



Introduction to Sociology 1101 – Syllabus

Instructor Information

Name

Angela Copa

Email

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Phone

(478) 218-7537

Office location and hours

Veterans High School, room 1403

Office Hours Thursday 3:15-4:15

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:

Muhammad Samat, Program Chair (478) 218-3720, msamat@centralgatech.edu, Warner Robins Campus

Course emails

All course-related communication should be sent using CGTC e-mail.

Course Schedule

Term

202612 Fall 2025

Campus and room location

Veterans High School

Room 1403

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

Textbook(s)

Introduction to Sociology, 3e, by Griffiths et al, published by OpenStax, 2021. This text is available free at <https://openstax.org/details/books/introduction-sociology-3e>, A printed copy may be purchased from the bookstore. Links to each chapter are included inside all modules within Blackboard.

Software

Microsoft Word is recommended for writing your assignments for online submission. This app is free and accessible through your single sign on where you access CGTC school email.

Course Description

Credit hours

3

Course description

Explores the sociological analysis of society, culture, and structure. Sociology is presented as a science with emphasis placed on group interaction, research methodology and theoretical foundations. Topics include: agents of socialization, culture, group structures and social institutions. The sociological explanation of marriage, family, deviance, social control, social stratification, and social change is investigated.

Course objectives

Students will master learning outcomes in the following areas: basic sociological concepts, socialization, culture, social structure & social interaction, social groups & institutions, deviance & social control, social stratification, social change, marriage & family.

Instructional delivery methods

May include any of the following methods to facilitate learning: multiple choice chapter review quizzes, short essay chapter questions, videos, discussion, instructor lectures, independent reading and notes, multi-media presentations, tests, and other assignments.

Course Policies

Safety Policy

CGTC recommends that faculty, staff, and students follow the Centers for Disease Control (CDC) recommendations for respiratory viruses and other general illnesses. Information about the guidelines can be found at the following URL: <https://www.cdc.gov/> Under the “right-to-know” regulations, students are to be made aware of and have access to SDS Datasheets. Access to SDS Datasheets is located on CGTC’s website: <https://cgtc.io/SDS> The link will also be on the Single Sign-on page for students. 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.

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://cgtc.quadc.io>. 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.

¹ www.centralgatech.edu/public-safety/

Counseling Services

CGTC offers free counseling support to students, faculty, and staff to assist with concerns 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

If you have a disability and require reasonable classroom accommodations, please register with the Office of Special Populations in Office C-123 (Warner Robins Campus) or Office J-105 (Macon Campus). Additionally, the Office of Special Populations 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. Services are available to students who are economically disadvantaged (receiving Pell funds or TANF), physically/mentally disabled, single parents, homeless, out-of-work, English learners, and those enrolled in non-traditional careers for their gender. A student who believes they may fall under one or more special population categories or has a disability of any type should refer to the [Special Populations](#) webpage. Office of Special Populations staff may be reached at specialpops@centralgatech.edu or by phone at 478-218-3229 (Warner Robins Campus) or 478-476-5137 (Macon Campus).

Distance Education Course Support - Blackboard

This course uses the Blackboard Learning Management System (LMS). Students in a course that uses Blackboard 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. The most recent version of Mozilla Firefox or Google Chrome is recommended for use with Blackboard. While compatible, Microsoft Edge and Apple Safari are not recommended. Internet Explorer is not compatible with Blackboard and should not be used. 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.

² www.centralgatech.edu/student-services/counseling

³ www.centralgatech.edu/bart

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

⁵ www.centralgatech.edu/library/

⁶ www.centralgatech.edu/military/

TEAMS Outreach Center

The TEAMS Outreach Center 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 that will require the attendance of the student. Students absent from class for any reason are still responsible for all work missed.

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)
- Email contact with a faculty member to ask a course-related question

Course Attendance Policy

Please note that dual enrollment students are required to follow the attendance policies of their home high school in addition to any specific attendance requirements outlined in this course syllabus.

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).

Grades

Course evaluation

Chapter Discussions – 20%
Chapter Questions – 20%

Chapter Review Exercises – 20%
Tests – 40%

⁷ www.centralgatech.edu/studentresources/

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. The CGTC catalog details examples of academic misconduct, including plagiarism, which is misrepresenting ideas or words as your own without giving proper credit to the original source (to include AI-generated tools such as chatbots and generators for image, audio, video, coding, etc.) 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 may be cause for removal from that class and/or the college. Students with questions about academic misconduct should ask their instructor before submitting work. All submitted work must be the student's own work, and any work submitted by another individual, on behalf of the student represents academic misconduct.

Makeup Policy

Late work accepted with the following point deductions:

Less than a week late: -12.50 pts.

More than a week late: -25 pts.

Work Ethics

This course does not assign Work Ethics grades; this information is provided for your college transition.

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 grades 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) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following person has been designed to handle inquiries regarding the non-discrimination policies: 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: 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.

Statement of Equal Opportunity

Equal opportunity and decisions based on merit are fundamental values of the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

Central Georgia Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success.

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 instruction costs to either the student or the employer.

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