquette/Civility: Faculty at MSU are committed to developing and actively protecting a class environment in which respect must be shown to everyone in order to facilitate and encourage the expression, testing, understanding, and creation of a variety of ideas and opinions. You may find the Core Rules of Netiquette helpful for information on proper conduct when interacting with others online. Rude, sarcastic, obscene, or disrespectful posts have a negative impact on everyone’s learning and will not be tolerated. As the instructor, I reserve the right to remove any discussion I deem to be disrespectful or offensive. Any person engaging in disrespectful or disruptive behavior will be subject to the university’s misconduct policy outlined in the Code of Student Rights and Responsibilities.

Late Homework Policy: Makeup policy for Exams: Students are expected to take exams and meet all other deadlines as announced on the class schedule. You might be allowed to take a makeup for one exam, provided you have a good excuse. A good excuse is a documented medical situation, some other documented emergency, or participating in school sponsored events. Since you have a window of opportunity to take the exam, just being busy at work or at home is not a good excuse. Planning to take the exam during the early part of the window gives you a margin for error and allows you time to take the exam even if your early time does not work out. For example, if the window for the exam is Wednesday, Thursday, and Friday, plan to take it on Wednesday. That way, if something comes up on that day, you still have Thursday and Friday to work it in.

Course Grading: Your course grade will be determined based on the following point breakdown:
4 objective exams, 100 points each 400 points
Discussion Board participation 240 points
Quiz over Syllabus (easy points!) 25 points
Week Zero project and discussion (easy points!) 35 points
Total possible points 700 points

GRADING SCALE: The grading scale for submitted work follows the usual 90-80-70-60 grading scale with students scoring 90-100 percent receiving A’s. There is no curving of grades during the semester for individual assignments and exams, but, at the end of the course, the instructor reserves the right to curve the final course grades. Final course scores will be noted as A, B, C, D, or F without using pluses or minuses.

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, Greene County Health Department and the Springfield City Ordinance, 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. 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) 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, and may result in the student being administratively dropped from the class section.

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.

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) 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 (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](http://www.missouristate.edu/counseling/) 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](http://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](http://www.missouristate.edu/titleix/).

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](http://www.missouristate.edu/registration/record/chosen-name-policy/) for more information. Students can provide their chosen first and middle names in the Profile tab of [My Missouri State](http://www.missouristate.edu/mymissouristate/).

**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.

FINAL STATEMENT: Changing circumstances could necessitate changing some aspect of this syllabus and the instructor reserves the right to do that. However, I will clear notice of any changes through the announcement area if that should happen so that everyone is aware of the changes.