



History 1301 – 2312IN

United States History I

Spring Semester, 2025

**Instructor Information**

**Name:** Dr. Gary Wilson

**e-mail:** [gwilson@com.edu](mailto:gwilson@com.edu)

**Student Hours and Location:**

**Location:** Online class; I will be in my home office Monday from 8:00 am until 9:00 am and Thursday from 4:00 pm to 5:00 pm. I will be available to communicate by email during these hours. I also check my email regularly during the day and evening and will communicate with students as soon as I can. If you have tried to reach me by email and have not received a reply within two days, you can call the administrative assistant of the Social and Behavioral Sciences. Her name is Kerry Kloesel at 409-933-8212.

**Course Communication:** I will make every effort to answer your e-mails within two days, and I will make every effort to grade any submitted work within one week.

**Required Textbook:** The coursebook used this semester is an online book. The following is a link to that book which is free for students. The link is:

<https://www.americanyawp.com/>, and it is entitled, The American YAWP.

**Course Description:** History 1301 is a survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in the United States History I include" American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government. **All assignments open at 6:00 am and close at 11:59 pm.**

**Course requirements:** (including description of any special projects or assignments) – see below.

**Exams:** There will be **five module exams** during the semester with a value of **100** points each. Exam material will be drawn from both lectures in each module and assigned readings from the textbook. Students should pay particular attention to the terms in the study guides and test review questions which are posted on Blackboard. Each exam will consist of **fifty** multiple-choice questions. Each question will be worth **two** points.

**Assessment Quizzes:** In addition to the five exams, there are **five** lecture unit quizzes. There will be **ten** questions for each of the five modules. These quizzes will also consist of multiple-choice questions on main points made in the module being studied and from the textbook. Each module quiz will be worth **twenty** points. Accordingly, quiz grades will count for a total of 100 points toward the overall course grade. Do not confuse the practice quizzes and practice crossword puzzles that are in each module. **The practice quizzes and practice crossword puzzles in the lecture part of each module are for practice, are not graded and do not count towards your grade.** However, be sure and try to answer these quizzes, as they will be good practice for the quizzes that do count towards your grade. The quizzes in the assessment section of the course count towards your grade. **All** exams taken after the deadline will be subject to a **15-point penalty**. Quizzes should be taken before taking the exams. If a student does well on the quiz, then that student may be ready to take the exam. How students perform on the quiz should serve as a barometer as to how prepared they are to take the exam. There will also be a short quiz over the syllabus to test students' understanding of what is expected for this course (worth 20 points).

**Identify:** For each module there will also be one identify question to complete. These questions will be important individuals or events that occurred for that test period. Each answer will be worth a maximum of five points. Thus, for each module these identify questions will be worth 5 points (a total of 25 points for all five modules). Students will have a choice of which identifies to answer. The instructor will list at least two identifies and students will answer only one. Responses should be in 14-point font and should answer why this person or event was important. Responses should be at least eight well-written sentences. Assignments can be submitted as an attachment or copied and pasted.

**Video Quiz:** For each module or test period there will be one short film to watch and take a quiz on that film. The url film link will be in Quizzes (Assessments) in the instructions. These quizzes will be worth 10 points each.

**Primary Documents:** For each module students will read one primary document and write a summary of that document. Each document assignment will be worth 10 points each (a total of 50 points for all five modules). Assignments can be submitted as an attachment or copied and pasted.

**Communication Skills Assignment:** This paper is worth 50 points. Your paper should be at least two pages and no more than two and a half pages (12 point font, double spaced) and will be submitted in Assessments. You need to cite three different references. At least one reference should be from a journal or magazine. Sources are found in the COM library and are available online. Ask a librarian for help. You do not need to use a particular style manual (i.e., APA, MLA, etc.). When citing sources, students should give enough information for the instructor to find the source. Sources should be at the end of the report. The citation information does not need to comply with a particular style manual.

**Several points will be deducted if papers do not mention people and events.** Students may use the textbook, other books in the library, videos, and sites on the internet. Remember to proof your work before submitting. You should mention the words "social responsibility" at least once during your report.

**Syllabus and Course Quiz:** There will be one syllabus and course quiz which will have 25 questions. Each question will be worth 1 point. The purpose is to ensure students have a good understanding of course requirements. Most answers will be found in the syllabus.

**Oral Presentation (Speech):** Students will be required to give one, five-minute speech during the semester worth 40 points. Students may select a person or event studied this semester for a speech topic. Additional information about this requirement is in Content in the menu, then click **Speech-related links** and read the instructions. The Oral Presentation will address the following Core Objectives: Communication Skills (CS2) and Communication Skills (CS3).

**Visual Communication Assignment:** Students will also write a two-page summary of their speech topic. The speech will be worth 40 points and the written summary will be worth 20 points. Included at the end of the written summary of the speech must be at least two pictures related to the speech topic. The pictures will be after the two-page summary. The Oral Presentation will address the

following Core Objectives: Communication Skills (CS2) and Communication Skills (CS3).

**Class Discussion/Interaction – Reparations:** In this assignment each student will use Discussions to give three reasons why the U.S. government should and should not pay reparations to African Americans. Read the instructions in Discussions for further details. 50 points.

Extra credit opportunities may occasionally be offered at the discretion of the instructor.

**Map Quizzes:** There will be three map quizzes. One quiz will be over the location of the original 13 colonies and another quiz will be over the location of some of the countries in Europe. A third map quiz will be over Central and South American countries. All map quizzes will be multiple choice.

**Reconstruction Assignment:** Students will cite six individuals and write about how they contributed to successes of African Americans during Reconstruction. Students will also be asked to cite six events/acts that contributed to the successes of African Americans during Reconstruction.

**Matching:** There will be nine matching quizzes.

**YES/NO Response:** There will be one Yes/No response quiz.

Total points (excluding extra credit) for the semester will be a maximum of 1,083 **points.**

**Course Grade Calculation –** Below is a tentative list of assignments and point value. **Additional assignments may be added at the discretion of the instructor.**

Course grades will be calculated as follows:

- 5 Video quizzes @ 10 points each = 50 points
- 5 Identify responses @ 5 points each = 25 points
- 1 Communication Skills Assignment @ 50 points each = 50 points
- 5 Primary Documents @ 10 points each = 50 points
- 1 Oral Presentation @ 40 points each = 40 points
- 1 Visual Presentation (part of the oral presentation @ 20 points each = 20 points
- 1 Syllabus Quiz = 25 points

1 Reparations Paper = 50 points  
13 colony map Quiz = 10 points  
1 Europe Map Quiz = 16 points  
1 Central and South American Map Quiz = 6 points  
1 Yes/No response Quiz = 10 points  
1 Reconstruction Assignment = 48 points  
9 Matching = 83 points  
5 Assessment Quizzes @ 20 points each = 100 points  
5 Tests @ 100 points each = 500 points

Total Points: 1,083 points

Course grades will be calculated as follows:

Video Quizzes – 50 points  
Identify responses – 25 points  
Communication Skills Assignment - 50 points  
Primary documents - 50 points  
Oral Presentation – 40 points  
Visual Presentation – 20 points  
Syllabus Quiz - 25 points  
13 colonies map Quiz – 10 points  
Europe Map Quiz – 16 points  
Central and South America Map Quiz – 6 points  
Matching – 83 points  
Yes/No Response Quiz – 10 points  
Reconstruction Assignment = 48 points  
First Quiz – 20 points  
Second Quiz – 20 points  
Third Quiz – 20 points  
Fourth Quiz – 20 points  
Fifth Quiz – 20 points  
First Test - 100 points  
Second Test - 100 points  
Third Test - 100 points  
Fourth Test - 100 points  
Fifth Test - 100 points

Total Points: 1,083

### **Determination of Course Grade/Detailed Grading Formula:**

Below is a **tentative** grading scale. **The instructor may add additional assignments which will change the point range and letter grades.** If the instructor adds additional assignments, this grading scale will be adjusted accordingly.

At the end of the semester, the instructor will add all points including any extra credit. The instructor will use this tentative scale below to determine the final letter course grade. The numbers on the left represent the range of points needed for a particular course grade. For example, 758 points is needed as a minimum for a course grade of a C – again this scale is subject to change if additional assignments are added.

<b><u>Point Range</u></b>	<b><u>Letter Grade</u></b>
1083 - 974	A (90 to 100% average)
973 - 866	B (80 to 89% average)
865 - 758	C (70 to 79% average)
757 - 650	D (60 to 69% average)
649 or below	F (59% or below average)

**Late Work, Make-up, and Extra Credit Policy:** Late work (for grades) will not be accepted (which includes all assignments except major exams). All exams taken after the deadline will be subject to a **15-point penalty**, and can only be taken with the approval of the instructor. One point may be subtracted for each minute a quiz or exam is submitted past the allotted time period. Extra credit may occasionally be available.

**Attendance Policy:** Students must log in to this course at least **once** a week. Any student who does not log in once a week each week may have **ten points** deducted for that particular module. There are five modules in the course. Point deductions will be determined by the instructor. Students should spend at least three hours per

week on this course to be successful. Some weeks may require more time than others.

**Communicating with your instructor:** ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

**Student Learner Outcomes:** Upon successful completion of this course students will be able to demonstrate knowledge of:

1. Create an argument through the use of historical evidence. This course-level outcome maps to the Critical Thinking Skills Core Objective.
2. Analyze and interpret primary and secondary sources. This course-level outcome maps to the Critical Thinking Skills Core Objective.
3. Analyze the effects of historical, social, political, economic, cultural, and global forces on this period of United States history. This course-level outcome maps to the Critical Thinking Skills, Social Responsibility, and Personal Responsibility Core Objectives.
4. Develop, interpret, and express ideas on a History 1301-related topic through written communication. This course-level outcome maps to the Communication Skills Core Objective.
5. Develop, interpret, and express ideas on a History 1301-related topic through oral communication. This course-level outcome maps to the Communication Skills Core Objective.
6. Develop, interpret, and express ideas on a History 1301-related topic through visual communication. This course-level outcome maps to the Communication Skills Core Objective.
7. Students will demonstrate intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
8. Evaluate choices and actions of others, and relate consequences to decision-making.

**Core Objectives:** Students successfully completing this course will demonstrate competency in the following Core Objectives:

1. **Critical Thinking Skills:** Students will demonstrate creative thinking, innovation, and the ability to analyze, evaluate, and synthesize information.
2. **Communication Skills:** Develop, interpret, and express ideas through written, oral, and visual communication.
3. **Social Responsibility:** Students will demonstrate intercultural competence, knowledge of civil responsibility, and the ability to engage effectively in regional, national, and global communities.
4. **Personal Responsibility:** Evaluate choices and actions of others or one's own, and relate consequences to ethical decision-making.

**Table Mapping SLO's, Core Objectives and Assignments**

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
1. Create an argument through the use of historical evidence.	Critical Thinking Skills (CT)	Paper
2. Analyze and interpret primary and secondary sources.	Critical Thinking Skills (CT)	Paper
3. Analyze the effects of historical, social, and political, economic, cultural, and global forces on this period of United States history.	Critical Thinking Skills (CT)	Quizzes and Exams
4. Develop, interpret, and express ideas on a History 1301-related topic through written communication.	Communication Skills (CS1)	Paper



5. Develop, interpret, and express ideas on a History 1301-related topic through oral communication.	Communication Skills (CS2)	Oral Presentation Assignment
6. Develop, interpret, and express ideas on a History 1301-related topic through visual communication.	Communication Skills (CS3)	Oral Presentation Assignment
7. Students will demonstrate intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.	Social Responsibility (SR)	Paper
8. Evaluate choices and actions of others or one's own, and relate consequences to decision-making.	Personal Responsibility (PR)	Paper

**Academic Dishonesty Policy:** Any incident of academic policy will be dealt with in accordance with college policy and Student Handbook. Academic dishonesty – such as cheating on exams – is an extremely serious offense and will result in a grade of zero on the exam and the student will be referred to the Office of Student Conduct for the appropriate discipline action.

**Plagiarism Policy:** Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website and pasting it into your paper, using someone else's words without quotation marks. Any assignment containing any plagiarized material will receive a grade of zero and the student will be referred to the Office of Student Conduct for the appropriate discipline action.

**Resources about avoiding plagiarism:** Consider visiting COM's Writing Center for guidance when preparing assignments. There are also some excellent websites that can help to avoid plagiarism, such as:

<https://owl.english.purdue.edu/owl/resource/589/01/>.

**NOTE:** If for any reason the college closes, continue to work on the assignments spelled out in your syllabus and/or refer to D2L Brightspace for Emergency Closing Assignments and further instructions.

**Student Concerns:** If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Dr. Shinya Wakao, Department Chair, 409-933-8107, [swakao@com.edu](mailto:swakao@com.edu).

**Course Outline: Course calendar below.** Assignments Open at 6:00 a.m. and close at 11:59 p.m.

The calendar below shows assignments that are in Brightspace for the semester. Additional assignments may be added by the instructor. Assignments open in blue color and close in red color.

March 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8

March 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
9	<b>10</b> Class begins Module 1 opens (located in Content, then Learning Modules in course menu  Syllabus Quiz opens in Quizzes in course menu	<b>11</b> Identify opens in Discussions Video 1 quiz opens (located in Quizzes)	<b>12</b> Early historians matching quiz (opens in Quizzes)	<b>13</b> Primary Document 1 opens (located in Content in menu, then Primary Documents and write a response in Assignments)	<b>14</b> Identify 1 closes in Discussions	<b>15</b> Early Historians matching closes in Quizzes

March 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>16</b>	<b>17</b> Syllabus Quiz Closes in Quizzes	<b>18</b> Tech Survey opens in Assessments Syllabus Quiz closes (located in Assessments in course menu)  Primary Document 1 closes (located in Content in menu, then Primary Documents and write response in Assignments)  Video 1 quiz closes in Quizzes	<b>19</b> Europe map quiz opens in Quizzes; copy of map in Discussions	<b>20</b> Quiz 1 opens in Quizzes	<b>21</b> 13 Colonies map quiz opens in Quizzes; copy of map in Discussions	<b>22</b> Europe map quiz closes in Quizzes
<b>23</b> Tech Survey closes in Assignments	<b>24</b> Exam 1 opens in Quizzes	<b>25</b> Quiz 1 closes in Quizzes	<b>26</b> 13 Colonies map quiz closes in Quizzes	<b>27</b>	<b>28</b>	<b>29</b> Exam 1 closes in Quizzes  Module 2 opens (located in Content, then Modules)

March 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>30</b> Identify 2 opens in Discussions  Primary Document 2 opens in Content in menu and write response in Assignments	<b>31</b> Video 2 quiz opens in Quizzes  Reparations Discussion opens in Discussions					

April 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<b>1</b> Identify 2 closes in Discussions	<b>2</b> Primary Document 2 closes in Content; write response in Assignments	<b>3</b>	<b>4</b> Video 2 closes in Quizzes	<b>5</b> American Revolution battles quiz opens in Quizzes  Articles of Confederation and Constitution matching opens in Quizzes

April 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>6</b> Quiz 2 opens in Quizzes	<b>7</b> Exam 2 opens in Quizzes  Reparations Discussion closes in Discussions	<b>8</b> American Revolution battles quiz closes in Quizzes  Articles of Confederation and Constitution matching quiz closes in Quizzes	<b>9</b> Quiz 2 closes in Quizzes  Exam 2 closes in Quizzes  Module 2 Ends	<b>10</b> Module 3 opens (located in Content, then Modules in menu)	<b>11</b> Identify 3 opens in Discussions  Video 3 opens in Quizzes  Primary Document 3 opens in Content' write response in Assignments	<b>12</b> Quiz 3 Opens in Quizzes  Central and South America Map Quiz opens in Quizzes  War of 1812 matching quiz opens in Quizzes
<b>13</b> Exam 3 Opens in Quizzes  Supreme Court Decisions matching quiz opens in Quizzes	<b>14</b> Video 3 closes in Quizzes  Identify 3 closes in Discussions  Primary Document 3 closes in Content; write response in Assignments	<b>15</b> Quiz 3 closes in Quizzes  War of 1812 matching quiz closes in Quizzes	<b>16</b> Supreme Court matching closes in Quizzes  Central and South America Map Quiz closes in Quizzes	<b>17</b> Exam 3 closes in Quizzes  Module 3 ends	<b>18</b> Module 4 opens (located in Content, then Learning Modules in Menu)  Identify 4 opens in Discussions  Primary Document 4 opens in Content; write response in Assignments	<b>19</b> Communication Skills Assignment opens in Assignments

April 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>20</b> Easter Reformers matching quiz opens in Quizzes  Quiz 4 opens in Quizzes  Video 4 opens in Quizzes	<b>21</b> Identify 4 closes in Discussions  Exam 4 opens in Quizzes	<b>22</b> Primary Document 4 closes in Content; write response in Assignments  Quiz 4 closes in Quizzes	<b>23</b> Reformers matching quiz closes in Quizzes	<b>24</b> Video 4 quiz closes in Quizzes  Exam 4 closes in Quizzes; Module 4 Ends	<b>25</b> Module 5 opens (located in Content, then Modules in course menu)  Primary Document 5 opens in Content; write response in Assignments	<b>26</b> Communication Skills Assignment closes in Assignments  Causes of the Civil War matching quiz opens in Quizzes  Video 5 opens in Quizzes
<b>27</b> Identify 5 opens in Discussions  Civil War states quiz opens in Quizzes  Civil War Matching Quiz opens in Quizzes	<b>28</b> Reconstruction Matching Opens in Quizzes  Oral and visual presentation opens (located in Discussions)	<b>29</b> Reconstruction Assignment Opens in Assignments	<b>30</b>			

May 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<b>1</b> Primary Document 5 closes in Content; write response in Assignments	<b>2</b> Identify 5 closes in Discussions	<b>3</b> Oral and visual presentation closes (located in Discussions)
<b>4</b> Video 5 quiz closes in Quizzes Civil War states quiz closes in Quizzes Quiz 5 opens in Quizzes Exam 5 opens in Quizzes	<b>5</b> Cinco De Mayo Causes of the Civil War matching quiz closes in Quizzes Reconstruction Assignment closes in Assignments	<b>6</b> Civil War matching quiz closes in Quizzes Reconstruction matching quiz closes in Quizzes	<b>7</b> Quiz 5 closes in Quizzes Exam 5 closes in Quizzes	<b>8</b> <b>Last day of class</b>	<b>9</b>	<b>10</b>
<b>11</b> Mother's Day	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>



## Module ONE

Textbook: American YAWP, <https://www.americanyawp.com/>. Read Chapter 1 through 4 for the first test.

Read lecture notes in Brightspace (located in Content in menu, then Learning Modules), answer all quizzes, crossword puzzles, drag and drops, etc. in lecture notes (not for grade); read study guide; answer questions in test review.

### Graded Work

Matching quiz on historians (4 points)  
Identify summary (5 points)  
View video and take quiz (10 points)  
Read primary document and write summary (10 points)  
13 colony map quiz (10 points)  
Europe map quiz (16 points)

Take 10-question quiz (20 points), then when ready, take the 50-question test (100 points).

In Module 1 there will be a syllabus quiz (25 points).

## Module TWO

- Textbook: American YAWP, <https://www.americanyawp.com/>. Read Chapters 5 and 6 for the second test.

- Read lecture notes in Brightspace (located in Content in menu, then Learning Modules), answer all quizzes, crossword puzzles, drag and drops, etc. in lecture notes (not for grade); read study guide; answer questions in test review.

### Graded Work

View video and take quiz (10 points)  
Identify summary (5 points)  
Read primary document and write summary (10 points)  
Reparations Paper (50 points)  
Articles and Constitution matching (10 points)  
American Revolution Battles Quiz (8 points)  
Take 10-question quiz (20 points), then when ready, take the 50-question test (100 points).

## Module THREE

- Textbook: American YAWP, <https://www.americanyawp.com/>. Read Chapters 7 through 9 for the third test.
- Read lecture notes in Brightspace (located in Content in menu, then Learning Modules), answer all quizzes, crossword puzzles, drag and drops, etc. in lecture notes (not for grade); read study guide; answer questions in test review.

### Graded Work

- View video and take quiz (10 points)
- Identify summary (5 points)
- Read primary document and write summary (10 points).
- American Revolution Battles fill in the blanks (8 points)
- Supreme Court matching (5 points)
- War of 1812 matching (10 points)
- Central and South America Map Quiz (6 points)
- Communication Skills Assignment (50 points)
- Take 10-question quiz (20 points), then when ready, take the 50-question test (100 points).

## Module FOUR

- Textbook: American YAWP, <https://www.americanyawp.com/>. Read Chapters 10 through 11 for the fourth test.
- Read lecture notes in Brightspace (located in Content in menu, then Learning Modules), answer all quizzes, crossword puzzles, drag and drops, etc. in lecture notes (not for grade); read study guide; answer questions in test review.

### Graded Work

- View video and take quiz (10 points)
- Identify summary (5 points)
- Read primary document and write summary (10 points).
- Central and South American map quiz (6 points)
- Reformers matching (10 points)
- Oral presentation (40 points)
- Written summary of speech and two pictures (20 points)
- Take 10-question quiz (20 points), then when ready, take the 50-question test (100 points).

## Module FIVE

- Textbook: American YAWP, <https://www.americanyawp.com/>. Read Chapters 12 through 15 for the fifth test.
- Read lecture notes in Brightspace (located in Content in menu, then Learning Modules), answer all quizzes, crossword puzzles, drag and drops, etc. in lecture notes (not for grade); read study guide; answer questions in test review.

## Graded Work

View video and take quiz (10 points)  
Identify summary (5 points)  
Read primary document and write summary (10 points)  
Causes of the Civil War matching (15 points)  
Civil War matching (10 points)  
Reconstruction Assignment (48 points)  
Reconstruction matching (11 points)  
Civil War states Yes/No quiz (10)  
Take 10-question quiz (20 points), then when ready, take the 50-question test (100 points).

**Technology Outage Policy:** Occasionally the College may experience emergency technology outages. Should this occur during an exam or quiz, you will need to notify the instructor that you will need the exam or quiz to be reset. Students are responsible for completing all other course work such that due dates can be met. In case of an emergency technology outage that is campus-wide, students will have an opportunity to submit assignments as long as they were submitted within the newly designated due date that will be posted as an “Announcement.” In case of a personal technology issue or if you have questions about an assignment or need clarification of requirements, you are expected to contact the instructor.

**Netiquette:** When communicating via the online mechanisms of this course it is important to remember that those communications are conducted in a public forum

and should reflect a level of professionalism reflective of that forum. At a minimum such communications should be respectful of others and use appropriate writing mechanics (spelling, grammar, etc.).

**Technology Requirement:** (optional but strongly encouraged)

Mozilla Firefox is the recommended Brightspace browser

<http://www.mozilla.org/en-US/firefox/new/> and other software, required plug-ins or applications can be found at

[http://com.parature.com/ics/support/default.asp?deptID=15028&\\_referrer=.](http://com.parature.com/ics/support/default.asp?deptID=15028&_referrer=)

Students will need internet access for successful completion of this course.

College of the Mainland has a number of Computer Labs for students to access the internet.

Routine Brightspace Maintenance is scheduled periodically and is noted on Brightspace. If you have problems with Brightspace, do not send technical support questions to the instructor. See a support ticket to <http://de-support.com.edu/requests>.

Student-related questions may be answered in the student handbook which may located at

[https://www.com.edu/student-services/docs/Student\\_Handbook\\_2024-2025\\_v6.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v6.pdf)

**Tips to be successful:** (a) Make a copy of the course calendar found in this syllabus. Use the calendar to know when assignments open and close. The calendar also has the location of where the assignment can be located. (b) do not wait until the day an assignment is due to start working on that assignment. (c) try to turn assignments in early. If you have an issue or problem (personal, technical) and wait until the day an assignment is due to turn it in, you will have no room to maneuver.

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## Institutional Policies and Guidelines

**Grade Appeal Process:** Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook [https://www.com.edu/student-services/docs/Student\\_Handbook\\_2024-2025\\_v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.pdf). An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919 Email: AccessibilityServices@com.edu

Location: COM Doyle Family Administration Building, Student Success Center

**Textbook Purchasing Statement:** A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Withdrawal Policy:** Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1<sup>st</sup> 8-week session is February 26. The last date to withdraw from the 16-week session is April 21. The last date to withdraw for the 2<sup>nd</sup> 8-week session is April 30.

**FN Grading:** The FN grade is issued in cases of failure due to a lack of attendance, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by

someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

**Resources to Help with Stress:** If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or [communityresources@com.edu](mailto:communityresources@com.edu).

**Nondiscrimination Statement:** The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.