

**Parkland College**  
**Course Syllabus- Spring 2019**  
**SOC 101**  
*Introduction to Sociology*

**Course: Introduction to Sociology**

- **Section: SOC 101-001 H**
- **Class Time: Mondays & Wednesdays 9:00 – 9:50 AM**  
**Fridays - Hybrid**
- **Location: D143**

**Instructor Information:**

**Cristina Prestin-Latham, M.S., CFLE**

**cprestin@parkland.edu**

**Office: D-186**

**Office Hours:** Mondays and Wednesdays 10:00 – 10:30 AM; online or by appointment

**Credit Hours: 3**

**Catalog Description:**

(IAI S7 900) Principles and concepts of general sociology: general education course in the social sciences; introductory course for the prospective sociology major. Application of scientific methods in study of social phenomena. Prerequisite: ENG 099 placement.

**Required Textbook:**

Ferrante, Joan (2015). *Seeing Sociology* 3<sup>rd</sup> ed. Boston, MS: Cengage Learning.



**Relationship to Academic Development Programs and Transferability:**

This course fulfills 3 of the 9 semester hours of credit in Social Sciences required for the A.A. or A.S. degree. This course should transfer as part of the General Education Core Curriculum described in the Illinois Articulation Initiative to other Illinois colleges and universities participating in the IAI. However, students should consult an academic advisor for transfer information regarding particular institutions. Refer to the IAI web page at [www.itransfer.org](http://www.itransfer.org) for more information.

**General Objectives:**

To provide the student with a systematic overview of contemporary sociological theory, a brief introduction to social scientific research methods, and a survey of current sociological knowledge.

## Course Objectives and Learning Outcomes:

At the completion of this course, the student will be able to accomplish the following objectives:

Major Course Segments	Learning Outcomes
1. Theoretical Orientation and Sociological Imagination	1. Describe the social and historical forces that led to the development of sociology. 2. Describe key ideas of six early and important theorists. (Comte, Marx, Durkheim, Weber, DuBois, & Adams) 3. Explain the sociological imagination and its significance to understanding human social behavior. 4. Describe the focus of four major sociological theoretical perspectives (functionalist, conflict, interactionist, feminist) and define their key assumptions and concepts. 5. Explain how the functionalist, conflict, interactionist and feminist perspectives would examine particular social phenomenon / human behavior.
2. Sociology as a Science and the Research Process	1. Define science and explain how sociology is a science. 2. Define research, describe major research methods and list the steps in the research process. 3. Differentiate between quantitative and qualitative research.
3. Culture and Society	1. Define culture and explain its impact on human behavior. 2. Define and provide examples of cultural universals and particulars. 3. Define material and nonmaterial culture and list, define, and illustrate key types of nonmaterial culture (values, beliefs, norms, symbols, and social structure). 4. Define and explain cultural diversity, ethnocentrism, cultural relativism, and culture shock. 5. Explain how sociologists use interactionism, functionalism, conflict theory and the feminist perspective to analyze culture.
4. Socialization and Deviance	1. Define socialization, resocialization, and internalization. 2. Explain how socialization is an interactive process that prepares people to live with others in a society. 3. Describe key socialization processes (role-taking/significant symbols, looking glass self, cognitive development) by which children acquire a sense of self. 4. Define and explain how primary and secondary agents of socialization shape behavior, thinking, and social identities. 5. Define deviance and explain how almost any behavior or appearance can be defined as deviant or not depending on context. 6. Explain the mechanisms groups use to elicit conformity and punish deviance. 7. Explain how labeling theory, stigma, differential association, and structural strain theory are used to explain deviant behavior and define who is deviant and how.
5. Social Structure, Social Groups, and Social Interaction	1. Define social structure including social institution, social groups, social status, status set and social role. 2. Describe the three levels of social structure (macro, meso, micro) used by sociologists to examine human behavior. 3. Explain how social institutions are structured to function in a way that meets human needs. 4. Describe key features of primary groups and secondary groups and discuss how group size can affect social dynamics. 5. Define and provide examples of role expectations, role performance, role conflict and role strain. 6. Compare social structure and human agency and explain how social structures constrain human behavior and how human agency can change social structures. 7. Define formal organizations, types of formal organizations (normative, coercive, utilitarian), bureaucracies and list the characteristics of a bureaucracy. 8. Define rationalization and McDonaldization and explain how each shapes the social structures of organizations. 9. Explain how sociologists use interactionism, functionalism, conflict theory and the feminist perspective to

	analyze social structure and interaction. 10. Define and explain the definition of the situation and the ways humans socially construct reality and meaning. 11. Explain the dramaturgical model and use it to analyze human behavior and the presentation of self. 12. Describe ethnomethodology as an observational, investigative method of studying how people construct social order. 13. Explain how reference groups and in-groups and out-groups help construct our sense of self and the way we see what is going on in the world.
6. Social Stratification and Social Inequalities of Class	1. Define social stratification, caste and class systems, and social mobility and explain how they contribute to rankings of social worth and social rewards. 2. Explain how sociologists use interactionism, functionalism, conflict theory and the feminist perspective to analyze social class and inequality. 3. Define and provide examples of the sociological concepts of oppression and privilege with reference to social class. 4. Describe several ways structural processes produce social inequality. 5. Describe how income, wealth, and other valued resources are distributed unequally across the countries of the world.
7. Social Stratification and Social Inequalities of Race and Ethnicity	1. Define race and ethnicity. 2. Explain how sociologists define race as a social construction with real consequences. 3. Explain the processes by which ethnicity assumes social and personal significance. 4. Explain how a person's race and ethnicity is a product of chance, choice, and context. 5. Define racism and explain how it uses flawed logic to explain and justify differences and inequalities. 6. Define prejudice and discrimination and explain their consequences. 7. Define and provide examples of the sociological concepts of oppression and privilege with reference to race. 8. Use the concepts of assimilation, integration and pluralism to explain the process by which racial and ethnic distinctions disappear, blend, or coexist. 9. Explain how sociologists use interactionism, functionalism, conflict theory and the feminist perspective to analyze race. 7. Define and provide examples of the sociological concepts of oppression and privilege with reference to race. 8. Use the concepts of assimilation, integration and pluralism to explain the process by which racial and ethnic distinctions disappear, blend, or coexist. 9. Explain how sociologists use interactionism, functionalism, conflict theory and the feminist perspective to analyze race.
8. Social Stratification and Social Inequalities of Sex and Gender	1. Define sex as an anatomical distinction and gender as a social construction. 2. Define and discuss gender stratification, gender inequality, sexism, misogyny, sexuality and sexual orientation. 3. Explain socialization into gender. 4. Explain how a person's gender determines his or her life chances. 5. Define social oppression and social privilege and provide examples of each with reference to gender. 6. Explain how sociologists use interactionism, functionalism, conflict theory and the feminist perspective to analyze gender.
9. Social Institutions	1) List six key social institutions (economy, politics, family, education, religion and health care), review their structures and functions and discuss the relationships between them. 2) Use world systems theory, modernization theory and dependency theory to describe how sociologists explain the global-scale economy and why some countries are rich and others poor. 3) Use types of authority, the power elite model and the pluralist model to explain how political power is developed and used. 4) Explain how sociologists use interactionism, functionalism, conflict theory and the feminist perspective to analyze changing family forms. 5) Explain how sociologists use interactionism, functionalism, conflict theory and the feminist perspective to analyze the six major social institutions.

10. Social Change and Social Issues	1) Describe important ways society has changed over time and factors that trigger social change. 2) Describe six types of societies and how their signature technology affects the amount of surplus wealth a society is able to create. 3) Describe four types of social movements. 4) Explain the demographic transition and how it can be used to explain an aging society. 5) Define ageism and how it is connected to some features of the anti-aging industry. 6) Explain how sociologists use interactionism, functionalism, conflict theory and the feminist perspective to analyze social change and social issues.
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**Course Outline:**

1. Thinking Sociologically
2. Culture
3. Socialization
4. Social Organization
5. Deviance
6. Inequalities
7. Social Institutions
8. Population and Environments
9. Social Change

**Method of Evaluation:**

Each instructor will use a combination of evaluation methods to determine the grade of each student. They may use, but are not limited to the following range of assessment methods: research paper, multiple choice or essay exams, online or in class quizzes, online discussion assignments, class discussions, class presentations, case studies, in-class group assignments, journals, group projects and application exercises.

Final grades will be determined according to the following scale:

A	90%-100%	720-800 points
B	80%-89%	640-719 points
C	70%-79%	560-639 points
D	60%-69%	480-559 points
F	Below 60%	Below 479 points

**Breakdown of Course Points:**

Exams (4 @ 100 pts.)	400 points
Reaction Readings (6 @ 25 pts.)	150 points
Topic of Choice Presentation	75 points
SocioBiography (2 @50 pts.)	100 points
Global Awareness in Soc 101 – Hybrid	50 points
Presence, Participation & Etiquette	<u>25 points</u>
	800 points

**Final Grades will be assigned based on the following scale:**

**LETTER GRADES AND PERCENTAGES**

100-90% 720-800 pts	A = student earned at least 90% of the total points and had fewer than 5 absences throughout the semester
	B = student earned 90-100% of the total points and had 5 or more absences throughout the semester
89-80% 640-719 pts	B = student earned at least 80-89% of the total points and had fewer than 5 absences throughout the semester
	C = student earned at least 80-89% of the total points and had 5 or more absences throughout the semester
79-70% 560-639 pts	C = student earned at least 70-79% of the total points and had fewer than 5 absences throughout the semester
	D = student earned at least 70-79% of the total points and had 5 or more absences throughout the semester
69-60% 480-559 pts	D = student earned at least 60-69% of the total points and had less than 5 absences throughout the semester
	F = student earned at least 60-69% of the total points and had 5 or more absences throughout the semester
59% or below 479 or less	F = student earned 59% or fewer of the total points and met the attendance policy at midterm

**Required Reading and Writing:**

Students are required to read the text(s) and other assigned materials which equates to approximately 20 pages per week. Every instructor will require a minimum of 10 pages of writing from the student. This may be accomplished through a combination of various writing requirements such as: exams, papers, in-class activities, and/or projects. Instructors are not limited to these options. These estimates are based on a 16-week course.

**Methods of Delivery:**

A combination of lectures, discussions, reading materials, projects, and outside resources will be utilized for the transmission of information to the student.

**Global Awareness Component:**

This course has been selected to pilot a Global Awareness Enhancement Project in the Spring of 2019. Submissions will be completed through Cobra as Discussion Boards to further enhance learning. Completion of this project will assist in students' global awareness and ethical reasoning. Students will demonstrate their understanding of global issues, gender and sexual orientation, multicultural perspectives, and/or the role of ethical core values in making personal, social, academic, and professional decisions.

**Project Goals:**

1. Enhance the learning environment provided in introductory sociology courses.
2. Broaden the minds of students enrolled in this general education course who are not social science majors.
3. Understand how humans interact and function around the world in varying ways.
4. Analyze different layers of sociology and how they apply to global institutions.
5. Apply the materials learned within our classroom and this assignment to real life situations during the semester and understand their importance going into the future.

## **College and Classroom Policies:**

**Attendance Policy:** All Parkland College's attendance policies apply to this course. Please see the student handbook for all of PC's current attendance policies. Attendance will be taken at the beginning of every class. Students will receive a grade at the end of the semester that includes attendance/participation points. All students are strongly encouraged to attend every class in order to fully gain knowledge and grasp the material. If a student must be absent, please call or email the instructor. Any absences with no contact will be considered unexcused. It is up to the instructor whether to allow make-up work on unexcused absence days. Any work due on unexcused absence days will be accepted but considered late and graded accordingly. Students who miss more than four classes will be dropped one letter grade. See chart included in this syllabus for further details.

**Presence, Participation & Etiquette:** Attendance is submitted to the college based on whether or not you are in the classroom during class time. However, being in the room and being present for class are very different things. This includes (but is not limited to) being punctual, staying for the entire class period, demonstrating engagement in the course material, being active during in-class group work, professionalism during email correspondence, respecting your classmates and your instructor. This is worth up to 25 points added at the end of the semester.

### **Midterm Withdrawal Policy:**

At midterm time, the instructor will use the following criteria to determine if a student will be dropped from the course:

- If your grade at midterm is less and 60% of the total possible points to date; AND
- If you have missed more than four classes without discussing your absences with the instructor.

### **Late Work Policy:**

Assignments are due at the beginning of class. Late work will be accepted for one week past the due date, but will be deducted 50%. If you have an excused absence the day an assignment is due, it is due the following class session, or it will be considered late. If you are absent (excused or unexcused) on an exam day, the exam should be made up by the following class period. The final exam must be taken during the class period designated during finals week – no makeups allowed. Excused absences on exam day will receive full credit; unexcused absences will be deducted up to 50%. It is up to the discretion of the instructor what constitutes an excused absence based on reasoning and frequency. Please contact me immediately to make accommodations.

**Cell Phone Policy:** The use of cell phones during class is prohibited. Please respect the learning environment of yourselves and your classmates by putting your phone on silent. Students who do not adhere to this policy will have a deduction in their participation grade. If you have an emergency, please leave the classroom to take the call.

**Human Relations Policy:** This course incorporates concepts regarding all races, creeds, sexes, and ethnicities, and the belief that they must learn to live together. Please be respectful of your classmates' opinions, feelings, and beliefs. When having discussions, please speak in general terms and do not direct comments to one individual. The use of vulgar language will not be tolerated and offensive students will be asked to leave the classroom.

**Academic Integrity Policy:** Academic integrity is a fundamental principle of collegial life at Parkland College and is essential to the credibility of the College's educational programs. Moreover,

because grading may be competitive, students who misrepresent their academic work violate the right of their fellow students. The College, therefore, views any act of academic dishonesty as a serious offense requiring disciplinary measures, including course failure, suspension, and even expulsion from the College. In addition, an act of academic dishonesty may have unforeseen effects far beyond any officially imposed penalties. Violations of academic integrity include, but are not limited to, cheating, aiding or suborning cheating or other acts of academic dishonesty, plagiarism, misrepresentation of data, falsification of academic records or documents and unauthorized access to computerized academic or administrative records or systems. Definitions of these violations may be found in the college catalog.

**Plagiarism:** Plagiarism is the presenting of others' ideas as if they were your own. When you write a paper, create a project, do a presentation or create anything original, it is assumed that all the work, except for that which is attributed to another author or creator, is your own. Plagiarism is considered a serious academic offense and may take the following forms:

1. Copy word-for-word from another source and not giving that source credit.
2. Paraphrasing the work of another and not giving that source credit.
3. Adopting a particularly apt phrase as your own.
4. Using an image or a copy of an image without crediting its source.
5. Paraphrasing someone else's line of thinking in the development of a topic as if it were your own.
6. Receiving excessive help from a friend or elsewhere or using another project as if it were your own.

### **SOC 101-001H - Spring 2019 Course Calendar**

Chapter dates are posted for guidelines only. Modifications and adjustments will be made according to our class needs as we proceed through the materials. Assignment due dates will be announced throughout the semester. Students are encouraged to check their Parkland email and Cobra accounts daily. Additional readings to supplement the required textbook and lectures will be handed out in class and/or posted in Cobra.

- Monday and Wednesday dates indicate what will be tentatively taking place in class that day.
- Fridays are hybrid days. Items listed on these days should be completed AFTER class on Wednesday and PRIOR to the upcoming class on Monday. This will include Reaction Readings and Global Awareness assignments. RR will be printed and brought to class. Global assignments will be submitted online as Discussion Boards to enhance class learning.
- Items listed in bold on the calendar are to be submitted for points towards the course. (775 Exams/Work + 25 PPE = 800 points total)
- Traditional lectures will take place during class time. Audio lectures are posted in Cobra and are strongly urged to view to supplement materials on hybrid dates or in case of absence.
- Exams #1, #2 and #3 are taken online during hybrid dates. Exam #4 is given during finals week in the classroom.

**Dates:**

**Chapter:**

**Topic:**

M: January 14	Course Introduction & Overview	<i>Thinking Sociologically</i>
W: January 16	Chapter 1	
<b>HYBRID DAY</b> F: January 18	Any Suggested Review Chapter 1 Audio Lecture	

M: January 21 W: January 23	<i>MLK Day – No School</i> Chapter 2	<i>Culture</i>
HYBRID DAY F: January 25	<b>Reaction Reading #1 due – by Monday 9 AM – 25 points</b> Any Suggested Review Chapter 2 Audio Lecture	
M: January 28 W: January 30	Chapter 3	<i>Socialization</i>
HYBRID DAY F: February 1	<b>Reaction Reading #2 due – by Monday 9 AM – 25 points</b> Any Suggested Review Chapter 3 Audio Lecture	
M: February 4 W: February 6	Chapter 4	<i>Social Organizations</i>
HYBRID DAY F: February 8	Any Suggested Review Chapter 4 Audio Lecture <b>Exam #1 – 100 pts – Chapters 1-4 – online by Monday 9 AM</b>	
M: February 11 W: February 13	Chapter 5	
HYBRID DAY F: February 15	<b>Global Awareness Part I – by Monday 9 AM – 10 points – as DB</b> Any Suggested Review Chapter 5 Audio Lecture	
M: February 18 W: February 20	Chapter 6	<i>Deviance</i>
HYBRID DAY F: February 22	<b>Global Awareness Part II – by Monday 9 AM – 10 points – as DB</b> Any Suggested Review Chapter 6 Audio Lecture	
M: February 25 W: February 27	Chapter 7	<i>Inequalities</i>
HYBRID DAY F: March 1	<b>Reaction Reading #3 due – by Monday 9 AM – 25 points</b> Any Suggested Review Chapter 7 Audio Lecture	

M: March 4 W: March 6	Chapter 8	
HYBRID DAY F: March 8	<b>Exam #2 – 100 pts – Chapters 5-7 online by Monday 9 AM</b>	
M: March 11 <b>W: March 13</b>	Chapter 9 <b>SocioBiography Part I: Picture Me Rollin’ due – 50 pts – due in class today</b>	
HYBRID DAY F: March 15	Any Suggested Review Chapter 8 Audio Lecture Any Suggested Review Chapter 9 Audio Lecture	
M: March 18 W: March 20	Chapter 10	
HYBRID DAY F: March 22	<b>Reaction Reading #4 due – by Monday 9 AM – 25 points</b> Any Suggested Review Chapter 10 Audio Lecture	
<del>M: March 25</del> <del>W: March 27</del> <del>F: March 29</del>	SPRING BREAK FOR PARKLAND	
<b>M: April 1</b> W: April 3	<b>All presentations due – 75 pts – files into Dropbox by 9 AM</b>  Presentations continued...	
HYBRID DAY F: April 5	<b>Exam #3 – 100 pts – Chapters 8-10 - online by Monday 9 AM</b>	
M: April 8 W: April 10	Presentations continued...	
HYBRID DAY F: April 12	<b>Global Awareness Part III– by Monday 9 AM – 10 points – as DB</b>	
M: April 15 W: April 17	Chapter 11	<i>Social Institutions</i>
HYBRID DAY F: April 19	<b>Reading Reaction #5 due – by Monday 9 AM - 25 pts</b>  <b>Global Awareness Part IV– by Monday 9 AM – 10 points – as DB</b>  Any Suggested Review Chapter 11 Audio Lecture	

M: April 22 W: April 24	Chapter 12	<i>Population and Environment</i>
HYBRID DAY F: April 26	<b>Reading Reaction #6 due – by Monday 9 AM - 25 pts</b> Any Suggested Review Chapter 12 Audio Lecture	
<b>M: April 29</b> W: May 1	<b>SocioBiography Part II: All About You due – 50 pts – due in class today</b> Chapter 13	<i>Social Change</i>
HYBRID DAY F: May 3	<b>Global Awareness Part V– by Monday 9 AM – 10 points- as DB</b> Any Suggested Review Chapter 13 Audio Lecture	
Week of May 6 Day/Time TBA	<b>Exam #4 – 100 pts – Chapters 11-13 - in class during Finals Week</b>	

Schedule changes will be announced in class or through Cobra.



**PARKLAND COLLEGE  
GENERAL COLLEGE SYLLABUS  
Statement of Policies and Services that Support Teaching and Learning**

*(Updated August 14, 2017)  
A note from the Vice President for Academic Services:*

*Parkland College is committed to your academic success. To this end, we have adopted policies and created services to assist you as a Parkland student. This document provides a partial listing of these policies and services. Your responsibility as a student is to become acquainted with these policies and services and employ them appropriately. --- Dr. Pam Lau*

**Parkland College Mission**

The mission of Parkland College is to engage the community in learning.

**Parkland College Core Values**

We believe strongly in the Core Values espoused by Parkland College: Honesty and Integrity, Fairness and Just Treatment, Responsibility, Multiculturalism, Education, and Public Trust.

**Parkland College Civility Statement**

Our College Core Values of fair and just treatment and responsibility serve as guide posts for civility. Parkland College is committed to campus wide civility by cultivating a community where the faculty, staff, and students:

- Respect people and property
- Show empathy and tolerance
- Demonstrate concern for and fairness towards others
- Employ critical thinking and patience
- Accept accountability for their actions.

**POLICIES**

**Code of Conduct**

*A code of conduct reminder from the Dean of Students:*

All Parkland students are expected to be responsible for their behavior. This includes monitoring your language and your behavior all around the campus, including in and out of classes. Please, think before you act! You are expected to respect yourself, your fellow students and your instructors. You have joined the Parkland College academic community. Be a good member of the community. View the [Student Policy and Procedures Manual and Conduct Code](#). If you have questions or concerns, call the Office of the Dean of Students at 217-353-2048

**Academic Honesty**

Parkland College's values include responsibility, honesty and integrity. Students, faculty, and staff are all expected to maintain academic integrity in their work and take collective responsibility for preventing violations of intellectual ownership. Academic dishonesty is unacceptable, and the institution is committed to helping students learn these values through development and growth. Personal commitment, honest work, and honest achievement are necessary characteristics for an educated person. The process of determining the consequences of academic dishonesty begins with the faculty member and may proceed to include the department chair, the division dean, and/or the Office of the Vice President for Academic Services. All Incidents of academic dishonesty, including developmental or punitive action, should be referred in writing to the Office of the Vice President for Academic Services.

Definition of Academic Dishonesty from the Student Policies and Procedures Manual:

"1. Academic Honesty can be broadly defined as performing academic work without cheating, fabrication, or plagiarism:

- a. Cheating: Using or attempting to use unauthorized materials, information, or study aids in any academic activity. Submitting as one's own work term papers, homework, and examinations that are not one's own work or for which a student received unauthorized help. Copying the work of another, or allowing another to copy one's own work, without proper acknowledgment.
- b. Fabrication: Falsifying or inventing any information or citation in an academic activity.
- c. Plagiarism: External information borrowed and directly quoted must be indicated by use of quotation marks, and any changes, omissions, or addition to the direct quotation must be shown in bracket, and the source documented. All cited external information that has been paraphrased and summarized must also be documented.
- d. Collaboration: Students at Parkland College are encouraged to work together on group projects, study, and other activities. However, work submitted to fulfill an assignment not specifically identified as a group activity must be substantially the work of the author. Instructors should provide guidelines to students to maintain the academic integrity of these collaborative activities. Collaboration beyond this constitutes academic misconduct."

**Academic Honesty Affirmation**

The following statement is the sanctioned affirmation of academic honesty in works submitted by students:

"I honor Parkland's core values by affirming that I have followed all academic integrity guidelines for this work."

**Instructor Withdrawal from a Class Section**

A census of class attendance is taken at the end of the first week of instruction for the session regardless of class session length and the day(s) and frequency of scheduled class meetings.

At the census date for each class section, faculty are required to assess your attendance. If you have not attended up to that point, you will be withdrawn with no refund of tuition and fees and a grade of "W" will be recorded on your academic transcript. After this census date, if you cease to attend, the faculty member has the right to withdraw you at or before midterm. (Check for the date of midterm for each class on my.parkland or ask your instructor.) However, if you decide not to complete the class, you should not assume an instructor withdrawal. You are ultimately responsible for your own withdrawal by the withdrawal deadline (see following section). Non-withdrawn classes where the student has stopped attending will be graded.

**Student Initiated Drop or Withdrawal from a Class Section**

When you enroll in a course, you automatically assume certain student responsibilities. One of these responsibilities is to properly remove yourself from a course if you decide not to complete the course. Once you register for a course, you remain enrolled until you initiate a withdrawal or you are withdrawn by the instructor under the instructor withdrawal provisions stated in the section above. There are two procedures for you to withdraw yourself from a course depending on the time of the semester:

1. Within the first week of a class session, you may drop the class with no record. The course does not appear on the transcript and you receive a full credit of tuition and fees. The deadline for this is 11:59 p.m. on the Sunday following the class start date. To do this:
  - a. Log in to my.parkland.
  - b. From the Registration menu, click/choose the Register and Drop Sections menu option and follow the screen prompts.If you need help, call the Tech Service Desk at 217-353-3333. Watch the "Check Out WebAdvisor" video for tips and information on resources.
2. Beginning on Monday of the second week of the class session, and up to 5 p.m. on the last business day of the week before the last week of instruction for that class, you may withdraw from the class. The course will appear on the transcript with a grade of W and there is no refund of tuition and fees. To do this:
  - a. Obtain the [Notification of Intent to Withdraw From Courses](#) form either online at my.parkland or in person from Admissions and Records in U214.
  - b. Contact your instructor, department chair, or program director for their signature. The signature can be obtained in person or via email. If you have gotten the signature via email, attach the email to the form and send it to [registration@parkland.edu](mailto:registration@parkland.edu).
  - c. If you are a degree-seeking student withdrawing from all courses, you should have an exit interview with a financial aid advisor. Call 217-351-2222 or stop by Financial Aid in U286.
  - d. Submit the completed form to Admissions and Records (U214) with a picture ID.

**General Education Objectives**

The College catalog states "...all of Parkland's academic offerings will help [students] grow by improving their individual skills and competencies and by providing experiences in areas they have not yet explored" (page 7, 2017-18). You are encouraged to review the Course Information Form (CIF) for your course. There, you will find the general education objectives addressed in your course. Your instructor may list the particular objectives in your syllabus. You are not only learning content specific information, but Parkland is also assisting you in realizing your "potential as learners, workers and valuable participants in a global society" (page 7, 2017-18).

**SERVICES**

**Absence (Extended) from Classes**

If you are absent for more than one day due to an emergency, an accident, illness or being hospitalized, you or your family need to contact the Office of the Dean of Students at 217-353-2048, so that notification can be sent to your instructors.

You should note that instructors have their own attendance policies and you are responsible for reading each course syllabus to know these policies. Only your instructors can decide whether an absence is excused. They also determine if you can turn in late work or make up missed quizzes and/or exams on the basis of an excused absence.

### Absences Due to Religious Observances

Parkland College recognizes and values the diverse religious beliefs of its students. The college practices shared responsibility in the event that a student's religious observances conflicts with scheduled class work, assignments, or examinations. Students must inform instructors well in advance of a planned absence for a religious observance. Instructors will make reasonable accommodations for students in these situations. However, instructors are not obliged to teach missed class material again.

### Center for Academic Success

If you find yourself needing assistance of any kind to complete assignments, stay on top of readings, study for tests, or just to stay in school, please contact the Center for Academic Success in D120 at 217-353-2005 or 217-351-2441. You may also email CAS at [CenterForAcademicSuccess@parkland.edu](mailto:CenterForAcademicSuccess@parkland.edu).

### Disability Services

The Office of Disability Services (DS) facilitates equal access for students with disabilities by coordinating accommodations and support services, and cultivating a campus culture that is sensitive and responsive to the needs of students. Students seeking reasonable accommodations under the Americans with Disabilities Act, or Section 504 of the Rehabilitation Act of 1973, are required to register with the Office of Disability Services.

Registration with the DS office must be initiated by the student in a timely manner, whenever possible, to ensure that accommodations coincide with the start of the semester. Services received in high school or at other colleges/universities, or identified through a recent diagnosis do not automatically transfer to Parkland College. You must provide documentation of disability. This can include: a letter from a physician, an IEP, 504 plan, psychological evaluation or similar documents. Note: Accommodation letters from other colleges or universities are not acceptable forms of documentation.

If you have questions about getting registered with the DS office, contact the office at 217-353-2338 or via email at [disabilityservices@parkland.edu](mailto:disabilityservices@parkland.edu)

### Parkland College Library

Located on two floors in the College Center, the College Library is a comfortable place to study, research, browse, and work with friends. Librarians are available to assist and guide you. Full-text databases are available online 24 hours a day 7 days a week. You may access these databases from off-campus using your ParklandOne login. While on campus, you can use your laptop and smart devices to access the Wi-Fi network.

Your Parkland ID is your Library card. You may renew library materials online in the Library catalog or call 217-353-2223. Fines and/or fees are charged for overdue, lost or damaged materials. Printing and photocopying are available in black and white (10 cents per page) and color (50 cents per page). Laptops, Kindles, calculators, headphones and more can be checked out at the Service Desk.

Get help! Use the Ask-A-Librarian service for chat, text, email, and phone assistance. For more information, see the [library website](#) or call a librarian at 217-373-3839.

### Public Safety/Campus Police Department

The Parkland College Police Department, also known as Public Safety, is a full service police agency covering the campus 24 hours a day, including holidays. The officers are trained as EMTs and First Responders to provide emergency medical care. The Police Department offers many services which include escorts, lost and found, and vehicle assists. The college hours are 7 a.m. to 10 p.m. Monday through Friday and 7 a.m. to 4 p.m. on Saturdays. The campus is closed on Sundays and holidays.

The department can be reached by:

- Visiting the main Public Safety office at A160
- Calling 217-351-2369
- Dialing 911 from a campus phone
- Using emergency call boxes conveniently located throughout the campus

### Presentation Center

The Presentation Center in C150 provides assistance developing, organizing, and practicing individual or group presentations – including outline development as well as coping with speaking anxiety. The Presentation Center is available to all students, faculty, and staff on a drop-in basis or by appointment during the regular semester.

For additional information go to the [presentation center website](#), send an email query to [presentationcenter@parkland.edu](mailto:presentationcenter@parkland.edu), or contact Coordinator Jody Littleton at 217-351-2532.

### Recording in the Classroom

Students who wish to record classroom or other learning activities must request permission from the instructor prior to doing so. Students may record classroom and other learning activities as an accommodation under the American with Disabilities Act once the Disability Services ID Card from the Office of Disability Services is presented to the instructor. Permission for recordings of classroom learning activities is given solely for the student's personal study and review and may not be used for any other purposes.

### Tech Service Desk

The Tech Service Desk is a one-stop shop for Parkland students seeking assistance with Parkland technologies, including my.parkland, email, Cobra Learning, Wi-Fi, ParklandOne, Microsoft Office 365, and more.

The Tech Service Desk may be contacted in several ways. You can:

- Call 217-353-3333
- Email [TechHelp@parkland.edu](mailto:TechHelp@parkland.edu)
- Stop by Room A184
  - Service hours:
  - 7:30 a.m. to 6 p.m. Monday through Thursday & 7:30 a.m. to 5 p.m. Friday
- Visit the Parkland Library
  - Tech assistance available:
  - 10 a.m. to 2 p.m. Monday through Thursday & 10 a.m. to 12 p.m. Friday
- Access the [Tech Service Desk Website](#)
- For helpful articles, check out the [Parkland College KnowledgeBase](#)

### Title IX – Sexual Harassment, Violence, and Misconduct

We are committed to assuring a safe and productive educational environment for all students. In order to meet this commitment and to comply with Title IX of the Education Amendments of 1972 and guidance from the Office of Civil Rights, the College requires faculty members to report incidents of sexual violence shared by students to the College's Title IX Coordinator, Vice President of Student Services, Michael Trame. The only exceptions to the faculty member's reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a college-approved research project. Faculty members are obligated to report sexual violence or any other abuse of a minor (any person under 18 years of age) to the Illinois Department of Children and Family Services (DCFS). Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is available at <http://www.parkland.edu/resources/safecampus/titleIXharassmentdiscrimination.aspx>

### Title IX – Pregnancy

Title IX of the Education Amendments of 1972 provides pregnant students with certain rights regarding their education. For information, contact Dr. Marietta Turner, Dean of Students at 217-351-2505 or via email at [mturner@parkland.edu](mailto:mturner@parkland.edu).

### URLs for Accessing Relevant Online Resources

Student Policies and Procedures Manual and Conduct Code: [www.parkland.edu/studentLife/policies](http://www.parkland.edu/studentLife/policies)  
Consequences of academic dishonesty: <http://www.parkland.edu/studentLife/policies> (Student Policies & Procedures Manual, page 5)  
Center for Academic Success resources: <http://www.parkland.edu/resources/cas>  
Library: <http://library.parkland.edu/friendly.php?s=home>  
Public Safety/Campus Police: [www.parkland.edu/publicsafety](http://www.parkland.edu/publicsafety)  
Presentation Center: [parkland.edu/presentationcenter](http://parkland.edu/presentationcenter)  
Title IX – Sexual Harassment, Violence, and Misconduct: <http://www.parkland.edu/resources/safecampus/titleIXharassmentdiscrimination.aspx>

Technical Services:

- Tech Service Desk: <http://www.parkland.edu/techsd>
- Parkland College Knowledge Base: <https://kb.parkland.edu/>
- Online help request forms: <http://www2.parkland.edu/forms/starAssistanceRequest.html>