

**SOCIOLOGY 4996**  
**CAPSTONE COURSE**  
**Course Reference Number 18922 Section Number 002**  
**Fall 2014**

**TUESDAYS 10:40-2:20 State Hall 237; Lab sessions held in UGL**

**DR. JANET HANKIN**

**OFFICE: 2233 FACULTY ADMINISTRATION BUILDING, 656 W. KIRBY**

**TELEPHONE: (313) 577-8131**

**OFFICE HOURS: Mondays 2-4 p.m.**

**IN ADDITION, I AM AVAILABLE BEFORE AND AFTER CLASS AND AT OTHER TIMES BY APPOINTMENT. I am department chair, so I am in every day.**

**HOW TO CONTACT ME:** I am always in during office hours. If I have to cancel my office hours, I will announce alternative hours for that week in class. The most reliable way to reach me is to call me at (313) 577-8131 and leave a message *with your phone number* on my voice mail. Even if I am away from my office, I check my voice mail frequently. I have a mailbox in the Department of Sociology, Room 2228 F/AB. My e-mail address is [janet.hankin@wayne.edu](mailto:janet.hankin@wayne.edu), and I constantly check my e-mail.

The best time to reach me is during office hours. While you are welcome to drop by my office at any time, you may want to call ahead to see my schedule for the day. I am glad to make an appointment to see you at a time outside of my office hours, and feel free to talk to me before and after our class

**TEACHING ASSISTANT: CHRISTIAN GENESKY**

**OFFICE: 2264 FACULTY ADMINISTRATION BUILDING**

**TELEPHONE: (313) 577-2930 (DEPARTMENT OFFICE)**

**EMAIL: christian.genesky@wayne.edu**

**OFFICE HOURS: On line: Mondays 9:30-10:30 p.m.**

**IN PERSON: Tuesdays 3-5 p.m. and by appointment**

**Mr. Genesky will assist Dr. Hankin with grading all the assignments. Dr. Hankin and her teaching assistant consult on the grading of all assignments. Dr. Hankin has the final responsibility for determining your grade. If you have questions concerning grading, please consult your teaching assistant first and then contact Dr. Hankin.**

**COURSE DESCRIPTION:**

This course assesses the knowledge of sociology majors and represents a "capstone" in sociological training. Students will choose a specific, researchable topic that is related to the discipline and explore possible theoretical approaches. In addition, students will develop a research paper related to the topic. Students will analyze data from the General Social Survey and write a paper that describes the aim, previous studies, theoretical framework, methods, data analysis, results, and conclusion. The paper will be article-length (about 25 pages text and tables) and modeled after manuscripts published in sociological journals. You must earn at least a "C" in this course to complete the requirements for your sociology major.

This course fulfills the university writing intensive requirement: "All students must demonstrate an ability to communicate effectively with specialized or professional audiences by completing successfully the writing requirements (courses incorporating major writing assignments) specified by the departments." Writing is a critical part of the course requirements. Remember that the University has a great resource, the Writing Center, located on the second floor of the Adamany Undergraduate Library in room 2310. You can make an appointment at the Writing Center by calling 313-577-2544 or going on-line at

<http://clasweb.clas.wayne.edu/writing> The email address is [ENG2310@wayne.edu](mailto:ENG2310@wayne.edu). In person and on-line tutoring is available beginning January 14, 2013.

## LEARNING OUTCOMES

1. This is a writing intensive course, so the final product is a sociological paper. You will learn to write well as a sociologist.
2. As part of the course and writing the paper, you will learn how to:
  - a. develop a specific aim for a research project
  - b. locate relevant sociological literature on your research topic using a scientific database and performing advanced searches using logical operators like AND and OR
  - c. write a critical literature review using the articles you have located
  - d. develop hypotheses related to your research topic
  - e. use the Statistical Package for the Social Sciences to run data analyses for frequencies, descriptive statistics (variable means, medians, standard deviations), zero-order correlations, t-tests, Chi square tests, regression analysis. Create tables to report the results and interpret the findings.
  - f. write conclusions based on the data and discuss directions for future research and social policy
  - g. do an oral presentation of your research findings using power point
3. learn how to write a resume
4. learn how to conduct research responsibly by completing CITI training

Your ability to learn these skills will be evaluated based on the following two deliverables: Final paper and presentation of research via a power point presentation.

**ADDITIONAL TOPICS TO BE COVERED IN THE CLASS INCLUDE:** How sociology translates research findings into policy recommendations, what you can do with a B.A. in sociology, how to apply for graduate school, tips on taking standardized tests.

**OTHER THAN THE QUIZZES IN THE CITI TRAINING COURSE, THERE ARE NO EXAMS IN THIS COURSE. YOU JUST NEED TO PASS THE CITI QUIZZES AND YOU CAN REPEAT EACH QUIZ UNTIL YOU GET A PASSING SCORE. There is no textbook.**

## STUDENTS WITH A DOCUMENTED DISABILITY

If you have a documented disability that requires accommodations, you will need to register with Student Disability Services for coordination of your academic accommodations. The Student Disability Services (SDS) office is located at 1600 David Adamany Undergraduate Library in the Student Academic Success Services department. SDS telephone number is 313-577-1851 or 313-577-3365 (TTY: telecommunication device for the deaf; phone for hearing impaired students only). Once you have your accommodations in place, I will be glad to meet with you privately during my office hours to discuss your special needs. Student Disability Services' mission is to assist the university in creating an accessible community where students with disabilities have an equal opportunity to fully participate in their educational experience at Wayne State University. Please refer to the SDS website for further information about students with disabilities and the services we provide for faculty and students:  
<http://studentdisability.wayne.edu/>

## COURSE REQUIREMENTS:

### COMPONENTS OF COURSE GRADE

ASSIGNMENT	DUE DATE	POINTS	SUBMISSION METHOD
specific aims, , significance	9-Sep	20	email
bibliography	16-Sep	20	hard copy
8 abstracts	16-Sep	20	hard copy
Lit. review outline	16-Sep	20	hard copy
IN CLASS hypoth, theory, methods	23-Sep	30	hard copy
Literature review paper	30-Sep	60	SAFE ASSIGN
CITI training	7-Oct	40	email
SPSS results and hypothesis testing	14-Oct	30	hard copy
IN CLASS methods, sociod, dep. Var.	21-Oct	20	hard copy
Interim paper	28-Oct	100	SAFE ASSIGN
data tables, hypoth testing, conclus.	4-Nov	60	hard copy
power point slides draft	11-Nov	20	hard copy
No assignment due	18-Nov		
resume to Stacie Moser	25-Nov	30	email
power point presentations	2-Dec	60	present in class
Final Term Paper	12-Dec	400	SAFE ASSIGN
Attendance 5 points per class		70	
TOTAL POINTS		1000	

As noted on the descriptions of the assignments, you are required to meet with Dr. Hankin or the teaching assistant after particular assignments have been graded. These meetings will occur during class time and are designed to improve your writing and analytic skills. Failure to confer with the instructors about these critical assignments will result in a grade of zero (0) on these assignments.

Details of the requirements and policies are described below.

**2. ATTENDANCE IS CRITICAL. THIS IS A HANDS-ON, FAST PACED COURSE! At the beginning of each class, we discuss next week's assignments. If you walk in late or leave early, you will not receive attendance points or credit for any in-class assignments scheduled that day. Be prepared to arrive on time and stay for the duration.**

ATTENDANCE (5 points per class x 14 regular classes= 70 points). You will **not** receive attendance points for a session if you walk into class just in time to sign the attendance sheet or you sign the sheet and then leave class early. I understand that there may be times when you have a dire emergency that results in your walking in late or leaving early. If you have to do this, please let me know, and I will carefully consider your request.

I will excuse your absence in the case of serious illness, work requirements, or a family or personal emergency. However, you must notify me immediately of the reason for the absence, provide a note from your physician verifying your illness, or, in the case of another emergency, provide written verification of the problem. Students who add the class during late registration period will not be penalized. For each session you will receive the points when you sign the attendance sheet.

If you are suffering from flu symptoms, please send me an email or call me and let me know you are ill. **DO NOT COME TO CLASS!** If you cannot call before Tuesday at 10:30 a.m., please contact me as soon as possible, but before the class meets again, and let me know you were running a fever.

Provide some verification of your illness. If you cannot get a note from a health care provider, you will not be penalized. I know that not everyone has health insurance, and not everyone can afford to pay out-of-pocket to seek health care. **All WSU students get one free visit per semester to the Campus Health Center located in the DeRoy Apartments Suite 115.** Call 313-577-5041. **YOU DO NOT NEED INSURANCE TO BE SEEN.** If you cannot get a note from a health care provider, have a significant other (like Dr. Mom) write a note to give me when you return to class. If you miss more than one class because of illness, I must have a note from a health care provider. In the case of a verified illness, I will provide you with a reasonable opportunity to make up missed work. All assignments must be made up within two weeks.

**3. READING DRAFTS:** The teaching assistant and Dr. Hankin will be glad to read e-mailed drafts of your assignments and give you feedback before they are due. **However, we can only read .doc or .docx formats. Other formats (.otd or .wps) will NOT open on our computers.** If all else fails, paste the text into the body of your e-mail. Please give us time to look at the material and do not send it along an hour before class meets!

**4. LATE SUBMISSION OF ALL WRITTEN MATERIALS WILL RECEIVE A GRADE OF ZERO! ALL ASSIGNMENTS ARE DUE AT 10 A.M. ON TUESDAYS AND MUST BE SUBMITTED BY EMAIL TO BOTH DR. HANKIN AND Mr. GENESKY.** Each assignment builds on previous work. If you fall behind, you cannot pass the course.

**5. INTERIM PAPER (100 POINTS) AND FINAL PAPER (400 POINTS)**

Two important requirements of the course are an interim paper and a final paper. Elements of each are due throughout the semester. We will give you feedback on each part. You will then revise your work

based on our comments and then integrate all the parts and put them into the interim or the final paper. If elements of the interim paper have not been received, we will not accept your interim or your final paper.

The structure of each paper is outlined below. Be sure to save all your work electronically and in more than one place, as all assignments lead to the final paper! Capstone students have lost their flash drives, had their hard drives die, and forgotten to save their work. Don't let this happen to you! In addition, previous students suggest that you make a note about WHERE you saved your written material and when it was last revised. Save your graded papers, as we expect you to make the suggested changes in your interim and final papers. If you make the revisions shortly after you receive your corrected papers, you will find it easier. Failure to make those changes will cost you points. We keep a copy of our comments,

## **6. INTERIM PAPER MUST BE SUBMITTED TO SAFE ASSIGN ON October 28 by 5 p.m.**

### **Grading Scheme for Interim**

#### **Paper**

Element	POINTS
Introduction	10
Literature Review	20
Hypotheses & Theory	20
Model	5
Methods	5
Sample Characteristics	5
Dependent Variable	5
Bibliography	10
Writing	20
TOTAL	100

It represents the first half of your final paper and is worth 100 points. It is important that you incorporate comments from previous assignments. It will be about 10 pages of text. Spelling, grammar, and writing style count.

**7. FINAL PAPER DUE ON Monday, December 12 by 5 p.m. through Safe Assign on blackboard.**

Final Term Paper Grade

ELEMENT	POINTS
Introduction	20
Literature Review	40
Hypotheses and Theory	40
Model	5
Methods	15
Dependent Variable	10
5 bivariate tables and text	40
Multivariate table and text	20
Reject/Accept 5 Null Hypotheses	25
Conclusion: summary	20
Conclusion: Limitations	20
Conclusion: Future Research	20
Conclusion: Policy Implications	20
Conclusion: Bottom Line	10
Bibliography	20
Writing	45
Made revisions noted in interim	30
	400

**The paper should be about 25 pages long, including tables and bibliography. Writing style, spelling and grammar count! It is worth 400 points (40% of your final grade). Be sure to make changes we have suggested!** It will include: Specific Aims, Significance, Literature Review, Model, Hypotheses, Theory, Methods, Data Analysis, tables (frequencies and descriptions of variables, Chi-Square or t-test results, correlation matrix, and regression equations), Interpretation of Tables, Conclusions (major results, limitations, directions for future research, policy implications), and Bibliography.

8. CLASS PRESENTATION ON FINAL PAPER (including power point draft 80 points)  
You will be asked to do a 15 minute power point presentation of your paper.

9. Responsible Conduct in Research Training, an on-line training that you can access at <https://www.citiprogram.org/Default.asp>, you will earn 40 points. You want to complete the social, behavioral, and educational sciences components of the training. You must complete the training by October 7 and provide verification of the modules you have completed. We will demonstrate how to access the modules in class

## 10. DETERMINING THE FINAL GRADE

POINTS	PERCENTAGE	GRADE
1000-900	100-90	A
899-850	89-85	A-
849-800	84-80	B+
799-750	79-75	B
749-700	74-70	B-
699-650	69-65	C+
649-600	64-60	C
599-550	59-55	C-
549-500	54-50	D+
499-450	49-45	D
449-400	44-40	D-
399 or less	BELOW 40	F

The University does not permit A+ grades. I do not curve the assignments. If you complete all the assignments on time, attend class, and revise your papers, you will do well in the class. I am not sympathetic to requests at the end of the term that state: "Please, change my course grade because I missed an 'A' by only 20 points." So, you need to monitor your points throughout the semester on blackboard.wayne.edu. Please see me if you have concerns about your point total or if you are having problems in the course. Don't wait until the last minute to panic about your grade. You must receive a grade of "C" or higher for this course to count toward the Sociology major.

## Class Schedule LABS ARE ALL IN UGL

EMAIL = SUBMIT ELECTRONICALLY BY EMAIL TO BOTH DR. HANKIN AND MR. GENESKY

	CAPSTONE ASSIGNMENTS	Winter 2014	DR. HANKIN
Date	Assignment Due Today	Points4for Assignment	In Class Topics
9/2	<b>By 9/4: email with dependent and primary independent variables to Dr. Hankin and Mr. Genesky</b>		Introductions Course requirements What is sociology GSS data How to write specific aims , significance
9/9	Specific aims & significance VIA <b>EMAIL</b>	20 (specific aims, significance)	Searching for articles and Lit. Review Outlines, APA Citation Style CITI Training, How to use Track Changes
9/16	Eight abstracts , Bibliography in APA format, Lit review outline <b>bring hard copy to class</b>	20 (abstracts) 20 (bibliog.) 20 (lit. review outline)	How To Write Literature review Peer grading of abstracts, bibliography, and outline. Meet with Dr. Hankin and Mr. Genesky about articles and outline
9/23	Theory, model, hypotheses <b>in-class assignment produce hard copy</b>	30 (theory, model, hyp.)	How To Write Theory, Model, Hypotheses <b>Introduction to SPSS at 12:15 in Lab C UGL</b>
9/30 <b>LAB C</b>	Literature review <b>via Safe Assign</b>	60 (lit. review paper)	Run SPSS for frequencies, means, medians, standard deviations, and bivariate analysis
10/7 <b>LAB A</b>	CITI training completed verification <b>via email</b>	40 (Training)	Run SPSS Correlations and regressions Interpreting results, hypothesis testing <b>LAB A</b>
10/14 <b>LAB C</b>	SPSS results and draft of interpreting data analysis results <b>bring hard copy to class</b>	30 (results)	More regressions, Interim paper assignment IN-CLASS MEETINGS re: Lit. Review Paper & data analysis
10/21 <b>LAB C</b>	Methods, sociodemographics, and dependent variable paper <b>in-class assignment</b>	20 (methods)	Methods, sociodemographic, dependent variable sections of paper completed in class with feedback
10/28 <b>LAB C</b>	Interim paper <b>submit on blackboard via Safe Assign by 5 p.m.</b>	100	How to do tables for frequencies, bivariate analysis, correlations, regressions, conclusion
11/4 <b>LAB C</b>	Data tables, hypothesis testing, conclusions due <b>via hard copy</b>	60	Conclusions, power point IN-CLASS MEETINGS RE: data tables, hypothesis testing, conclusions
11/11	Draft of power point slides <b>bring hard copy to class</b>	20	IN-CLASS MEETINGS RE: slides Stacie Moser guest lecturer on careers, grad school, resumes
11/18	Nothing due		Summing it up; final paper instructions Making effective presentations
11/25	Resumes VIA <b>EMAIL to <a href="mailto:Stacie.Moser@wayne.edu">Stacie.Moser@wayne.edu</a></b>	30	Individual meetings re: final paper and presentations
12/2	Power Point Presentations	60	Presentations and SET
Friday 12/12	<b>Term paper due by 5 p.m.</b>	400 points	<b>Term paper must be submitted via Safe Assign.</b> Attendance = 70 points



## **STATISTICS!**

You will be using the Statistical Package for the Social Sciences to do your data analyses for your paper. Class will be meeting in the computer labs in the **Adamany Undergraduate Library** on the dates listed on the syllabus so you can run your statistical analysis and complete other assignments. You are able to acquire a copy of SPSS to use on your personal computer. You need to visit our online store at <https://commerce.wayne.edu/clearinghouse> and go to the Free Software section for students and complete the check out process for SPSS. The copy is free. If you do not have access to a personal computer, you can talk to us about access to computer labs on campus.

## **Now available -- free Microsoft Office for Wayne State students! August 26, 2014**

C&IT is pleased to announce the launch of the Microsoft Office 365 Education Student Advantage program!

Wayne State has partnered with software distributor Kivuto to offer **currently registered Wayne State students a free download of Microsoft Office.**

Find the full details at [computing.wayne.edu/office](http://computing.wayne.edu/office).

### **A SPECIAL REQUEST:**

Please turn off cell phones and beepers prior to the start of class. We will take a break midway through class. Be sure to return after the break!

I know the class meets over lunch. **FOOD IS NOT ALLOWED IN THE COMPUTER LABS.** You will have to eat during our break somewhere else in the library.

If we are meeting at State Hall, you can eat during class, but please consume quiet food (no chips, carrots, etc.) Thanks!

## **CLASS POLICIES AND PROCEDURES**

**1. REGRADING PROCEDURE:** If you feel the grade is not appropriate, I will be glad to re-grade your papers and/or assignments. The following procedures will be followed: I must have a written request to re-grade the paper or assignment, with a clear statement of why you think you deserve a different grade. When you submit something for re-grading, I have the option of raising the grade, lowering the grade, or leaving it the same.

2. You can find information on the grade appeal process in the College of Liberal Arts and Sciences below. **IF YOU WISH TO APPEAL YOUR GRADE OR ANY POLICIES PERTAINING TO THIS COURSE, YOU SHOULD FIRST CONSULT ME. IF A SATISFACTORY SOLUTION IS NOT REACHED, YOU SHOULD CONTACT the LIBERAL ARTS AND SCIENCES DEAN'S OFFICE at 313-577-2516, Ms. Elizabeth Stone-Hall. The office is located on the SECOND FLOOR OF OLD MAIN, room 2155.**

STUDENTS SHOULD CONSULT THE UNIVERSITY BULLETIN REGARDING UNIVERSITY POLICIES THAT AFFECT COURSES, INCLUDING THE TIME LIMIT FOR FILING APPEALS.

The material that appears below about grade appeals can be accessed at:  
[http://www.clas.wayne.edu/clas\\_files/Grade\\_Appeal\\_process.pdf](http://www.clas.wayne.edu/clas_files/Grade_Appeal_process.pdf)

### **Wayne State University**

### **College of Liberal Arts and Sciences**

### **Grade Appeal Procedures**

Revised May, 2014

### **How Do I appeal a grade?**

#### **Basic criteria and grounds for appeal**

1. Formal grade appeals can only be made in regard to final grades in a course. For appealing a grade in an exam or assignment, please talk to your instructor.
2. Formal grade appeals can only be made within 30 calendar days of the official notification of your grade in a course.
3. Formal grade appeals can only be made on the following grounds: (1) the application of non-academic criteria in the grading process, as listed in the university's non-discrimination and affirmative action statute: race, color, sex, national origin, religion, age, sexual orientation, marital status, or disability; (2) sexual harassment; or (3) evaluation of student work by criteria not directly reflective of performance relative to course requirements.

#### **The appeal process**

1. First talk to your instructor about your concerns. This is called an "informal" grade appeal.
2. If you are not satisfied with the response, prepare a "formal" grade appeal to your instructor, i.e. a grade appeal in writing. This can be done on paper or by email. You should give clear and detailed reasons, and, if needed, provide additional documentation. Your instructor has 10 business days to respond.
3. If you are not satisfied with the instructor's response, or the instructor has failed to respond within 10 business days, you can formally appeal to the chair or program director in writing (paper or email). You can also request to informally talk to chairperson or director, but that does not replace the formal process.
4. The chair or director has 30 calendar days to respond to your written appeal. If you are not satisfied with the response, you can formally appeal to the Dean of the College in writing (paper or email). With this appeal, please provide the formal appeal you had sent to the chairperson or program director, as well as his/her response. You can also request an informal meeting with a designee of the Dean, but, again, this does not replace the formal process.
5. The dean or his/her designee (usually an associate dean) will notify you of his/her decision within 30 calendar days.
6. If you are not satisfied with the Dean's response you can further appeal to the Provost or his/her designee.
7. At any time, you can contact the Ombudsperson of the university for advice.

## FORMAL POLICY:

### 1.0 Basic Principles

1.1 Instructors are expected to evaluate student work according to sound academic standards. Course expectations should be clearly specified and grades should be assigned without departing substantially from announced procedures.

It is the instructor's prerogative to assign grades in accordance with his/her academic/professional judgment, and the student assumes the burden of proof in the appeals process.

1.2 Grounds for appeals are: (1) the application of non-academic criteria in the grading process, as listed in the university's non-discrimination and affirmative action statute: race, color, sex, national origin, religion, age, sexual orientation, marital status, or handicap; (2) sexual harassment; or (3) evaluation of student work by criteria not directly reflective of performance relative to course requirements.

1.3 These policy guidelines do not apply to allegations of academic dishonesty. Academic dishonesty matters should be addressed under the Student Code of Conduct.

### 2.0 Appeal of Grades

2.1 Whenever a final grade is in dispute, a student should first appeal to his/her instructor for an informal review. In practice, this means that the student makes an appointment to talk with the instructor to express his or her concerns about the assigned grade. Should resolution fail, the student may request a formal review.

2.2 Students should raise formal grade appeals within 30 calendar days following official notification of grades for the term in which the disputed grade was awarded, whenever informal review fails to resolve a dispute. The student's first formal appeal should be directed to the instructor. Formal appeals must be in writing and contain detailed reasons for the appeal, as well as optional supporting documentary evidence. Formal appeals may be done in hardcopy or by email. Formal appeals are limited to the grounds stated in 1.2 above.

2.3 Instructors shall respond in writing to a formal written appeal within ten business days of receiving the appeal. If the issue is unresolved, the student may within ten business days lodge an appeal in writing with the department chairperson or program director.

2.4 Students shall be notified in writing of the department's/program's decision regarding the appeal within thirty calendar days of its receipt. The student may also request an informal meeting with the program director or chairperson, but this does not replace the formal appeal.

Within this time period, the chairperson or director may seek the advice of a grade appeals committee, if so established. Departments or programs that conduct a committee review must specify the authority of the committee in their grade appeals policy. The instructor in charge shall be invited by the department chairperson or program director to reply in writing to the objections of the student.

2.5 Students who are dissatisfied with the department/program decision as stated in writing may lodge a formal written appeal with the Dean of the College or the designated associate dean within ten business days of having received the department/program decision, with a copy to the department chairperson or program director. The student shall submit a copy of the written statement initially submitted to the department chairperson, his/her response, as well as a statement explaining his/her dissatisfaction with the departmental or program solution(s) proposed. Additionally, the student may submit any other documentary evidence he or she believes is relevant to the appeal. The formal appeal may be in hardcopy or by email.

2.6 Students shall be notified in writing of the College's decision regarding the appeal within 30 calendar days of its receipt.

2.7 Any meetings held in relation to the appeal shall provide parties the opportunity to present additional information orally or in writing. No additional persons should be permitted at such meetings without advance approval by the chair or dean, as appropriate.

2.8 Students/faculty may contact the Ombudsperson at any time for assistance with any problem associated with a grade decision or grade appeal.

3.0 University Level Academic Appeals Procedure

When the appeal procedures within the College have been exhausted, the student may request the Provost or his/her designee to review the decision on the record. Procedures for requesting a provost level review are published in the University Bulletin.

**3. EXTENSIONS.** I permit extensions in the case of illness or death in the family or dire emergencies. I must be notified as soon as possible of these circumstances. Either send me an e-mail or leave a message on my voice mail. I must have a written note from a health care provider or a funeral director or documentation of the emergency before you receive an extension. Assignments should be submitted within two weeks of the due date.

**4. <http://blackboard.wayne.edu>**

This course uses blackboard.wayne.edu for many things, so you must make sure your Wayne access ID is working. If you typically use another email server, be sure that any mail sent to your wayne.edu address is forwarded to your other email. We send messages constantly, and you want to make sure you are up to date. Materials on blackboard (except for the syllabus—look under syllabus for that file) appear under the Content Tab and are organized by folders.

Blackboard is an important part of this course. There is a direct relationship in my courses between using Blackboard and receiving an "A" grade! Power point slides will be posted no later than the Monday before each class session, as well as a copy of the assignments. I will send you an email when the slides are posted.

5. Computers are available in all WSU libraries. Sometimes it is difficult to print out everything you need for the class at the libraries, as there are heavy demands on the printers and long waiting times. I suggest you consider using the Social Science Data Lab. It is on the second floor of the Faculty Administration Building. You can use your one card to print the slides. It costs 10 cents per page. Print multiple slides on each page to save money.

## OTHER IMPORTANT INFORMATION

### GRADING RULES AT WSU.

a. **Students who do not complete your course requirements, or do not withdraw appropriately (in timely ways), will receive a failing grade. So if you stop coming to class and forget to withdraw from the class, you will receive a F.**

B. Students who request withdrawals beginning on September 25 will now receive one of these notations:

- WP Withdrawal with a passing grade earned to date
- WF Withdrawal with a failing grade earned to date
- WN Withdrawal never attended, or no graded work to date

Students are able to make requests to withdraw on Pipeline, and your professor is able to approve the request on Pipeline, much as happens now with final grades.

C. Incompletes will revert to a failing grade after one calendar year for both Undergraduates and Graduate Students. That means that work must be completed within one calendar year - **there will be no extensions. There is a contract that must be completed if you are taking an incomplete in a course. It must be signed by the instructor, student, and the department chair.** An Incomplete will be granted only in unusual circumstances, for example, serious illness or hospitalization.

The mark of I – Incomplete is intended to allow a student to complete the required work for a course after the semester has ended, if, in the judgment of the instructor, there is a legitimate reason why the work could not have been completed during the term. Incompletes (I) may be given only when the student has not completed all of the required work and when there is a reasonable probability that the student will complete the requirements successfully **without again attending regular class sessions**. If additional class attendance is required, the student must reregister for the course. The student must be passing at the time the Incomplete is given.

The work must be completed and a change of grade filed with the Office of the Registrar within one year of the end of the term when the course was originally taken. Any unchanged Incomplete at the end of the one-year will be changed to a grade of F. University statute clearly stipulates that no extension to the one-year limit is permitted and that once an Incomplete has been changed to an F, it cannot be changed again. The only recourse for a student not completing coursework in the time allowed is to repeat the course. **Instructors have the right to establish a deadline that is earlier than one year.**

Responsibility for completing all course work rests with the student. Responsibility for grading the completed work and reporting the grade change to the Office of the Registrar in a timely fashion rests with the instructor.

**OTHER IMPORTANT INFORMATION. NOTE THAT THE UNIVERSITY HAS REVISED ITS RULES ABOUT ADDING AND DROPPING CLASSES. PLEASE MAKE A NOTE OF THESE IMPORTANT CHANGES!**

Important dates: (See of Schedule of Classes)

September 4-10: You can register for this class by presenting an add slip for my signature. You then must take the add form to the Department of Sociology in order to add the class. You need both my signature and the department's approval to add the class. There are no exceptions.

**September 10: Last day to add this class.** Last day for tuition cancellation if you drop the course.

September 11-24: If you drop class, it will NOT appear on your academic record, but you are contractually liable for tuition of dropped courses.

September 25-November 9: Need my permission to drop this class. Go into pipeline and drop the class. You must go through SMART CHECK. I then receive notification from the registrar about your withdrawal request. A grade of WN, WP, WF will appear on your transcript, so it will indicate whether you ever attended class (WN=never attended), were passing (WP), or failing the class (WF) at the time of withdrawal. You are liable for tuition.

**NOTE THE EARLIER DEADLINE FOR DROPPING THIS CLASS.**

**November 9 IS THE LAST DAY TO DROP THE CLASS!!!!**

**STUDENTS WHO DO NOT OFFICIALLY WITHDRAW FROM THE COURSE BEFORE THE DROP DEADLINE OF 11/9/14 WILL RECEIVE A GRADE OF F. THERE ARE NO EXCEPTIONS.**

## **PLAGIARISM AND CHEATING**

**Plagiarism, purchased papers, papers written by someone other than you, or papers acquired from the internet will result in a grade of 0 (zero) on the paper. Appropriate citations must be used to cite the works of others. Lifting entire paragraphs or pages from other sources and inserting them into your paper is plagiarism. You may not use paragraph after paragraph of quotes from a source. Safe Assign scores must be under 15%.**

Accessed on August 24, 2012 from [http://www.doso.wayne.edu/student-conduct/Academic\\_Integrity.html](http://www.doso.wayne.edu/student-conduct/Academic_Integrity.html)

### **Academic Integrity (Plagiarism & Cheating)**

Academic misbehavior means any activity that tends to compromise the academic integrity of the institution or subvert the education process. All forms of academic misbehavior are prohibited at Wayne State University, as outlined in the Student Code of Conduct.

Students are expected to be honest and forthright in their academic studies. Students who commit or assist in committing dishonest acts are subject to downgrading and/or additional sanctions as described in the Student Code of Conduct. Faculty and students are responsible for knowing the different forms of academic dishonesty as well as for being aware of the Student Code of Conduct.

It is important that each of us share the responsibility for maintaining a reputable University committed to academic excellence. Faculty should encourage academic honesty among students by including a statement in the course syllabus and by discussing issues such as cheating and

plagiarism. Similarly, students should protect themselves by thoroughly studying and preparing for tests and assignments and by discouraging dishonesty among other students.

### **Cheating**

Intentionally using or attempting to use, or intentionally providing or attempting to provide, unauthorized materials, information or assistance in any academic exercise.

*Examples:*

- Copying from another student's test paper.
- Allowing another student to copy from a test paper.
- Using unauthorized material such as a "cheat sheet" during an exam.

### **Fabrication**

Intentional and unauthorized falsification of any information or citation.

*Examples:*

- Citation of information not taken from the source indicated.
- Listing sources in a bibliography not used in a research paper.

### **Plagiarism**

To take and use another's words or ideas as one's own.

*Examples:*

- Failure to use appropriate referencing when using the words or ideas of other persons.
- Altering the language, paraphrasing, omitting, rearranging, or forming new combinations of words in an attempt to make the thoughts of another appear as your own.

### **Other**

Other forms of academic misbehavior include, but are not limited to, the following acts:

- Unauthorized use of resources, or any attempt to limit another student's access to educational resources, or any attempt to alter equipment so as to lead to an incorrect answer for subsequent users. Enlisting the assistance of a substitute in the taking of examinations;
- Violating course rules as defined in the course syllabus or other written information provided to the student;
- Selling, buying or stealing all or part of an un-administered test or answers to the test. Changing or altering a grade on a test or other academic grade records.

**Q: What happens when a faculty member suspects that a student has committed a dishonest act?**

A: When a faculty member has reason to suspect that academic misbehavior has occurred, he/she may adjust the grade downward for the test, the paper, the part or other course-related activity in question, or for the entire course.

**Q: Can the student appeal the downgrading decision by the faculty?**

A: YES. The student can appeal the action by filing a statement in writing with the department or unit head within ten school days of the oral note or postmarked written notice. NOTE: If the department head is the faculty, the appeal is to the dean. If the dean is the faculty, the appeal is to the provost.

**Q: What should you do if you suspect wrongdoing?**

A: Anyone can initiate charges against another individual or group believed to have committed academic misbehavior by writing and filing charges with the Student Conduct Officer.

If you know or suspect any individual or group of dishonesty please let someone know. The Student Conduct Officer, 577-1010, is responsible for directing and coordinating matters involving student discipline and is available to answer questions concerning the judicial procedure outlined in the Student Code of Conduct. The Office of the Ombudsperson, 577-3487, is also available to advise students at any stage in the proceedings.

**Interim suspension:** Whenever there is evidence that the continued presence of a student on University premises poses a substantial threat to that student or to others, or to the stability and continuance of normal University functions, the student may be suspended for an interim period pursuant to Section 7.0 of the Student Code of Conduct.

**Q: What kinds of sanctions are there if a student is found guilty of academic misbehavior?**

A: Students found in violation of committing, attempting or assisting to commit academic dishonesty may be subject to one or more of the following sanctions, in addition to the downgrading, depending on the seriousness of the violation:

**DISCIPLINARY REPRIMAND**

A formal notification to the student that his/her conduct has been unacceptable and a warning that another offense may result in a more serious sanction.

**Disciplinary probation**

A disciplinary status that does not interfere with the student's rights to enroll and attend classes but that includes specified requirements or restrictions for a specific period of time as determined in the particular case.

**Suspension**

A denial of the privilege of continuing as a student anywhere within the University, and denial of all student rights and privileges for a specified period of time.



## **Expulsion**

A permanent denial of the privilege of continuing or enrolling as a student anywhere within the University and permanent denial of all student rights and privileges.

## **Transcript disciplinary record**

An entry onto the student's transcript, permanently or for a specified period of time, indicating the violation and sanction imposed.

## **Other sanctions**

Other sanctions may be imposed instead of or in addition to those specified above.

NOTE: The information contained on this page has been edited from the Student Code of Conduct and written in a condensed format. Anyone with specific questions regarding academic misbehavior should consult the source document at <http://www.doso.wayne.edu/codeofconduct.pdf>. If the provisions described on this page differ in any way from the provisions of the Student Code of Conduct, then the provisions of the Code shall prevail.

For additional information about the Student Code of Conduct, contact the Student Conduct Officer in the Dean of Students office, Room 351 Student Center, 577-1010.

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## **OMBUDSPERSON**

Accessed on August 24, 2012 from <http://www.ombudsman.wayne.edu/>

*This is a safe place to get help and find the resources you need*

### ***At Student Ombudsperson Services...***

Our office exists as a point of contact for students who need assistance in identifying where they should go for help and in determining how to resolve issues related to academic or student life.

#### **Our Mission**

The mission of Student Ombudsperson Services is to assist students to be successful learners and to achieve their academic goals by providing assistance in accessing services and resolving issues that are hampering their academic progress. The Ombudsperson takes an active role in identifying areas for improvement in processes and systems that relate to academic and student life.

#### Services Available

- Assistance in accessing processes for academic appeals
- Identifying appropriate offices and individuals who can help students deal with student services needs, including enrollment and registration, tuition and fees, academic support, and student life
- Appropriate referral for personal or health-related issues

- Other assistance in navigating the university's programs, process, and offices

The Ombudsperson is the Chairperson of the **Tuition and Fees Appeals Board (TFAB)**. Students who have exhausted the appeals process in the Office of the Registrar related to tuition and fees may appeal to the TFAB. The TFAB is the final arbiter of appeals for tuition and related fees. Each appeal is reviewed as an individual case, and cancellation of tuition and/or fees is granted only when circumstances warrant. The TFAB will consider only those appeals that are filed within one calendar year following the last day of the academic term in which the challenged fees were assessed.

### **Who?**

All Wayne State University students are eligible for services.

### **How?**

Contact: Laura Birnie-Lindemann

798 Student Center Building (SCB)

Detroit, MI 48202

Phone: (313) 577-3487

Fax: (313) 577-9296

e-mail: [ombudsoffice@wayne.edu](mailto:ombudsoffice@wayne.edu)

Student Ombudsperson Services is a safe place to ask for help. We will do everything possible to see that your needs are met and that you can focus on making academic progress at Wayne State. The office will maintain confidentiality as appropriate and feasible based on individual student needs and desires.