

**Welcome to HIST 1301 Distance Education
U.S. History 1**

Orientation & Course Syllabus – FALL 2022

FOR Section/Synonym:

49000-008

49001-009

49003-011

49004-012

**FOR the
16-week session
That begins August 22nd**

Dr. T. Thomas, Professor, History

Austin Community College

[South Austin Campus](#)

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- **This course requires video-proctored, online testing using a webcam.** If you are unable or unwilling to comply with this requirement, you should withdraw from this course, and enroll in a course that does not have video proctoring.
- **To take this course, you MUST HAVE access to a Windows, Mac, or iPad computer WITH A WORKING CAMERA.**
- **A Chromebook CANNOT BE USED for this course because it is not compatible with the proctoring software.**
- **ACC will loan you an iPad if needed. For more information on iPad distribution, visit this webpage as soon as possible:
<https://www.austincc.edu/coronavirus/remote-student-support/ipad-distribution>**

HOW to COMPLETE ORIENTATION

This is the orientation for my HIST 1301 distance education courses. To successfully complete orientation:

- **Read this orientation/syllabus.** You are responsible for knowing, and complying with, the course requirements – so **read them carefully.**
- **READ, fill out, SIGN, and return the Student Information Form** (located at the end of the syllabus) by **Wednesday, August 24th at 11:59 pm.**
- Return the Student Information Form **by email** to me at tmthomas@austincc.edu
- **IMPORTANT:** You must submit the Student Information Form by 11:59 pm on Aug 24th.

- **IF YOU FAIL TO MEET THIS DEADLINE, YOU WILL AUTOMATICALLY BE WITHDRAWN FROM THE CLASS.** This is because ACC policy requires that students who do not “attend” a class by a certain date are dropped from the class. If you fail to send your Student Info Form by the deadline, I designate you as someone who “never attended” the class and you are automatically withdrawn. This may also negatively affect your Financial Aid.
- Contact me with any questions you might have.
- The FASTEST way to contact me is via email: tmthomas@austincc.edu

COURSE HIGHLIGHTS

- This is a distance-learning, **independent-study** version of the U.S. History course offered in the classroom.
- There are **NO class meetings**.
- This is an **“asynchronous” course**, so there are **NO** specific times when you have to be logged in.
- You will be required to do the same amount of work and the same quality of work as students in the classroom version of this course.
- This course is designed for **mature and capable students with self-discipline, the ability to work independently, self-motivation, and good time management skills**.
- This is a **time-consuming and reading-intensive course**.
- This course will acquaint you with the basic processes of United States History from the late 15th century to 1877.
- This course is **designed for students who can work independently**, with accessing course materials from Blackboard (See “Blackboard” section below).
- You read the textbook, view the video lectures, work the Study Guide questions for each chapter, and take the exams by the exam deadlines.
- You **work on your own** and **seek assistance when needed**.
- If you need assistance, we can **communicate in person, or by email or phone**. My office is located at South Austin Campus (SAC).
- **Your final grade is based on 4 UNIT Exams and a Map Test (with a writing assignment for students who are pursuing an A)**
- **You’ll be taking the Map Test in the first week of the semester and a Unit exam about every 25 - 30 days.**
- Exams are taken on a Windows, Mac or iPad computer, using webcam and a **Video Proctor**.
- There is a Study Guide with **study questions for each textbook chapter** (available on our class page in Blackboard) – to help you prepare for the exams.
- **Use the Study Guide to prepare for the Map Test and the Unit Exams.**
- There is one required textbook (James Roark et al, *The American Promise*, Volume 1, Eighth edition– see **“Textbook” section below for details**.
- There is a **Book Analysis required ONLY for students pursuing an "A"– due at 12 noon on Friday, December 9th**. See the Book Analysis Assignment LINK in Blackboard for details.
- **ONLINE and in-person History tutoring IS** available. See <https://www.austincc.edu/students/tutoring/online>

BLACKBOARD

Austin Community College uses a **Course Management system** called “Blackboard”, where you will find all the course materials for this course, plus your Grades, and course “Announcements”. Exams will also be accessed using Blackboard (Detailed instructions are below.)

- If you've never used Blackboard, **log on and explore.**
- Blackboard is located at <https://acconline.austincc.edu/>
- You WILL need an ACC electronic ID (ACCeID) to Log into Blackboard. This is the same ID that you use to register for classes.
- There is extensive HELP in Blackboard. Log into Blackboard and select "Student Support".
- Most Course materials (syllabus, Study Guide, etc.) are **also available on my website**, www.austincc.edu/tmthomas

All course materials will be posted on our Class Page in Blackboard. Regular, important Announcements will be posted on our Class Page. You should become familiar with our Class Page.

To access our CLASS PAGE in Blackboard:

- Go to: <https://acconline.austincc.edu/>
- Under the "MY COURSES" tab, select "FALL 2022" and then select this course, "U.S. HISTORY 1".
- On the left in the dark blue area, you will see all the course materials for this class.

YOUR PROFESSOR

<p>Mailing Address: Dr. T. Thomas ACC – History South Austin Campus 1820 West Stassney Ln Austin, TX 78745</p> <p>Office Hours: Mondays & Wednesdays 10:30 – 11:30 am and also 1:30 – 3 pm. Other times, by appointment. Email me to schedule an appointment.</p>	<p>Office: South Austin Campus (SAC), 3rd floor, Room 1321.2 (enter <u>through</u> Room 1321)</p> <p>Email: (the fastest way to communicate with me) tmthomas@austincc.edu</p> <p>Phone & voicemail: 512-223-9255 <u>Urgent message:</u> call ACC History Department at 512-223-3385 and ask them to relay a message to me.</p> <p>Website: www.austincc.edu/tmthomas</p>
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A NOTE ABOUT EMAIL

- **For security purposes, the College requires that you use your ACC Email address when you communicate with me.**
- If you use your personal email address, it will automatically be deleted as spam.
- **Important announcements from me will be sent to your ACC email Address - so, check your ACC email every day.**
- Emails I send will ALSO be posted as "Announcements" on our Class Page in Blackboard – so if you accidentally delete the email, you can access it in the **Announcements LINK in Blackboard.**
- I reply to ALL emails, usually within a few hours.
- If you send me an email, please type something in the "Subject" space, such as "History course".
- If you leave the Subject blank, your email will automatically be deleted as spam.

- If you DON'T get a reply, please assume I never got your email and - either email me again - or CALL me. You can leave a voice message at (512) – 223-9255.
- For URGENT messages, call the ACC History Department at (512) 223-3385. They will relay your message to me.

PREREQUISITES

READING AND WRITING MASTERY

- **This is a reading-intensive course.** Over the course of the semester, you will be reading an **entire textbook**.
- You should have a **college-level** reading comprehension and vocabulary. If you cannot yet read at this level, you may need to work with a tutor – which will require an additional time investment.
- In order to enroll in this course, you MUST be in compliance with the reading and writing portion of the TSI (Texas State Initiatives).
- Check with an ACC Counselor if you are unsure of your TSI status.
- You must be **able to read and understand English** at the college-level.

OTHER PREREQUISITES:

In order to achieve success in this course, you must:

- **Have sufficient time to devote to the class**
- Be a **self-starter with self-discipline and good time management skills**
- **have a desire to learn** and a **desire to achieve** to the best of your ability
- Be willing to **accept personal responsibility** for your success in this course
- **Make a commitment** to fulfilling the requirements of the course
- **Have a general understanding of these basic geography concepts:** hemispheres (northern, southern, eastern and western), longitude, latitude, continents, countries, & cities
- **Have a general knowledge of these basic political science/history concepts:** legislative, executive, judicial, monarchy, imperialism, colony, colonial, impeachment, nationalism, suffrage, veto.

TEXTBOOK

ONE REQUIRED TEXTBOOK:

James Roark et al, *The American Promise, Volume 1, Eighth edition*. (earlier editions are not recommended)

- **Your exams are based on material in the textbook**, so your success in this course does require that you read the textbook.
- It is your responsibility to acquire a copy of the textbook.
- You can purchase or rent the textbook from ANY source that you choose.
- I urge you to **acquire the textbook BEFORE the course begins** so that you will have it *on the first day* of the semester.
- WHEN ORDERING ONLINE, USE THE ISBN NUMBER (below) to make sure you have the right textbook.
- You may rent or purchase from the **Publisher**, from the **ACC Bookstore**, or from **any other vendor** of your choosing.
- **There are FOUR VERSIONS of the textbook (below)**. You may choose whichever of these that best suits your learning style and budget:

VERSION	WHERE TO PURCHASE
Full color paperback ISBN # 978-1-319-20904-9	<ul style="list-style-type: none"> Available from the Publisher and other booksellers. Publisher: https://store.macmillanlearning.com/us This version is the more expensive version. It includes full color maps and pictures.
“Value” Edition ISBN # 978-1-319-20895-0	<ul style="list-style-type: none"> Available from the Publisher and at ACC bookstores and other booksellers. Publisher: https://store.macmillanlearning.com/us <i>Less expensive</i> black and white version, with fewer graphics.
“Loose-leaf” Edition ISBN # 978-1-319-20898-1	<ul style="list-style-type: none"> Available from the publisher Publisher: https://store.macmillanlearning.com/us Loose-leaf pages that you can put in a notebook. NOTE: You will NOT be able to resell this to the ACC Bookstore
“E-book” Edition ISBN # 978-1-319-21849-2	<ul style="list-style-type: none"> Available from the publisher Publisher: https://store.macmillanlearning.com/us Online edition You will NOT be able to resell this to the ACC Bookstore

LECTURES

There is a series of video Lectures that will help reinforce your understanding of the topics and themes of each Chapter.

- The LINK to the Lectures is found in the dark blue “Course Content” section on our class page in Blackboard.
- The Lectures are recommended but they are not required.
- The lectures should **NOT take the place of** reading the textbook and studying the Study Guide questions. They are **in addition to** the textbook and Study guide.
- The Lectures will be available in Blackboard for the entire semester.

WITHDRAWAL FROM THE COURSE – Deadline is 11:59 pm November 17th

If you find that you are **unable to meet course requirements**, you should consider withdrawing from the course to avoid any possibility of being assigned a failing grade.

- BEFORE you consider withdrawing, consult with me, and/or with a counselor.**
- And read the state law (“Six-withdrawal Limit”) on withdrawals from Texas public colleges/universities, located in the ACC Student “[Need to Know](#)” section, online at: <http://www.austincc.edu/apply-and-register/registration-information/course-withdrawals>
- Withdrawal is accomplished by completing a withdrawal form online at the “[Online Services](#)” web page: <http://www.austincc.edu/onlineservices>
- It is your responsibility to complete the withdrawal process.*
- You can withdraw **BEFORE Nov 17th**. You can withdraw **ON Nov 17th (until 11:59 pm)**.

IMPORTANT: If you fail to submit the Student Information Form by **11:59 pm on Aug 24th**, you will be automatically withdrawn from the course, per the College’s attendance policy.

STUDENTS WITH DISABILITIES

For students with disabilities, ACC is committed to providing an equal opportunity to access benefits, rights, and privileges of college services, programs, and activities in compliance with state and federal law.

- Students with disabilities who need accommodations must request reasonable accommodations through ACC's [Student Accessibility Services \(SAS\)](#) offices, located on each ACC campus.
- Students are encouraged to do this **before the semester begins**.
- Please **let me know as soon as possible** how I can accommodate your special needs **in this class**.

Link to [all student services at ACC](#)

YOUR RIGHT TO PRIVACY

- In compliance with the Family Education Rights and Privacy Act of 1974, **I will not give information concerning your grades, academic progress, or attendance** to anyone.
- Unless there is an emergency, I will not communicate with your parents, guardians or high school personnel.
- If there are any problems or issues, you need to speak with me or correspond with me yourself.

NOTE: ACC makes your “Directory Information” (name, address, phone number, birthdate, and other information) **available to the public without your consent**, unless you specifically request in writing that it NOT be publicly available. For more information, and for instructions to restrict public access to your information see: <http://www.austincc.edu/ferpa>

FREEDOM OF EXPRESSION

The free exchange of ideas is vital to learning. Your comments and ideas, if expressed respectfully, will be met with respect from your professor. Be thoughtful and respectful in your online communications. **I welcome your questions and comments in this course.**

HIGH SCHOOL STUDENTS TAKING THIS COURSE

- This is a college course and all students enrolled in this course are considered college students.
- Because this is a college course, **you are expected to have college-level reading comprehension and vocabulary, college-level writing ability, and the ability to plan and organize your workload – the same as the non-high school students in this class.**
- Regardless of your age or high school status, when you are enrolled in a college course, your privacy is protected by the [Family Education Rights and Privacy Act of 1974](#),
- **Unless there is an emergency**, I will not communicate with your parents, guardians, or high school personnel.
- If there are any problems or issues, you need to speak with me or correspond with me yourself.
- All sections of this syllabus and orientation pertain equally to all students in this course, regardless of age or educational (i.e., high school) status.

IMPORTANT: **withdrawing** from this course, or earning a **failing** grade in this course **MAY** impact your high school **graduation timetable** and/or your high school **class rank**. Contact **your high school counselor** if you're considering withdrawing or if you're at risk of failing the course.

CAMPUS CARRY OF CONCEALED HANDGUNS

The Austin Community College District concealed handgun policy ensures compliance with Section 411.2031 of the Texas Government Code (also known as the Campus Carry Law), while maintaining ACC's commitment to provide a safe environment for its students, faculty, staff, and visitors.

- Full ACC Policy: <http://www.austincc.edu/campus-carry/policy>
- Campus Carry Information: <http://www.austincc.edu/campus-carry>

ACADEMIC INTEGRITY

Acts of academic dishonesty/misconduct undermine the learning process, present a disadvantage to students who earn credit honestly, and subvert the academic mission of the institution. Acquiring fraudulent credentials through cheating is problematic for employers and institutions beyond ACC - who rely on ACC to certify a student's academic achievements, and expect to benefit from the claimed knowledge and skills of the graduate.

For these, and other moral and ethical reasons, **academic or scholastic dishonesty will not be tolerated.**

WARNING: Any act of academic dishonesty will result in you immediately receiving the grade of "F" for the course.

You are responsible for knowing the course requirements and course policies – so READ THIS POLICY CAREFULLY. Contact me if there is anything you don't understand or if you have any questions.

ACADEMIC DISHONESTY

Academic dishonesty is defined as **fraud, deceit, or dishonesty in an academic endeavor.**

Academic dishonesty includes:

- Communicating exam information to, asking for, or receiving such information from another;
- Using, attempting to use, or assisting others in using materials that are prohibited during an exam, including (but not limited to): cellphones, books, Web sites, prepared answers, written notes, scratch paper, or other concealed information;
- Allowing others to do one's exam or assignment or a portion of one's exam or assignment;
- Using a commercial term paper or paper-writing service;
- Acquiring written work that is not your own, and then submitting it as your own;
- **Posting copyrighted course material with public access, on the Internet, on sites such as Study Blue or Quizlet (all material in this course is copyrighted)**
- **ANY Violation of the Online Testing Policy (see details below).**

PLAGIARISM

Plagiarism is defined as using another's work (whether printed, electronic, or spoken) without crediting* the person, or copying so many words or ideas from a source that it makes up most of your work, whether you give credit or not.

Plagiarism includes:

- submitting someone else's work as your own;
- copying words or ideas from someone else without giving credit*;
- paraphrasing words or ideas from someone else without giving credit*;
- failing to put a quotation in quotation marks;
- giving incorrect information about the source of a quotation with the intention of deceiving;
- changing words but copying the organization and structure of a source without giving credit;
- copying so many words or ideas from a source that it makes up most of your work, whether you give credit or not

AVOIDING PLAGIARISM

To help avoid plagiarism:

- read over your source, then close the book (or close the browser if it's online).
- THEN write notes about what you've read.
- This will help to ensure that you're not copying or completely paraphrasing your source.
- Using quotes and Paraphrasing are ok to do but on a **VERY limited basis**.
- You cannot paraphrase entire paragraphs or sections of your paper – because then it wouldn't be YOUR work.
- **IF YOU ARE UNSURE whether or not your actions constitute plagiarism, ASK me BEFORE you submit your work.**

*“Giving credit” means citing the source of your information. In History, this is usually done using a footnote. If you use material from a website, book or other source, you must give credit to that author by citing the source in a footnote. Contact me for assistance with footnotes. Also, see the “Research Assistance” section of my website homepage for examples of footnotes, bibliography, outline, etc.

For more information on policies concerning student rights and responsibilities, see the ACC Catalog & Student Handbook, <http://www.austincc.edu/catalog>

ONLINE TESTING POLICY

“Academic Integrity” includes **complying with online testing requirements**.

You are responsible for knowing the course requirements and course policies – so READ THIS POLICY CAREFULLY. Contact me if there is anything you don't understand or if you have any questions.

WARNING: Any violation of the Online Testing Policy will result in you immediately receiving the grade of "F" for the course.

EXAMS ARE VIDEO-RECORDED

- This course requires **proctored**, online testing. **Your test session will be video-recorded.**
- The videos are automatically deleted at the end of the semester.
- The videos are not uploaded to any Internet site. They are available to me ONLY via Blackboard, using my secure log in.
- If there is a Testing Violation, the videos may also be shared with a Grade Review Committee.
- **If you are unable or unwilling to comply with this requirement, you should withdraw from this course, and enroll in a course that does not have video proctoring.**

DURING AN EXAM YOU ARE **NOT** PERMITTED TO:

- take an exam with audio or video turned off
- turn off audio or video at any time during the exam
- block the camera
- turn the camera away from your face
- **look down or to the side** of the computer screen
- **have access to, consult, or use ANY materials**
- **have access to, consult, or use, a cellphone**
- have access to **any electronic device** other than the device you're using to take the exam
- have assistance from another person
- have someone else take an exam for you
- leave the room, *unless there is an emergency*
- **have a cellphone anywhere in the testing area.**
- have access to **any electronic device** other than the device you're using to take the exam, including a translator
- **wear headphones**
- **wear a hat**
- **have ANY of the following anywhere in the testing area:** a textbook, study aids, notes, maps, scratch paper, any type of paper, pencils, pens - or any other unauthorized items
- **receive exam assistance from any source**
- have assistance from another person
- have someone else take an exam for you
- leave the room, *unless there is an emergency* (See “Exceptions” below)

DURING AN EXAM YOU **MUST**:

- have camera and microphone **TURNED ON**. Most computers will have a red light displayed when the camera is on. Your computer’s “Privacy” settings are usually where you can access the camera/video settings.
- make sure the **camera is pointed towards your face** (and not, for example, at the ceiling)
- **LOOK straight ahead at the exam on the screen AT ALL TIMES. DO NOT look down or to the side.**
- **Take action** if you receive a **notification message during the exam** that the camera is not focused on your face. You must fix the problem **BEFORE** you continue with the exam. If you **IGNORE** the notification message, then you will receive a failing grade. For example, if the message tells you that the camera is not pointed at your face – you then need to adjust the camera (or your posture) so it does point at your face.

AT ANY TIME, YOU ARE **NOT** PERMITTED TO:

- **Give, ask for, or receive exam question information from any source.**

PROBLEMS/EXCEPTIONS (resolved on a case-by-case basis)

- If your **Internet connection fails** and the exam closes or freezes unexpectedly while you’re taking it. In this case, close the browser and contact me as soon as possible and we’ll discuss how to complete the exam.
- During the exam, **if you receive a notification message that the camera is not operating properly** and you are **UNABLE** to fix the camera, then you must close the exam (close the

exam or close the browser or both) and contact me as soon as possible to discuss how to complete the exam.

- If there is **any other technical difficulty**, close the browser and contact me as soon as possible.
- If there is **an emergency** and **you must leave the room during an exam**, then you must close the exam or browser or both and contact me as soon as possible to discuss how to complete the exam.
- If some other, unexpected issue - that clearly is *not* an attempt to cheat - occurs during testing, close the exam or browser, contact me, and we will resolve. (**Example**: your child, other family member, or pet requires your immediate attention.)

NOTE that at certain times of the day or night, Internet usage is high - during these times your computer's response time may be slow - so be patient when trying to access the exam/quiz.

ACC campuses offer “drive-up” Wi-fi access. See details at:

<https://www.austincc.edu/coronavirus/drive-up-wifi>

The ACC Highland Campus “Accelerator Lab” has Mac computers with Lockdown Browser and cameras. **If you're unable to take exams on your computer, you can go to ACC Highland Campus and take the exam there.** **For hours and location, see:**

<https://www.austincc.edu/students/accelerator>

In the Accelerator Lab, be sure to **ask for the computers** that have **Lockdown Browser and a camera.**

YOUR GRADE AND HOW YOU EARN IT

NOTE: There is **NO “extra credit”** in this class and you **CANNOT** use the book analysis as “extra credit”.

Your **FINAL COURSE GRADE** is calculated as follows.

(You can view your grades at any time in the “TOOLS/My Grades” link in Blackboard.)

For the grade of "A", there are **TWO requirements:**

- 1.** An overall average of **87% or above** after taking the 4 UNIT Exams and the Map Test **AND**
- 2.** you must submit an accepted **BOOK ANALYSIS** (see instructions in the Book Analysis link in Blackboard) by **12 NOON on Friday, December 9th.**

NOTE: If you have an 87% or above average but you do **NOT** submit an acceptable Book Analysis by the deadline, **you will not be able to earn an A in this course.**

See the “Book Analysis Assignment” LINK on our class page, in Blackboard.

NOTE: if your overall average at the end of the semester is **between 86 and 87%**, it will be rounded up to 87%. **EXAMPLE:** an 86.36% will be rounded up to 87%.

For the grade of "B", you will:

Have an **overall average of 80 – 89%** after taking the 4 UNIT exams and Map Test.

There are **NO** writing assignments for a B.

NOTE: if your overall average at the end of the semester is **between 79 and 80%**, it will be rounded up to 80%. **EXAMPLE:** a 79.56% will be rounded up to 80%.

For the grade of "C", you will:

Have an **overall average of 70 – 79%** after taking the 4 UNIT exams and Map Test.

There are **NO** writing assignments for a C.

NOTE: if your overall average at the end of the semester is **between 69 and 70%**, it will be rounded up to 70%. **EXAMPLE:** a 69.56% will be rounded up to 70%.

For the grade of "D", you will:

Have an **overall average of 60 – 69%** after taking the 4 UNIT exams and Map Test.

There are **NO** writing assignments for a D.

NOTE: if your overall average at the end of the semester is **between 59 and 60%**, it will be rounded up to 60%. **EXAMPLE:** a 59.56% will be rounded up to 60%.

For the grade of "F", you will:

Have an overall average **below 59%** after taking the 4 UNIT Exams and Map Test.

NOTE: A grade of F does NOT fulfill the state requirement for U.S. History, so if you earn an F you will have to take the course again in order to graduate (from a public college or university in Texas).

NOTE TO HIGH SCHOOL STUDENTS: A grade of "F" MAY impact your high school class ranking and/or your ability to graduate on time.

For the grade of "I" ("Incomplete"), you

1. must have a **medical excuse** signed by a physician, sent to Dr. Thomas no later than Wednesday, Dec 7th. **AND**
2. must have **completed at least 3 UNIT exams** with an **overall average of at least 70%**, **AND**
3. Must **sign and date** an "Incomplete" Form, provided by Dr. Thomas

IMPORTANT: If an "incomplete" is not completed by April 1, 2023, the "I" will automatically become an "F" on your transcript. It is YOUR responsibility to complete the course in time to avoid the "F".

THE EXAMS

MAKE SURE you review the **Online Testing Policy** (above) before you take an exam. **You are responsible** for knowing, and complying with the Policy.

HOW to take the exams is covered in a separate section – **below**.

WHEN to take each exam (exam deadlines) is covered in a separate section – **below**.

MAP TEST

- The Map Test is 30 questions, multiple choice.
- You will have **35 minutes to complete the Map Test – starting when you click on “BEGIN”**. (nearly all students complete the Map Test in under 15 minutes)
- **ALL Map Test details** are found in the **Study Guide** (A LINK to the Study Guide is found on our class page in Blackboard)
- **The deadline to take the Map Test is Friday, August 26th at 11:59 pm.**
- You may take the Map Test **BEFORE** Aug 26th or you may take the Map Test **ON** Aug 26th (by 11:59 pm)

UNIT EXAMS 1 through 4

- ALL exams are available beginning **August 22nd**.
- **Unit Exams are each 30 questions, multiple choice.**
- You will have **35 minutes to complete each Unit Exam – starting when you click on “BEGIN”**. (Most students complete them within 20 minutes)
- You WILL receive a couple of pop-up messages during the exam, telling you how much time you have left– so **you don’t have to keep time yourself**.
- **You are required to take all exams** in order to pass the course.
- **The exam questions are based on the Study Guide questions for each unit.**
- The Study Guide LINK is found **in Blackboard** and on my website. (Answers to the Study Guide questions are found in the **textbook**.)
- The exams are taken online (instructions below) and are scored immediately.
- Your Exam score is posted in Blackboard on the “My Grades” page and remains there for the entire semester.
- Your Exam “average” is also displayed in Blackboard and is updated automatically, each time you take an exam.
- Your score will be displayed as the percent of questions that you answered correctly, out of 100%.
- You may take any exam **BEFORE** the deadline date.
- You may take any exam **ON** the deadline date (by 11:59 pm on the deadline date)

WHAT IS COVERED ON EACH UNIT EXAM?

- **Exam questions are based on the questions in the Study Guide.**
- The Study Guide is divided into UNITS. And each Unit is divided into CHAPTERS.
- There are *about* 15 Study Guide questions for each chapter.
- The following table gives you the chapters that are included in each UNIT – and how the exams are graded.
-

EXAM Number	GRADE
Map Test (see Study Guide page 3)	Graded from 0 to 100%. A passing grade is 70% or more.
UNIT 1 (covers Chapters 1 - 5)	Graded from 0 to 100%. A passing grade is 70% or more.
UNIT 2 (covers Chapters 6 – 9)	Graded from 0 to 100%. A passing grade is 70% or more.
UNIT 3 (covers Chapters 10 - 13)	Graded from 0 to 100%. A passing grade is 70% or more.
UNIT 4 (covers Chapters 14 - 16)	Graded from 0 to 100%. A passing grade is 70% or more.

The above information is also available in the Study Guide.

AFTER AN EXAM

- Your Unit Exam (& Map Test) grade will be posted on our class page in Blackboard, on the “Tools/My Grades” page (link is in the dark blue course content area)
- Your “Overall Average” is also displayed in Blackboard and is updated automatically, each time you take an exam.

REVIEWING WHAT YOU MISSED ON THE EXAM

- After you have taken an exam, you are **ALWAYS welcome to make an appointment** with me to review **by phone or in-person** (at SAC Campus) what you missed. Email me to schedule an appointment. I require scheduling an appointment because that gives me the time I need to access your exam.

YOU GET ONE EXAM “DEADLINE EXTENSION”

- **NOTE: If needed, for ONE of the UNIT Exams, you can have a deadline extension, for any reason - no need to get permission.**
- Just take the exam by **11:59 pm on December 7th.**
- **You only get ONE postponement for the semester.**
- Any additional exam deadline extensions are given only in extraordinary or exceptional circumstances, as determined by Dr. Thomas.

Every student must complete all 5 assessments (Map Test plus 4 Unit exams).

HOW TO TAKE YOUR EXAMS – 3 Steps

1. DO THIS A COUPLE OF DAYS BEFORE YOU PLAN TO TAKE YOUR FIRST EXAM:

- DOWNLOAD “Respondus Lockdown Browser” software by clicking on this link:
[Download Respondus LockDown Browser](#)
- When you’re done with the download, the app “Lockdown Browser” will appear on your computer’s Desktop. (For a **Mac**, it will appear in the Applications Folder.)
- If you already have Lockdown Browser on your Desktop (maybe you already downloaded it for another class) – you DON’T have to download it again.
- **You only Download this software ONCE, then use it for each exam.**
- **What else should you do in advance? Make sure you know how to turn your computer’s webcam and microphone ON.** These must be ON when you take an exam.

2. WHEN YOU'RE READY TO TAKE THE EXAM:

- **Review the Online Testing Policy.** The LINK is in Blackboard. Remember that you are responsible for knowing and complying with the Policy.
- **Close all “apps”** that are open.
- Make sure your computer's **webcam and microphone are ON.** (This is usually done using the “Privacy” Settings on your computer)
- **On your computer's Desktop, find the “Lockdown Browser” app and OPEN it by clicking on it.**
- **Do NOT open Blackboard.**
- **When you open Lockdown Browser, Blackboard will automatically open.**
- Log into Blackboard, using your ACC eID.
- **Select this class** from your list of “Fall 2022” Courses
- On the left in the dark blue area, click on the **EXAMS** link.
- You'll then see Folders: one folder says “**MAP TEST**” (The other Folder says “**EXAMS for UNITS 1, 2, 3, and 4**”.)
- **Select the Folder** for the Exam you want to take. Read the Instructions.
- Inside the Folder, select **WHICH exam** you want to take by clicking on it.
- Read the Instructions.
- Select **BEGIN** to start your exam. **THIS when the test “clock” starts.**
- You will receive pop-up “reminder” messages during the exam when you've used half your time and again a few minutes before time's up. **So you won't need a watch or clock.**
- Answer every question, even if you have to guess.
- **You must stay in front of the computer's camera and finish the exam once you've started it.**
- You **can't leave the room**, unless there is an emergency.
- **You cannot turn the camera or microphone off** during testing. That violates Testing Policy and will result in a failing course grade.

3. WHEN YOU'RE DONE WITH THE EXAM:

- Click on **SAVE and SUBMIT**.
- Once you SUBMIT, you won't be able to re-open the exam.

WHEN TO TAKE YOUR EXAMS- EXAM DEADLINES

- You can begin taking exams on **August 22nd**.
- You can take exams **BEFORE** the deadline date.
- You can take exams **ON** the deadline date, by 11:59 pm.
- If you're working or going to be out of town **on** the deadline date, take the exam **before** the deadline.
- Complete each exam by the deadline date given below.

MARK THESE EXAM DEADLINES ON YOUR CALENDAR

Exam Number	Text Chapters	Deadline
MAP TEST	See the Study Guide	August 26th 11:59 pm
Unit 1 Exam	Chs. 1 - 5	Sept 19th 11:59 pm
Unit 2 Exam	Chs. 6 - 9	Oct 17th 11:59 pm
Unit 3 Exam	Chs. 10 - 13	Nov 10th 11:59 pm
Unit 4 Exam	Chs. 14 - 16	Dec 5th 11:59 pm
Deadline to take a "Postponed" Exam		Dec 7th 11:59 pm

STRATEGY FOR TAKING EXAMS

- **The 4 Unit Exams are based on the Study Guide questions** (LINK to the Study Guide is in Blackboard). There are about 15 Study Questions for each chapter.
- **you will need to use the Study Guide to pass this course.**
- **The answers to the Study Guide questions are IN THE TEXTBOOK.**
- **DO NOT Google them. Find them in the textbook.**
- The first exam is a Map Test – **what you need to know for the Map Test is in the Study Guide.**
- Remember, you do NOT have to “wait” until the deadline to take an exam – you CAN take exams **BEFORE** the deadline.
- For example, if you're going to be out of town during an exam deadline, take the exam before you leave.

BOOK ANALYSIS PAPER – REQUIRED FOR an “A” – due at 12 NOON on Dec 9th

The Book Analysis Assignment LINK, with all instructions, is found on our class page in Blackboard.

- Log into **Blackboard**.
- Select this class from your list of “Fall 2022” classes.
- Select the “**Book Analysis Assignment**” link in the dark blue Course Content section for this class.
- The **Approved Book List** link is just underneath the Assignment link.
- The Book Analysis Assignment document will give you **all details** for Book Analysis format, grading criteria, etc.

**HINTS, TIPS AND ADVICE FOR SUCCESS IN THIS COURSE:
(You are almost done with orientation!)**

These have worked for other students and may help YOU to achieve success in this course.

Additional Study Tips and Success Tools will be sent to you in the coming days via email - and also posted as “Announcements” on Blackboard.

TEST-TAKING:

- Read each question very carefully and completely;
- know what the question is asking.
- Read *each* response.
- Eliminate responses that you *know* are wrong.
- Answer the questions you *know* first, then go back and answer the rest.

BOOK ANALYSIS:

- **DON'T submit your first draft.** First drafts are rarely of the quality needed to be “accepted”
- Proofread or have someone **proofread** your typed assignment for typos, misspellings, incorrect grammar, etc.
- These types of errors seriously detract from the quality of your writing assignment.
- Read over the Book Review Analysis questions *before* you read your chosen book. It will help you to focus your reading efforts.

STUDY GUIDE QUESTIONS:

- Read over the Chapter once, WITHOUT doing any study questions – to get a good overview of what’s going on in that chapter; the major events, people, etc. THEN re-read the chapter a second time while completing the Study Guide. This will help you to have a good general knowledge of the period.
- Work on the study questions *gradually*; that is, work on several each day.
- Don't wait until just before the exam to complete all the questions. "Cramming" is not an effective study method.
- **Remember that you are NOT permitted to post study questions/answers on any public site such as Quizlet or Study Blue. It is a violation of copyright AND course policy to post questions on any online site.**

YOUR PROFESSOR:

- Do not hesitate to contact me if you have any problems, questions, doubts or uncertainties.
- We can communicate in person, by phone or by email.
- **Seek help early in the semester.**
- Emailing is a perfectly acceptable way to communicate, so don't hesitate to email.
- ACC also provides History tutors free of charge for students. See the Tutoring Schedule LINK in Blackboard.

IMPORTANT

To complete your orientation, email this Student Information Form **to me by 11:59 pm August 24th**, at: tmthomas@austincc.edu

- You can **COPY it and PASTE it** into an email - or **COPY it and PASTE it** into a document - or print it, scan it and email it to me.
- **Any method is fine, as long as I receive it by 11:59 pm on Aug 24th.**

HIST 1301 DIL

STUDENT INFORMATION FORM

FALL 2022

Your First and Last Name (as it appears on ACC records):

Name you prefer to be called (for example, a nickname):

School/College you most recently attended:

Is this your first time taking college courses?

___ YES

___ NO

In this space, please write any special information about you that you would like me to know, that may affect your performance in this course (Kept strictly confidential):

READ CAREFULLY BEFORE YOU SIGN

MY SIGNATURE BELOW INDICATES THAT:

(Type Your Initials in each box)

I have read this syllabus/orientation and fully understand its contents;

I understand that if I violate the course Online Testing Policy, I will receive the grade of "F" for the course;

I understand that if I violate the course Academic Integrity Policy, I will receive the grade of "F" for the course

I understand that the deadline to withdraw from this course is 11:59 pm on **July 25th** and that it is **MY responsibility to withdraw myself** from the class by this deadline.

I **know, understand, and agree to comply with** the course policies, due dates, and deadlines.

I understand that the materials for this course are **copyrighted and may NOT be posted online in Quizlet, Study Blue or ANY OTHER online site.**

My Signature (type your name) _____

Date: _____

MAKE NOTE OF THESE IMPORTANT DATES:

Monday	Aug 22nd	Class Begin date Map Test & Exams are all available
Wednesday	Aug 24th	Deadline to complete the course orientation and email your Student Information Form to Dr. Thomas.
Friday	Aug 26th	Map Test deadline at 11:59 pm
Monday	Sept 19th	Exam 1 deadline at 11:59 pm
Monday	Oct 17th	Exam 2 deadline at 11:59 pm
Thursday	Nov 10th	Exam 3 deadline at 11:59 pm
Thursday	Nov 17th	Course withdrawal deadline at 11:59 pm
Monday	Dec 5th	Exam 4 deadline at 11:59 pm
Wednesday	Dec 7th	“Postponed” test deadline at 11:59 pm
Friday 12 NOON	Dec 9th	Book Analysis Due at 12 NOON (only for students who qualify for an A)

Congratulations!

You have now completed Orientation. If you have any questions, please contact me at tmthomas@austincc.edu

Thank you and have a great semester!