

not a crutch. A proactive student will attend class on time, be prepared for each class session, stay current with the reading, diligently prepare the study guide for each exam, and will ask either the instructor or campus resources for academic support when necessary. In this class, academic success is determined by your work ethic and the engagement with history.

The instructor maintains standards, and the requirements presented in this course support the criterion of the discipline and academia. The instructor reserves the right to modify any portion of the syllabus and will notify students during class and via email of said changes. Course communication, such as assignments, articles, and study guides will be sent to the email on file with the college. It is the responsibility of the student to maintain an active email account and frequently check their email for course information, updates, and class materials.

Writing: Writing is a college requirement. Writing is also a craft, which is altered, challenged, and fine-tuned over the course of your academic career. It is not my intent to administer difficult writing exams, but rather to introduce students to the rigors of college level writing prior to transferring to a four-year institution. College level writing is a component of the academic path to a degree. As the college offers resources to strengthen academic skills, it is strongly encouraged that students take initiative and seek assistance to improve on English and writing skills. If you are aware that individual writing skills needs improvement, then please address this issue now.

Exam review sessions will cover the components of timed writing, such as content management and organization, as well as a discussion on exam study skills. Each of the exams may be a combination of identification terms, short answer paragraph(s), and essay. Exam questions consist of lectures, handouts, online postings and course reading. Please refer to the writing exam rubric. There are no makeup exams for this course.

Course Lectures: Weekly lectures are not a regurgitation of content presented within the chapters of the textbook. Rather, course lectures will focus on broad themes, events, regions, and people that shape the American narrative. Students should read the appropriate chapters prior to weekly lectures. The instructor may send via email lecture guides for students to print and bring to class.

In Class Discussion Assignments and Group Work: Please refer to the course rubric. These in-class assignments and group work exercises are designed to engage the student by focusing on select primary sources from the western narrative. Group assignments will be short answer or brief paragraphs written on a topic selected by the instructor and/or a scholarly article. Discussions and group work will follow lecture. Makeup work is not accepted.

Class Participation is determined by several factors:

- **Class conduct and engagement:** This includes your participation in class discussions and your professional/collegial behavior in class.
- **Assignments:** Students will submit brief written summary answers on chapter questions or specific themes.
- **Attendance:** Please attend each class session on time. Tardiness is a disruption.
- **Staying the Entire Class Period:** Please make plans to stay the entire class period. Students who frequently leave the class period early will miss important information, which can hinder the learning process and final course grade. Do not ask me to end class early.
- **Materials:** Please be prepared each time for class; which means that you bring your course textbook, writing instruments, class handouts and paper. Should you miss

more than six (6) hours of instruction (two class meetings), it may be difficult to pass this course. It is your responsibility to obtain missed information and handouts.

Where to Go For Academic Assistance

First, please do not worry that you have to know every detail, date, event and person in the U.S. narrative. It is impossible to do so in one semester, I would rather for each of my students to understand major themes and make connections about American history. If you complete all the course requirements to the best of your ability, thoroughly prepare for the midterms and final exam, exhibit collegiality during the class-period, and demonstrate the ability to write in an organized and cohesive manner, then you will do well in this class.

Please take advantage of course tools, such as re-write suggestions on exams, lecture handouts, and exam study guides provided by the instructor. Academic success is measured by content learned and the completion of the course requirements. It is not enough just to be able to regurgitate general facts and opinions about the American narrative. It is more about what students bring to the table, in terms of demonstrating knowledge through the completion of course requirements and the ability to engage with history during the course period.

I teach because I enjoy the subject of history and assisting students reach their academic goals. As I struggled throughout my entire undergraduate academic career, I am aware of the stresses and additional life responsibilities that students address on a daily basis. It is not my desire to fail students without just cause, make their lives miserable by assigning large amounts of work, or to administer an extremely difficult exam. What is important is maintaining academic standards so students will leave this class with a knowledge of the American narrative and learn or strengthen academic skills. I believe that each student has potential to succeed academically. Please contact me for study tips, research and writing strategies or questions about course material. In addition, if personal problems are affecting your ability to complete the course requirements, please chat with me, as soon as possible. I am happy to set appointments at mutually agreeable times, or discuss matters via email.

Course Outline: Assignments, Exams, and Reading Guide

Listed below are class topics, course reading, assignments, and exam dates. The required reading assignments are listed and should be completed prior to attending class. Students are encouraged to be prepared for each course meeting, which includes exam review sessions. You are expected to keep current with all of the reading assignments and to participate in class discussions about the reading and lecture materials. Please be responsible for all class handouts, either in paper or electronic form. In addition, you are responsible for obtaining any course handouts, should you miss a class period. Lastly, you are responsible for confirming with the professor, the dates of all exams.

As this course meets once a week, I will lecture on a specific topic or themes at the beginning of each class. The second half of the course is dedicated to writing activities, discussion, group-work, the critical analysis of selected primary sources and exam review sessions.

Week 1 **August 30**
Reading: Chapter 1: The Collision of Cultures

Week 2 **September 6**
Reading: Chapter 2: Britain and Its Colonies
 Chapter 3: Colonial Ways of Life

- Week 3** **September 13**
 Reading: Chapter 4: From Colonies to States
- Week 4** **September 20**
 Reading: Chapter 5: The American Revolution
- Week 5** **September 27**
Writing Exam #1. 50 points. Chapters 1-5
- Week 6** **October 4**
 Reading: Chapter 6: Shaping a Federal Union
 Chapter 7: The Federalist Era
- Week 7** **October 11**
 Reading: Chapter 8: The Early Republic
Writing Assignment #1 Due In-Class: 25 points.
- Week 8** **October 18**
 Reading: Chapter 9: The Dynamics of Growth
 Reading: Chapter 10: Nationalism and Sectionalism
 Reading: Chapter 11: The Jacksonian Era
- Week 9** **October 25**
 Reading: Chapter 12: The Old South
- Week 10** **November 1**
Writing Exam #2. 50 points. Chapters 9-12
- Week 11** **November 8**
 Reading: Chapter 13: Religion, Romanticism, and Reform
- Week 12** **November 15**
 Reading: Chapter 14: An Empire in the West
- Week 13** **November 22**
 Reading: Chapter 15: The Gathering Storm
 Chapter 16: The War of the Union
- Week 14** **November 29 NO CLASS Thanksgiving Holiday**
Writing Assignment #2 Due Via Email on Friday November 29. 25 points.
- Week 15** **December 6**
 Reading: Chapter 17: Reconstruction: North and South
- Week 16** **Final Exam December 13. 10am-12 pm.**
Final Exam: Cumulative, and Chapters 13-17. 100 points.

Course Policies

Student Behavior: Students are expected to maintain high standards of academic conduct and honesty, contribute to a positive learning environment, and maintain diplomacy when dealing with the opinions of other students or content material of the class. Enrollment in a class may be terminated due to unsatisfactory student conduct, undue disrespect toward an instructor or administrator, or academic dishonesty.

- As this is college, please remember to exhibit a professional attitude on campus. Collegiality and diplomacy are essential components of academic success.
- Respect. Respect academia, the process, and its participants at all times.
- Tardiness is rude and disrupts the flow of the learning environment of the class. Should you be late to my course, please walk in quietly and take a seat. Do not interrupt the professor to ask what you missed. Please drop this class should you have difficulty being on time to my course.
- Personal attacks against the instructor or students will not be tolerated. You will be asked to leave the class should you decide to engage in this behavior. (LACCD BOARD RULE 91101.11 (b) (5))
- If you are a disruption while in class, you will receive ONE verbal warning for the semester, to stop the disruptive behavior. Disruptive behavior is, but not limited to, the following examples:
 - To throw [class] into confusion or disorder. (LACCD BOARD RULE 9803.15)
 - To interrupt or impede the progress, movement, or procedure [of the course].
 - Disorderly conduct (LACCD BOARD RULE 9803.25)
 - Interference with performance of duties (LACCD BOARD RULE 9805)
 - Examples include but are not limited to tardiness, homophobic or bigoted comments, excessive talking, use of telephone during class, arguing with or constantly interrupting classmates or instructor, impeding lecture or classroom activities.
- If disruptive behavior continues, you will be asked to leave the classroom. If you are asked to leave the class TWICE during the semester, you are REQUIRED to meet with the instructor to discuss solutions to the disruptive behavior. This is non-negotiable.
- The instructor reserves the right to contact the Dean's Office or Sheriff's Department for corrective action at any time. If said behavior continues at any time during the class, the student will be temporarily removed from class and reported to the Dean of Students and the Sheriff's Department. Such action may include permanent removal from class.

Department Policy in Classroom: Section 78097 of the California Education Code prohibits the use of any electronic audio or video recording devices, without prior consent of the instructor, (including cell phones, laptops, MP3 players and more...) Students are ONLY permitted to use a laptop during course lecture. All other forms of electronic equipment are prohibited. If you plan to use a laptop to take notes, do not surf the Internet; check My Space or Face book, or personal email etc. during my lectures. If I find that you are using the Internet during class lecture, then you will not be permitted to use the laptop in class, for the remainder of the course. If a student uses one of the prohibited electronic devices during class lecture, they will be asked to leave the class. You will also be reported to the Dean of Students. If found using one during an exam, this will be interpreted as cheating and you will fail the class.

Cheating: The act of cheating is disrespectful to the instructor, classmates and to the overall study of history. (BOARD RULE 9803.12)

- Cheating is the use of handwritten or typed notes, electronic devices, and/or discussing any parts of the exam or quiz with classmates during the exam.
- Cheating includes the use of non-approved course notes during the test.
- Cheating is also purchasing essays/papers or allowing someone to write your essay.

- Cheating is also defined as changing answers after work has been graded, taking an exam for another students, forging or altering attendance sheets or other documents in the course.
- If you are caught cheating on an exam or quiz in class, or submit any work which is not original work, you will receive a zero for the assignment/exam and referred to the Department chair and/or Student Services for further disciplinary action.

Plagiarism Policy: To steal the ideas of an individual and pass them off as your own is disrespectful to the learning process and study of history. Throughout the course, students will learn appropriate methods to cite ideas and materials which are not their own. Plagiarism is defined as the act of using ideas, words, or work of another person or persons as if they were one's own, without giving proper credit to the original source. This includes definitions found online on Wikipedia, materials from blogs, twitter, or other similar electronic resources. The following examples are intended to be representative but not inclusive to:

- Failing to give credit by proper citations for others ideas and concepts, data and information, statements and phrases, and/or interpretations and conclusions.
- Failing to use quotation marks when quoting directly from another, whether it is a paragraph, a sentence, or a part thereof.
- Paraphrasing the expressions or thoughts by others without appropriate quotation marks or attribution.
- Representing another's artistic/scholarly works such as essays, computer programs, photographs, paintings, drawings, sculptures or similar works as one's own.
- First offense, you will receive a zero for the assignment in question. Any further offenses may result in expulsion from the class, as determine by the disciplinary action from the Office of Student Services.

Class Visitors: Class visitors, including friends, relatives, and minors, are not permitted in this course. (LACCD BOARD RULE 9803.13) In addition, this policy strictly adheres to the rules and regulations established by the *California Education Code on Political Activity in the Classroom*. Per these regulations, activities related directly to political campaigns are forbidden, nor may college resources be utilized to endorse campaign activities or political candidates.

Reasonable Accommodations: If you are a student with a disability and require accommodations, please send me a private email and provide appropriate paperwork from DSPS. The sooner I am aware of your eligibility for accommodations, the quicker I will be able to assist the DSPS Office in providing them. For students requiring accommodations, the DSPS Office at the college provides special assistance in areas like: registering for courses, specialized tutoring, note-taking, mobility assistance, special instruction, testing assistance, special equipment, special materials, instructor liaisons, community referrals and job placement.

Three Attempt Limit

A new state policy in effect as of 2012 limits students to **three attempts per course**. Receiving a grade or a "W" for a course counts as an attempt, **regardless of when the course was taken**. Withdrawal by the deadline to avoid a "W" will not count as an attempt. For spring 2013 the deadline to avoid a "W" is Monday, February 18th. No Incompletes will be given for this course.

Extra- Credit: There may be opportunities to earn extra credit on the written exams. However, this opportunity is at the discretion of the instructor. Completion of all requirements must be met before extra-credit can be used to improve overall grade. Do not expect to use extra-credit to replace the completion of course requirements. Do not ask the instructor to provide extra-credit opportunities in an effort to boost your overall grade in the class.

Makeup Assignments and Exams: There are no make-up opportunities regarding assignments and exams for this course.

****APPEALS POLICY**:** If you feel there is a grading error, email me with a written explanation of your position and we can set up an appointment. I will only discuss grade appeals in office hours. This is non-negotiable. I will gladly review and re-grade an exam or assignment, but be aware that the ENTIRE EXAM or ASSIGNMENT WILL BE RE-GRADED, and the grade could possibly lower the second time around.