HISTORY 103: WORLD HISTORY TO 1600
Missouri State University, Fall 2020
Section -001 T/R 9:30-10:45 am
Strong Rm 303 [room may change]

Professor: Dr. Julia Troche (she/her/hers)  Office: Strong Hall 433
Email: JuliaTroche@MissouriState.edu  Office Hours (Remote): Mon 2-3pm; Tues 11am-3pm

COURSE DESCRIPTION
This course is a survey of world history until circa 1600 CE. The course, which is about 2/3 lecture and 1/3 discussion, will begin with an introduction to the origins of complex human societies before exploring human cultures across the globe. Lectures will emphasize primary sources, textual and material, as a means of exploring world religions, cultures, and politics. The course will focus on a number of themes: the emergence of cities and states, organization of society, the nature of rulership, the emergence and use of writing, religious expressions, social hierarchies, political systems, and trade, exchange, and economic pursuits. The purpose of this course is not only to present students with an overview of world history before 1600, but also to give students an opportunity to develop critical thinking and reading skills, and strategies for effective academic writing.

COURSE OBJECTIVES AND GOALS

Course-Specific Student Learning Goals

I. This course will provide students with an overview of world history from roughly 3500 BCE until 1600 CE. Due to time restraints, emphasis will be placed on the cultures of Asia, the Near East, North Africa, Europe, and the Americas.

II. By the end of this course, students will be able to synthesize information drawn from primary and secondary sources in order to reconstruct the major historical moments and trends before 1600.

III. By the end of this course, students will be able to discuss causes and effects of major historical changes, describe interactions, such as trade and religious syncretism, between different cultural groups, and communicate effectively how cultural, religious, and political innovations and traditions influenced each other before 1600.

General Education Goals

General Goal (9): Students will cultivate their intellect, imagination, and creativity as they develop an understanding of how social, cultural, linguistic, artistic, religious, philosophical, and historical contexts have shaped the thoughts and actions of people worldwide.

1. Understand how various forms of written, oral, musical, visual, and bodily expression contribute to human knowledge and experience.
2. Utilize knowledge of various critical and theoretical frameworks to analyze and respond to works in humanities and the arts.
3. Develop creative capabilities.
4. Interpret texts and other cultural products in ways that reflect informed understanding of relevant contextual factors, including socio-cultural influence and cultural traditions, perspectives, and behavioral patterns.

1 For the foreseeable future all office hours will be held remotely via Zoom. See “office hours” below for details.
5. Analytically compare the influences of community, institutions, and other constructions such as class, gender, and race on the ways of thinking, believing, and acting in cultural and historical settings other than one’s own.

Guiding Course Themes

I. How did encounters and the exchange of ideas, traditions, and goods between societies drive social, political, and religious change?

II. What forms of government did societies develop and how did relationships between ruler and ruled differ across time and space?

III. What role has religion played in the construction of socio-political norms and order?

IV. How has geography and landscape affected social, religious, and political ideology and change?

COURSE REQUIREMENTS & EVALUATION

Readings

We will have one required textbook, listed as “Strayer and Nelson” or (S&N) in the rest of the syllabus.

The books is Strayer & Nelson (2019), Ways of the World (volume 1), Fourth Edition (ISBN 9781319109844). You must, however, purchase the online version of the textbook (which includes volumes 1 and 2 fyi) with access to LaunchPad, the textbook’s electronic platform. To register follow these directions, which are also on Blackboard: https://macmillan.force.com/macmillanlearning/s/article/Students-Register-for-LaunchPad-Writer-s-Help-2-0-courses-via-your-school-s-LMS-Part-1

The second book, which is optional, is a collection of primary sources entitled Thinking Through Sources (ISBN 9781319170202) that are also available via the e-book on Launchpad. This is about convenience and giving you options to pick the modality you study from best. In class I will expect you to engage with the sources and have them accessible. Your phone does not count as an accessible entry point for the primary sources. As long as they do not become a distraction, I will allow computers and tablets in class to access the primary sources. Most students prefer to have this physical copy, though.

Any additional readings will be made available through Blackboard. Readings should be completed before the start of the week they are assigned unless otherwise noted.
Evaluation

Summative Quizzes x13 157 points possible
Primary Source and Other Quizzes x14 73 points possible
Essay 125 points possible
Discussions x5 150 points possible
Class Notetaking Assignment 25 points possible
Citation Assignment 25 points possible
Thesis Assignment 25 points possible
Final Exam 100 points possible
Participation and Preparedness 70 points possible
**Total** 750 points possible

Grading

<table>
<thead>
<tr>
<th>Points Needed/750 Points Possible</th>
<th>Percentage</th>
<th>Letter Grade</th>
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<tbody>
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<td>705</td>
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<td>0.449</td>
<td>0.59%</td>
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90-93 = A-   94-100 = A
80-83 = B-   84-86 = B     87-89 = B+
70-73 = C-   74-76 = C     77-79 = C+
60-63% D-/D  64-66 = D     67-69 = D+
0.59 = F

I do not round grades. To get an A, for example, you must earn a 94.0 or higher. A 93.99 is an A-. To receive a “Pass” Grade students must achieve a 64% or above.

Summative Quizzes

- These quizzes are all taken on the textbook/ebook’s online platform known as LaunchPad.
- There is 1 Summative quiz for each chapter. The first 12 chapter quizzes are worth 12 points each; the last quiz is worth 13 points, for a total of 157 possible points.
- These quizzes are typically due on Mondays, at the beginning of the week for which they are assigned.
- You will not have a midterm examination; instead these exams will act cumulatively as an equivalent of a midterm exam.
- As a general rule, there will be no extensions or make up options.
- You may take the quiz at any point before the due date. The quizzes are open note, open textbook, and are not timed. You may only take a quiz only once. Your submitted grade is final.
- Answers and explanations for the quizzes will be available on LaunchPad after the quizzes due date has passed.
Primary Source and Other Quizzes

– All but two of these quizzes will be taken on LaunchPad (to be assumed unless otherwise noted); the other two are taken via Blackboard.
– Most of these quizzes are worth 5 points; 73 total points possible.
– As a general rule, there will be no extensions or make up options.
– You may take the quiz at any point before the due date. All quizzes, except for the map quiz, are open note, open textbook, and are not timed. You may only take a quiz only once. Your submitted grade is final.
– The map quiz will be closed note and timed. You will take this quiz on Blackboard using the Respondus Lockdown Browser with Monitor (the same software you will use for the final examination).
– Answers and explanations for the quizzes will be available on LaunchPad and Blackboard after the quizzes due date has passed.

Essay

– There will be one Essay, due in Week 15. This will be submitted to Blackboard as a word doc or pdf. No other formats are accepted. Submitting in another format may culminate in a “0” grade.
– No outside research is expected or allowed for this essay. You should rely instead on the material learned in class and the primary sources available to you in our textbook and Thinking Through Sources reader. Students are prohibited from using information found online (outside of LaunchPad or Blackboard resources provided).
– Students are expected to cite their information and to follow academic integrity policies (such as those related to plagiarism for example). All essays will be checked for plagiarism by me and through Blackboard software. All plagiarized submissions, regardless of intent, will be reported to the Academic Integrity Council.

Discussions

– There will be 5 discussions each worth 30 points (150 points possible). Some of these discussions will be held in person (with half the class meeting on Tuesday and the other half meeting on Thursday), others will be held online through the Blackboard Discussion Forums, and our final discussion in week 15 will be held remotely via Zoom (again with half the class meeting Tues/Thurs).
– Showing up to class (or signing on to the discussion board) does not guarantee you any points for discussion. Discussion points are based on a student’s robust, critical, and thoughtful participation and engagement with the primary sources assigned for that discussion. See Discussion Rubric.
– Discussions will focus on assigned primary sources. Students are expected to have read the sources and thought about them before coming to class. Bring the “Thinking Through Sources” book every day if you have it (or make sure you have immediate access to the ebook), and those that are posted to BB should be printed or available on a computer/tablet which will be allowed during discussions. A phone does not work as an acceptable portable device—make other arrangements.
– As a general rule, discussions cannot be made up nor can extensions for online discussion boards be provided.

Class Notetaking Assignments

– This class will utilize a practice known as collaborative note taking. You will be assigned as a notetaker once during the semester. You will be assigned to take notes on class lecture, but if we move online/remote then you may instead be asked to take notes on a recorded lecture, a chapter from Strayer and Nelson, primary sources, and/or discussion boards. These notes will be made available for other students.
– No matter the type of notes you are taking you should follow these directions:
  1. Take careful, thoughtful notes while listening to class lecture (or alt. reading the textbook, primary sources, etc.)
  2. Type up these notes and make sure to make clear what you are saying (avoid too many abbreviations, but full sentences should not be used). Make sure to include your name, date of the notetaking, and class reading/source/class/discussion name you are taking notes on.
  3. Summarize, in approximately one paragraph using full sentences, the focus of what you listened to.
4. Review your notes and pull out important key terms. You should identify 2-3 key terms minimum. These may be important people, concepts, places, artifacts, primary sources, etc.
5. Post to shared OneNote Class Notebook by within 48 hours of your assigned day, even if this means the due date falls on a weekend or holiday.

This assignment is worth 25 points.

Citation and Thesis Assignment
- Both these assignments will be completed on Blackboard and are each worth 25 points.
- The Citation Assignment will test you on your knowledge of Chicago Manual of Style and your ability to recognize where citations are required in academic writing. You will be allowed notes for this assignment.
- The Thesis Assignment will ask you to write a thesis statement for an imaginary essay.
- More directions for both of these assignments will be provided closer to their due dates.

Final Exam
We will have a final exam during Finals Week worth 100 points. It will be a cumulative examination that will test your knowledge of the material covered in our class. It will be largely short answer and essay based, and may ask you to demonstrate your primary sources analysis skills. This exam will be taken online via Blackboard and will use Respondus Lockdown and Monitor Browser. The exam will be open for about four days; students may take it at any time, but once it is begun it must be completed in 2 hours and submitted before the deadline at 10:45am on Thursday December 10. More information will be provided closer to this assignment.

Participation & Preparedness (and my Attendance policy):
a. This is an unusual semester, and so we will have a slightly unusual attendance and participation policy in recognition of the potential challenges we may all face in the coming months, such as having to quarantine for public safety.
b. If you feel well, have not been in contact with anyone with covid-19 (or any other contagious disease), and are able to attend class safely and in a manner that conforms to University and/or CDC guidelines, you are expected to attend class.
c. If you do not feel well, and have symptoms that may be related to Covid-19 you should follow the guidelines established by the university found here: [https://www.missouristate.edu/Coronavirus/health-and-safety.htm#have-symptoms](https://www.missouristate.edu/Coronavirus/health-and-safety.htm#have-symptoms). Similarly, if you have symptoms of other contagious illnesses it is also best to seek medical attention and stay home.
d. In recognition that many students (and perhaps me) will need to be at home on some days/quarantine, I have developed a flexible attendance policy that is based on our class scheduled as a “seated” course. If the university dictates that we move to hybrid or online format, then this policy may be adjusted in small ways.
e. In general, on most days, your attendance will not correlate to grade points.
   • The exceptions to this are 1. The two days in which you are responsible for taking class notes (more on this under “Assignments”) and 2. select “starred” required attendance days in the syllabus (see Weeks 3, 9 and 16)
   • These “required attendance” days will be a mix of in-person discussion, important lectures such as “how to read a primary source” or “how to write a thesis statement” that are not replicated in the textbook and benefit from high engagement.
   • If you are ill and have a note from a medical professional or the Dean of Students office or the university Covid-19 response team explaining that you are quarantining, an alternative assignment will be allowed for you to make up these points. However, you must email me before the beginning of class to explain why you are missing class (medical details are not necessary—simply explain you have a medical excuse and provide me with the relevant paperwork).
   • If I am sick or in quarantine, I will host these classes “live” via zoom.
   • If the university has shifted us to remote or online instruction, we will still have these meetings “live” via zoom. For more on this, see “Contingency Plans” below.
f. Attendance will be taken every day and your active participation is expected during every single class. You will receive an overall participation and preparedness grade which will reflect your preparedness for class, your participation in informal class discussions, your full engagement with online discussion boards, and participation (or completion of alternative assignments) for “required attendance” days.

g. Some discussions will take place in person, but many will occur online to ensure the most students possible will always have access to these important conversations. All discussions will be graded.

h. **Consistent attendance is recommended for student success in this class.** Lectures/powerpoints/similar will not be posted online unless we move to an all-online format. Students who are not able to attend class should consult the collaborative notes taken by your classmates.

i. Even though attendance is not graded, if you do not attend class consistently (without informing me why) and do not complete online quizzes and other assignments, you may be dropped from the course and/or reported for non-attendance (which can lead to you being dropped from the class).
   - If you miss three classes in a row you will be reported for non-attendance (unless you have an excused absence that you have communicated to me)

**OFFICE HOURS**

All office hours for Fall 2020 will be held remotely. You can reach me through numerous means:

1. Email. I regularly check and respond to email. Check email etiquette and remember to include all relevant information and to email only from your Missouri state email. [JuliaTroche@MissouriState.edu](mailto:JuliaTroche@MissouriState.edu).

2. Google Chat ([ProfessorJuliaTroche@gmail.com](mailto:ProfessorJuliaTroche@gmail.com)). During office hours I will also be available over gchat (note that a record will be kept of all conversations). Because you must message me through google to take advantage of this communication (and not through your official Missouri state email) I will not discuss anything specific relating to class or grades. This is best used for quick content-driven questions. I know some people may not always be able to access a quiet place for video conferencing, so gchat can be an alternative option (but again no grades can be discussed though in this format). **I will not respond to emails sent to this address or messages sent not during office hours.**

3. Video meeting through Zoom. You must register (and be signed in) to a zoom account in order to join these office hour meetings. You can register for a free zoom account by visiting: [https://zoom.us/signup](https://zoom.us/signup). Please make sure you register with your full name (and not a nickname). I will only admit students whose names I can confirm are on my roster (to ensure there is no “zoom bombing”). Do not share an account with a family member or roommate. All zoom meetings are automatically recorded. If you have a problem with this let me know when you are first admitted to the call, or email me ahead of time.

For Monday Office Hours (Mondays 2-3):
- **Link**: [https://missouristate.zoom.us/j/92680758357?pwd=Y3BKNXRZaEZlMVNRZyZUZSTkJjd09](https://missouristate.zoom.us/j/92680758357?pwd=Y3BKNXRZaEZlMVNRZyZUZSTkJjd09)
  - Meeting ID: 926 8075 8357 ; Passcode: Naramsin

For Tuesday Office Hours (Tuesdays 11-3):
- **Link**: [https://missouristate.zoom.us/j/94759118300?pwd=ZW5PQWdBa1RDQzBSRlpDVXFnRFJ6dz09](https://missouristate.zoom.us/j/94759118300?pwd=ZW5PQWdBa1RDQzBSRlpDVXFnRFJ6dz09)
  - Meeting ID: 947 5911 8300 ; Passcode: Naramsin

I encourage students to sign up for a time slot, but this is not required. Students will be kept in a virtual waiting room and will be “let in” to the zoom meeting once I am done meeting with the previous student. Just like in normal, in person office hours, you may show up to a line of students waiting to talk with me (but you won’t be able to see this virtual line) so please be prepared to wait a few minutes. Be aware—the way zoom works is that when I admit you to the meeting from the waiting room, you do not get a warning; if you have enabled video and audio it automatically turns on and I can see and hear you. So, I suggest not doing or saying anything you wouldn’t normally say or do in the hallway, in person, outside of my office.
<table>
<thead>
<tr>
<th>General Goal 9</th>
<th>Course Goal</th>
<th>Examples of Specific Assignments (varies by indiv prof)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understand how various forms of written, oral, musical, visual, and bodily expression contribute to human knowledge and experience.</td>
<td>Understand how various forms of written, oral, and visual expression contributed to human knowledge from prehistory to the 16th century.</td>
<td>Students will study documents in translation.</td>
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<tr>
<td>Interpreting texts and other cultural products in ways that reflect informed understandings of relevant contextual factors, including socio-cultural influence and cultural traditions, perspectives, and behavior patterns.</td>
<td>Learn to interpret texts and other cultural products within the context of societies from prehistory to the 16th century.</td>
<td>Students will use texts from ancient and early modern societies to illuminate the workings of ancient societies, for instance, a section might use Hammurabi's Code to illuminate Babylonian social structures.</td>
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<tr>
<td>Analytically compare the influences of community, institutions, and other constructions such as class, gender, and race on the ways of thinking, believing, and acting in cultural and historical settings other than one's own.</td>
<td>Learn to analyze and compare the influences of community institutions, and constructions such as class, gender, and race, on the ways of thinking, believing, and acting in historical settings from prehistory to the 16th century.</td>
<td>Students will study gender relationships in Classical Greece, the Confucian family structure in ancient China, and class/caste systems in Europe, India and Japan. Students will learn to explain and illuminate these constructions in terms of regional philosophies and religions. For instance, students will understand the Hindu caste/jati system in the light of Hindu beliefs, and the changing fortunes of empire in India.</td>
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ACCOMMODATIONS AND POLICIES
Note my attendance and grading policies are also discussed above.

STATEMENT ON REQUIRED FACE COVERING:
In accord with the MSU Mask and Face Covering policy (https://www.missouristate.edu/Coronavirus/masking-policy.htm), Greene County Health Department (https://www.springfieldmo.gov/5140/Masks-and-Face-Coverers), and the Springfield City Ordinance (https://www.springfieldmo.gov/AgendaCenter/ViewFile/Item/14780?fileID=203417), masks or face coverings must be worn at all times during a traditional (seated) class. 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/how-to-wear-cloth-face-coverings.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/disability/) 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.

CHPA Masking Policy specifics
1. Class cannot commence until all students are wearing face coverings
2. If students are noncompliant, they will be given a warning, either directly or in the form of a general warning/reminder to the entire class.
3. If students remain noncompliant, they will be asked to discuss the masking policy immediately with Department Head of CHPA Dean
4. If student is noncompliant, faculty member should notify his/her department head and dean with student’s name, who will be warned that noncompliance will lead to an administrative drop from the course. Student will also be reported to the Student Conduct Office.
5. If noncompliant student refuses to leave, faculty have been told to contact campus security.
6. If a multiple students are noncompliant an entire class may be canceled as a last resort.

ACADEMIC DISHONESTY:
All students are responsible for understanding and following the university’s academic integrity policies and additional policies for specific classes. The University policy, formally known as “Student Academic Integrity Policies and Procedures” are available at the Reserves Desk in Meyer Library and online, at http://www.missouristate.edu/policy/Op3_01_AcademicIntegrityStudents.htm. The student code of conduct is available online at https://www.missouristate.edu/StudentConduct/12331.htm. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

This includes, but is not limited to, cheating and plagiarism. Cheating and/or plagiarism will be reported to university officials in every single case whether intent is clear or not. There is zero tolerance for cheating or plagiarism. Cheating and plagiarism can take many forms, including (but not limited to): using notes or resources when otherwise not allowed; facilitating cheating for someone else (e.g. telling someone what is on an exam who hasn’t taken it yet); copying and pasting text from the textbook or any other source without quotation marks and a citation; copying someone’s (including the textbook) argument, which includes general organization and structure; paraphrasing without citation; poor “paraphrasing” in which a student changes only one or two words or re-orders sentences; falsifying citations or bibliography; quoting without citing. Cheating and plagiarism is not limited to these infractions.

Furthermore, all work for this course is required to be original and wholly your own. This means, for example, you may not submit for this class work that was submitted for another course or purpose, nor may you submit an assignment simultaneously in two classes without written, explicit consent by all involved parties. Your work should be wholly originally, meaning it should be approx. 90% your own words. Quotations, especially of secondary sources,
should account for 10% or less of your written work. Use quotes only when absolutely essential to your argument. Otherwise cited paraphrasing is preferred. You will not receive credit for an assignment that is entirely, or majority, composed of quotes.

All of the above applies not only to formal written assignments, such as essays, but to all class work (including discussion boards, quizzes—online or in-class, worksheets, etc.).

Note that all paper assignments will be run through plagiarism detection software that compares your submission to published works, online sources, and other students’ papers. Seek help before an assignment is submitted and double check that the file you are submitting is your intended submission. Once your work is submitted you are held responsible for that submission.

Every student is responsible for understanding the full extent of plagiarism and academic (dishonesty, which is outlined in the policy mentioned above. Discovery of academic dishonesty usually results in you failing the assignment and/or class, but actions could be more severe. You cannot drop a course to avoid a charge of academic dishonesty. You do have the right to appeal a charge of academic dishonesty.
EMAIL ETIQUETTE AND OFFICE HOURS COURTESY:

When you need to get in contact with your Professor, please include, in your email subject, the class number or class name and section number. I will not search through all of my class lists to find you. I will simply not respond or I will reply and request you to resend with relevant information included.

All emails must be sent from your university email (and not from a private email) to ensure privacy. All emails should begin with a salutation and title (e.g. Dear Dr. Troche / Hello Professor Troche). It is professional to refer to all of your professors by “Professor” or “Dr.”. Avoid using “Mr.” “Mrs.” “Mam” and the like.

Be patient. I try to return emails within 48 hours, during the work week, between the hours of 8am-5pm. I may or may not check email over the weekend; I may or may not check emails after 5pm. Plan accordingly; do not send multiple follow up emails within 48 hours.

I encourage all students to step into office hours. All of my office hours this semester will be conducted remotely/online through video conferencing software. I primarily will be using Zoom, but can make arrangements for Blackboard Collaborate as well. You may always try to catch me during office hours, but I encourage students to email and set up a meeting so that you are not stuck waiting a long time to be seen. If you are not comfortable being on camera, or if you do not have regular access to a computer with a camera, you may of course “zoom” in without video—but in this case be prepared to prove your identity by providing information such as your M#.

In general, in an effort to uphold FERPA laws, I will not discuss grades over email.

If you want to talk about a grade or something specific to you, you may want to email me ahead of time to say you will be stopping in—this will give me time to try and look over things before you arrive. I will (with exceptions) not discuss grades over email. I will generally limit office hour meetings to 10 minutes. I hold open-door office hours. It is possible, with the door open, that people may be able to hear what we are speaking about. It is your right (under FERPA) to have privacy in discussing things like grades. If you want more privacy to discuss something please let me know ahead of time and we can make arrangements.

ATTENDANCE AND MAKE-UP POLICY:

a. Students are expected to attend all classes that they are able to (that is that they feel they can safely attend with respect to their own health and the health and safety of those around them).

b. Students are responsible for all material covered during their excused and unexcused absence(s).

c. As a rule, there will be no make-up options for the essay assignments, exams, or quizzes, so plan your time accordingly. If you get sick the day before an essay is due, you will not get an extension. You should be working on these assignments leading up to their due date.

d. I will only consider extensions/make-ups if you contact me ahead of time. If you do not contact me before the assignment/exam is due, I will only give a make-up in an extraordinary circumstance (e.g. medical emergency).

e. Generally, I will consider an absence “excused” if a student’s absence is university-affiliated (e.g. a club/team competition that a student must travel for or be in attendance for), or if there is an extraordinary medical event, including needing to quarantine due to covid exposure (potential or confirmed). In this instance you must also contact the Covid-19 team: https://www.missouristate.edu/Coronavirus/report-exposure-or-positive-test-result.htm

f. In general, I require documentation for any absence to be excused to ensure that all students are treated fairly and consistently. Note: in regard to medical absences—please keep as much information private as possible. All I need is a letter from a medical professional saying your absence is medically related. Keep it vague so your privacy is kept intact. It is not appropriate to send me detailed information about your illness or send me photos as ‘documentation.’ This will not be accepted. Simply get a doctor’s note.

g. Even if an absence is “excused” students are required to submit all assignments on time, unless we explicitly define alternative assignments/dates in writing (over email).

h. If you miss an exam or assignment due to a medical emergency (and so you were not able to contact me ahead of time), you must email me as soon as is reasonably possible—this will depend on your situation but normally this is within 24-48 hours. I will also always require documentation from your doctor or a medical professional. Students have a right to privacy, so your doctor does not need to give me details, but they will need to explicitly state that you were under their care during the time of the exam/assignment.
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 Missouri State Equity Statement Weblink.

RELIGIOUS ACCOMODATION:
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.

DISABILITY ACCOMODATION:
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.

CELL PHONE USE:
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.

Computers and phones may be used during class at the discretion of the instructor. Normally I will allow students to use these devices for taking notes, reading assigned sources, etc. but if they become a distraction or I notice students surfing facebook, email, etc. I may revoke this at any time during the semester.

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. See Academic Calendars (University Calendar) for deadlines.
AUDIO AND VIDEO RECORDING OF COURSE ACTIVITY: Students who wish to record lectures or class activities for study purposes should inform the faculty member first. Distribution or sale of recordings or other course materials is prohibited without the written permission of the instructor and other students who are recorded. Distribution without permission is a violation of copyright law and the Code of Student Rights and Responsibilities (Sections 4.6, 4.8, 4.9).

Course materials, including powerpoints, course notes, posted lectures, online materials, etc. are all governed by copyright laws and cannot be shared or distributed by students without explicit written permission. This includes any recordings and/or photographs and/or slides shared with the students by the instructor or taken by the student of course materials. These materials may not be shared or distributed without proper permissions. Of note, students may not take notes and sell or share those notes with students outside of class or to a third party (including online websites). While the notes belong to the student, the wording, organization, and/or structure being copied by the student is the unique intellectual creation of the professor and university. Notes posted online, distributed outside of the class, etc. generally do not follow intellectual property laws.

EMERGENCY RESPONSE STATEMENT
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. All instructors are provided this information specific to their classroom and/or lab assignments in an e-mail prior to the beginning of the fall semester from the Office of the Provost and Safety and Transportation. Students with disabilities impacting mobility should discuss the approved accommodations for emergency situations and additional options when applicable with the instructor. For more information go to Office of the Provost and Safety and Transportation Website and Emergency Operations Plan.

MENTAL AND EMOTIONAL HEALTH
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. You can learn more about free and confidential Missouri State University Counseling Center services available to assist you at Counseling Center Website.

FOR ALL OTHER POLICIES
For all other policies, see the Provost’s syllabus statements webpage.

World History to 1600 | HST 103 | Troche
Contingency Plan
Course Plan-B in the Event Classes Move to Virtual Instruction due to COVID-19

If the university requires that our course moves to a virtual setting, our plan is laid out here. Some minor changes may be made based on changing university policies and/or other extraordinary circumstances, but the following is my plan for our class. Please note that every class will have its own plan and so this is not a universal plan and you will need to check your other syllabus/professors for your other classes.
How will class be taught? Will class be held at the same time as our seated class was scheduled (what is known as “remote” or “synchronous” learning) or will the class move entirely online (what is called “asynchronous”)?

Both. For the most part, class will be moved online, and be taught asynchronously. This means that most weeks you will have readings, assignments, and discussion boards with due dates, but you will not necessarily need to be at a computer for “live” instruction twice a week. Instead, as long as you get the assigned work completed for that week on time, you could do it at 2am if you wanted.

However, in our class schedule you will see there are a handful of “skills” based and discussion driven classes with a star, or asterisk* next to them. These classes may cover topics such as how to analyze a primary source, writing a thesis statement, and citing sources in essays. These classes are most useful when students have an opportunity to ask questions and get immediate feedback. Therefore, I will be hosting these “starred/required-attendance” classes live at our normally scheduled class time via Zoom video conferencing. It is every student’s responsibility to know which dates/times we are meeting and to schedule accordingly.

These live meetings will ensure students get face time with me, and will help keep our class structured and focused. Depending on if/when we stop seated instruction, this will probably mean we will have a “live” (or synchronous) class once every few weeks. I will regularly post announcements, directions, and information (including lectures, links, videos, and the like) to Blackboard, and will be in regular contact via email and office hours.

What about Office Hours? How do I get in touch with you if we move to virtual instruction?
Whether we are holding class seated or virtually, I will remain available via email, which I check regularly. Usually can respond to emails very quickly, but I make every effort to get you a response within 48 hours. Due to COVID-19 concerns, all of my office hours for the Fall semester will be held virtually (in real time). See the main syllabus discussion of office hours for more information and specifics.

What additional technology will I need if seated classes are transitioned?
None. That is, no more than is required for your seated, in-person class. Due to the COVID-19 pandemic, there is a higher than usual technology requirement for all students even in seated classes to ensure access to class materials if students or the professor is sick. We will be using an e-textbook and all class assignments will use Blackboard. If we move online, all class discussion will also use Blackboard. Exams will be taken online and require students to have a computer with stable internet access and a computer camera. See the technology statement in the syllabus for the full list of technology related requirements, help with technology, and related resources. Professor office hours and “live” instruction will take place via Zoom. You will only need to sign up for a free Zoom account.

What about attendance or participation grades?
Students will be expected to participate fully and robustly in our online learning community, just as you are expected to do in our seated class, if we transition online.

How will I know if things on the syllabus change?
Blackboard and email. In our normal seated class, I will regularly post Announcements via Blackboard, that also get emailed out to students. I will continue using this method of communication if the class transitions. You are expected to check Blackboard and university email daily (and to read ALL communication CAREFULLY). I cannot stress this enough. I will try to not over burden your inboxes, which may cause some emails to be long and full of important information. Read all of them promptly and thoroughly. I promise to similarly read your emails promptly as they come in.

How will assignments and exams be completed?
Blackboard and LaunchPad (the textbook platform). If we transition to remote/online instruction, all assignments will be submitted via Blackboard typically as word documents or pdf’s, or will be completed on LaunchPad. All exams will be taken online (Blackboard and/or LaunchPad) and may require you to use a Lockdown browser that monitors you as you take the exam. If the testing center on campus remains open and available to students, I will also allow exams to be taken in the Missouri State University testing center. All exams will be timed, but usually you will have at least 48 hours in which to take the exam (but once you start you will then be timed).

What about grades?
Regardless of if our class is held seated or remote/online, I will always keep the Blackboard gradebook up-to-date and give feedback to assignments via Blackboard.

Class FAQ

1. What technology, software, etc. do I need to be successful in this class?
Whether the class remains seated, shifts to hybrid or remote learning, or goes entirely only, the technology requirements for the class remains the same:
   a. Stable, consistent internet access during class time and throughout the week.
   b. You will need to regularly check university email and access Blackboard.
   c. A LaunchPad account with access code, linked to Blackboard.
   d. For office hours: You will need to sign up for a Zoom account—the free version will work.
      https://zoom.us/signup
   e. You will need to be able to watch YouTube videos.
   f. You will need to have access to a computer that is not a Chromebook, and that has a video camera and microphone either built in or attached.
   g. Optional: You will need to have a gmail account (also available for free) if you wish to use the gchat communication option during office hours.
   h. Additional tech/software/hardware is possible, but not currently predicted.

2. What do I do, related to coursework, if I am sick (possible with Covid-19 or other contagious illness) and need to stay home while I am tested, and/or I received a positive test result and need to quarantine?
   a. If you are feeling ill, follow the guidelines laid out by the University and make sure to contact the Covid-19 Taskforce:  https://www.missouristate.edu/Coronavirus/report-exposure-or-positive-test-result.htm
   b. Email me ASAP to make arrangements for class/coursework.
      a. Most of the assignments in our class can be completed and submitted online. If you are quarantining, but are feeling well enough, you will be expected to continue to complete assignments and take exams on time.
      b. To ensure equity and fair treatment to all students in class, I will require a doctor’s note for students asking for an extension to a major items, which includes your assignments, discussions, exams, and the essay.
      c. If you are missing only normal “lecture” days, you should still email me to let me know what is going on, but you are not required to get a doctor's note as there are no points being made up (since I do not assign points based only on attendance). However, remember, after three missed classes you may be reported for non-attendance, so even if you are not asking to make up points, you should let me know if you will have a prolonged absence of more than 1 week.
      d. If your situation is unique, I will try to work with you to develop unique, individual solutions as long as the integrity of the course is kept to the same standard and such an arrangement is not inequitable or unfair relative to what is being asked of other students in the class.
c. In most cases, I will not be able to provide you with the lecture. However, students should be taking notes and sharing those notes to a shared class notebook that will be made available to you.

3. What happens if the Professor gets sick or has to quarantine?
This is likely to happen! I see over 100 students and faculty each day I am on campus, often without physical distancing. It is not a question of “if” but “when” I will feel under the weather. When this happens, I will not be allowed to come to campus! Depending on how fast testing can get processed, I may have to wait days, or longer, to receive a covid-19 test result.

Depending on how I feel during this time, I will either lead lectures and discussions live (synchronously) via Zoom or I will provide pre-recorded lectures for you to watch via Blackboard and YouTube or will provide a list of other resources such as videos, podcasts and similar. Discussions that were meant to be held in class, may be moved online for the days/weeks that I am not able to be on campus. Assuming I recover quickly, class will return “back to normal”. Exams will take place entirely online if I am no able to be on campus.