



Introduction to Sociology 1101 – Syllabus

Instructor Information

Name

Kristen Dana Burress

Email

kburress@centralgatech.edu or dana.burress@hcbe.net

Phone

478-218-7537

Office location and hours

Veterans High School - Room 1401

Tuesday and Thursday 3:05 – 3:35

Instructor availability

Students are encouraged to email, call, or come by the instructor's office but are also encouraged to make appointments to ensure instructor availability. Please refer to the office hours above. For concerns or problems in this course, the first point of contact is the course instructor. If the problems or concerns cannot be resolved through the instructor, the next point of contact is Mr. Michael Repzynski, General Education Division Head for Math and Social Sciences, mrepzynski@centralgatech.edu, (478) 471-5182.

Course emails

All course-related communication should be sent using the Blackboard Message system, not the CGTC e-mail system.

Course Schedule

Term

Fall/Spring

Required class sessions/proctored events

Please see course schedule for deadlines for required assignments. All required will be submitted online using BlackBoard.

Required course textbook(s), software and/or materials

Textbook(s)

Introduction to Sociology, 2e, by Griffiths et al, published by OpenStax, 2016. This text is available free at <https://openstax.org/details/books/introduction-sociology-2e> or a printed copy may be purchased from the bookstore

Course Description

Credit hours

3

Course description

Explores the sociological analysis of society, its culture, and structure. Sociology is presented as a science with emphasis placed on its methodology and theoretical foundations. Topics include basic sociological concepts, socialization, social interaction and culture, social groups and institutions, deviance and social control, social stratification, social change, and marriage and family.

Course objectives

Students will master learning outcomes in the following areas, Basic Sociological Concepts, Socialization, Culture, Social Structure and Social Interaction, Social Groups and Institutions, Deviance and Social Control, Social Stratification, Social Change, and Marriage and Family.

Course Policies

Safety Policy – please also refer to COVID-19 related information on this syllabus and on CGTC’s website

For more information on campus safety, including campus carry, visit the [Department of Public Safety](#) page on CGTC’s website¹.

Student Rights/Responsibilities/Conduct

Students are expected to abide by the Code of Conduct as outlined in the Student Conduct Code section of the CGTC Catalog as well as all policies/procedures/rules set forth by Houston County BOE and Veterans High School.

Student Support Services

Additional tutoring/supplemental instruction

Free tutoring for Math, English, Computers, and other subjects is available through the Academic Success/Tutoring Center (ASC). Schedule an online session or submit writing assignments for review at <https://centralgatech.tutorocean.com>. First-time users will need to register using their student email account. For more information contact the ASC at tutor@centralgatech.edu. In the event that a student requires or desires additional instruction in course materials, the student should contact the instructor.

Counseling Services

CGTC offers free counseling support to students, faculty, and staff to assist with issues such as anxiety, stress, emotional problems, relationships, and alcohol/substance abuse. To read more or request an appointment, visit the CGTC [Counseling Services](#) website² located under Student Services.

The Behavior Assessment & Recommendation Team is committed to promoting safety via a proactive, coordinated and planned approach to the identification, prevention, assessment, management, and reduction of interpersonal and behavioral threats to the safety and wellbeing of Central Georgia Technical college’s students, employees, and visitors. To learn more, please see our webpage at [Behavior Assessment & Recommendation Team](#)³ or contact the BART via email BART@centralgatech.edu or by calling (478) 757-3553.

Special Populations/Disability accommodations

The Special Populations Office provides student-centered comprehensive support services and events that promote equity, enhance the educational experience, foster success, and contribute to the economic self-sufficiency of students who are members of special populations. A student who believes that he/she may fall under one or more special population categories or has a disability of any type should contact the following CGTC staff for assistance.

Kashatriya Eason
Phone: (478) 476-5137
Email: keason@centralgatech.edu
Office: room J105 on the Macon campus

Felicia Mackey
Phone: (478) 218-3229
Email: fmackey@centralgatech.edu
Office: C-wing on the Warner Robins campus

Distance Education Course Support - Blackboard

Students in a course with a distance education component (i.e. online, hybrid, telepresence) are expected to have access to the hardware and software required to complete the course. Please make alternate arrangements for computer access (in case of technical failure) **before** the course begins. If additional assistance is needed, please contact your instructor prior to contacting technical support. Blackboard technical support information is available on CGTC's [Blackboard Help](#) webpage⁴. Please note, technical support will **not** reset or open any assignments or tests for a student without the instructor's permission.

Library services

Library help is available through computers, books, journals, videos and online resources in support of your classes. GALILEO and all online library resources can be accessed off-campus using a current CGTC email and password. CGTC has full-service libraries located on the Warner Robins, Macon, and Milledgeville campuses. For hours of operation, visit the [CGTC Library](#) website.⁵

Military and Veteran Services

A student who is active duty military, a veteran, or dependent who needs assistance with transitioning to college should refer to CGTC's [Military and Veteran Services](#) webpage⁶ for benefit information. Service members who are activated are encouraged to notify the instructor as soon as possible and provide Activation Orders.

TEAMS

T.E.A.M.S. provides early intervention services for students. If you are behind in classes, feeling overwhelmed, or need help getting back on track, visit the [Student Resources](#) section on the CGTC website⁷ to request one-on-one assistance.

Attendance Policy

CGTC expects each student to be present, on time, and academically engaged in all classes. Students should enroll only in classes that they can reasonably expect to attend on a regular basis. The College works with students to make accommodations for documented absences for military duty, observed religious holidays, judicial proceedings in response to a subpoena, summons for jury duty, or other court-ordered processes will require the attendance of the student. Students absent from class for any reason are still responsible for all work missed.

⁴ www.centralgatech.edu/academics/online-classes/blackboard-help/

⁵ www.centralgatech.edu/library/

Students receiving financial aid (especially Pell, WIOA, VA, etc.) need to be aware that absences could jeopardize their financial aid status. They may not receive financial aid funds if they do not meet the attendance requirements of the financial aid agency.

Attendance Verification

Attendance verification is required each semester before financial aid funds are disbursed. To remain on the class roster, all enrolled students are required to attend at least one class session or to complete an academic-related activity during the first seven calendar days of each term. Students not meeting the attendance verification requirement may be dropped from the class

Simply logging into an online or hybrid class is not considered an academic-related activity. Academic-related activities include, but are not limited to, the following:

- Participating in an online discussion about academic matters
- Submission of course assignments (including homework, quizzes, tests/exams)
- Blackboard message contact with a faculty member to ask a course-related question

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Attendance Verification

Attendance verification is required each semester before financial aid funds are disbursed. To remain on the class roster, all enrolled students are required to attend at least one class session during the first seven calendar days of each term. Online students are required to complete an academically-related activity the first week of class to remain on the course roster. Students not meeting the attendance verification requirement may be dropped from the class.

In the online classroom environment, attendance is demonstrated through active participation and academic engagement. Online students must complete an academically-related activity or assignment within the first seven calendar days of the term to remain actively enrolled. ***Simply logging into an online class is not considered an academically related activity.*** Academically related activities include, but are not limited to the following:

- Participating in an online discussion about academic matters
- Submission of course assignments (including homework, quizzes, tests/exams)
- Blackboard message contact with a faculty member to ask a course-related question

After a student has completed the required assignment in an online course, he/she is considered on the class roster.

Dropping a course

Once a student is on the class roster beyond the official drop/add period, he/she becomes responsible for payment (including financial aid reimbursement). Any student who registers for a course must either complete the course requirements or officially withdraw on or before the college's published deadline. **A student should not assume that non-attendance constitutes official withdrawal. Abandoning a course instead of following official withdrawal procedures may result in a failing course grade with a work ethics grade of 0 and may result in financial aid adjustments to the student's account.** It is the student's responsibility to follow the college's withdrawal procedure as stated in the CGTC Catalog (Academic Policies section).

Course Attendance Policy

If a student does not submit required weekly assignments, it is an absence.

Grades

Course evaluation

Chapter Questions – 20%

Chapter Discussions – 20%

Chapter Review Exercises – 10%

Tests – 50%

Total - 100%

CGTC Grading System

All grades are maintained in Blackboard. The Central Georgia Technical College grading system, as stated in the CGTC Catalog, is as follows

<i>A</i>	(90-100) Excellent	GPA 4.0
<i>B</i>	(80-89) Good	GPA 3.0
<i>C</i>	(70-79) Satisfactory	GPA 2.0
<i>D</i>	(60-69) Poor	GPA 1.0
<i>F</i>	(below 60) Failing	GPA 0.0
<i>I</i>	Incomplete	GPA not computed, counts toward % completed
<i>IP</i>	In Progress	GPA not computed
<i>S</i>	Satisfactory	GPA not computed, counts toward % completed
<i>U</i>	Unsatisfactory	GPA not computed, counts toward % completed
<i>W*</i>	Withdrew (no grade)	GPA not computed, counts toward % completed

****Students withdrawing from class on or before the published deadline are issued a grade of "W."***

See the online College Catalog for term withdrawal deadlines. Student official withdrawals are not allowed after the official date on the College Calendar.

Note: an overall average of 70/C is required to pass the course! Grades for learning support courses (0090-0099) are not calculated in the GPA but do affect course completion rates.

Academic dishonesty

Central Georgia Technical College considers academic integrity an integral part of the learning environment and expects all members of the college community to conduct themselves professionally and with honesty and integrity. According to the CGTC Catalog, any student caught in any form of dishonesty in academic or

laboratory work will receive a zero (0) for that work. The second offense will be cause for removal from that class and/or the college.

Makeup Policy

All assignments have specified due dates posted on the Learning Module and are expected to be completed and submitted by that date. Late work will be treated as follows:

- Discussions – no credit for late submissions
- Review Exercises – no credit for late submissions
- Chapter Questions – may be submitted up to six days after the deadline with 5% deducted for each day late.
- Tests – Only 1 test will be accepted late – up to one week late with 5% deducted for each day late. Other late test will receive no credit. Retakes of Tests are not allowed. Tests must be completed in one sitting. Test will not be reopened.
- No assignment (Chapter Question) will be given credit if posted a week or more late.
- No assignments will be accepted after the due date of the Final Exam.

Work Ethics

The Technical college system of Georgia instructs and evaluates students on work ethics in all occupational programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, teamwork and respect.

All students in credit classes (except general education and learning support) receive a work ethics grade, in addition to their regular grade. Work ethics are assigned as a grade from 0-3

- 0 = Unacceptable
- 1 = Needs Improvement
- 2 = Meets Expectations
- 3 = Exceeds Expectations

Other Relevant Policies/Procedures

Copyright

According to TEACH Act of 2002 the College is obligated to advise you that instructional material included in this course may be subject to copyright protection. As such, you must not share, duplicate, transmit, or store the material of this course beyond the purpose and time frame explicitly stated in the syllabus of your course. If you are not certain whether a particular piece of material is covered by copyright protection, you should contact your instructor and obtain his/her written clarification. Failing to observe copyright protection is a violation of law.

Grade Appeals

Students with questions or concerns regarding course grades are encouraged to first discuss these with their instructor. If the student is not able to resolve the issue at the instructor level, please follow the CGTC grade appeal procedure outlined in the Academic Affairs section of the online college catalog.

Student Complaints/Grievances

As set forth in its student catalog, Central Georgia Technical College (CGTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

Central Georgia Technical College shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director of Conduct, Appeals & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone: (478) 218-3309; Fax: (478) 471-5197; Email: [cajohnson@centralgatech.edu](mailto:cjohnson@centralgatech.edu).

CGTC is committed to fostering a safe, productive learning environment. Title IX and our school policy prohibits discrimination on the basis of sex. Sexual misconduct — including harassment, domestic and dating violence, sexual assault, and stalking — is also prohibited at our college.

If you wish to speak confidentially about an incident of sexual misconduct, want more information about filing a report, or have questions about school policies and procedures, please contact our Title IX Coordinator above. More information concerning the formal and informal grievance procedures can be found in the college's online catalog^[1].

Our school is legally obligated to investigate reports of sexual misconduct, and therefore it cannot guarantee the confidentiality of a report, but it will consider a request for confidentiality and respect it to the extent possible.

TCSG Guarantee/Warranty Statement

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

^[1] <https://www.centralgatech.edu/about-cgtc/grievance-procedure>

