Welcome to History 1, Western Civilization to 1400

LAVC Spring 2015, Professor Michelle Lewis

Please read this entire document carefully.

Enrolled students are responsible for all information contained in this Syllabus Module.

Make sure to complete the Introductory Tasks by Wednesday, February 11 at 9pm. Students who do not complete them by the due date may be dropped from the course.

Course Objectives:
A. Explain the origin and development of ideas, values and institutions which comprise modern civilization.
B. Discuss salient events and movements of ancient and medieval civilizations.
C. Evaluate the relative merits of ancient and medieval cultures by comparing and contrasting their development and achievements.
D. Analyze the political, social and cultural traditions which have persisted throughout the history of Western Civilization from its origins through the Middle Ages.
E. Examine the impact of contact between western societies and non-western societies during the ancient and medieval eras.

Course Student Learning Objective (SLO):
Analyze the impact of the development and transmission of the Western historical tradition on Western societies and the world up to the year 1400

Instructor Contact Information:

1) Private Message within Etudes

2) Email: lewismv@lavc.edu

I will respond to email and private messages within 48 hours Monday-Friday. Responses are likely over the weekend as well, but not guaranteed. The preferred method of electronic communication is by private message within the Etudes system.

3) In person office hours, Campus Center 241: Tuesday through Thursday 10:20am-12:30 pm. I encourage any and all of you to come to my office hours. However, I suggest making an appointment even if within the parameters of the hours listed here.

In-Person Meetings
There are no in-person meetings for this class.
**Required Text:**

Author: Backman  
Title: The Cultures of the West A History, Volume 1  
Publisher: Oxford University Press  

**Grading:** It is possible to earn a total of 200 points in this class.  
A= 180 or more points  
B= 160-179 points  
C= 140-159 points  
D= 120-139 points  
F= 119 or less points

Introductory Tasks = 5 points total  
5 Assignments = 75 points total (15 points each)  
5 Discussion Topics = 60 points total (12 points each)  
1 Capstone Essay = 20 points total  
5 Quizzes = 40 points total (8 points each)

**Grading timeline:** All work will be graded within two weeks of the due date.

**Gradebook:** You are encouraged to check your grade progress regularly in the “Gradebook” section of the Etudes website.

**Units:** The course is divided into five thematic units. Each unit consists of a Module, an Assignment, a Quiz, and a Discussion (best if completed in that order).

**Modules:**  
The Module consists of an introduction to the Unit, a list of terms to study for the Quiz, and websites to explore for further information.

**Assignments:**  
Posted in the “Assignments, Tests, Surveys” section of the Etudes website. The assignments usually will consist of reading particular sections of the textbook and answering questions based on what you have learned. It is possible to submit assignments up to 2 days past the due date. Points will be deducted for late submissions. Once the 2 day period passes and the assignment closes, there will be absolutely no more submissions for that assignment accepted. Once an assignment is graded you may read any comments or feedback from me.

**Quizzes:**  
The questions will be multiple choice or true/false. The quizzes are timed. The quizzes will cover the vocabulary terms that are posted in the corresponding Module. You may not make up any of the quizzes if you do not take them by the date that they are set to close.
**Discussions:**
Posted in the “Discussion and Private Messages” section of the Etudes website. Each Discussion will have two parts and two separate due dates. For each Discussion, you will be posting an initial response as part one, and you will be responding to your classmates as part two. You will be placed in small groups for each Discussion. The groups will rotate, so you will be placed with different classmates each time. Once a Discussion forum closes, no more submissions will be accepted.

**Course Map:**
Although the due date will be listed with each individual task, you may also access a calendar with the open and due dates for every task for this course. This can be found in the "Course Map" section of the Etudes website. Notice that this course is not self-paced. The Modules, Assignments, Quizzes and Discussions are all set to open and close on specific dates. This is so the class may move along at the same pace. It is your responsibility to check the Course Map often and be aware of when tasks are opening and when they are due.

**Student Lounge Discussion Forum:**
A Student Lounge Discussion Forum has been created to enable students to carry on conversations with each other on any topics of interest (related or unrelated to the course material). Please do not address questions to the professor in the Student Lounge. Always send your questions to the professor by private message.

**Technical Help**
The LAVC Virtual Valley Help Desk is there for you. If you have any technical difficulties, please contact the Help Desk.

Contact: etudeshelp@lavc.edu or (818) 778-5834
http://www.lavc.edu/virtualvalley/help.html

**Student Access**
If you are a student with a disability requiring accommodations, and have not contacted SSD, do so in a timely manner. Call SSD at (818) 947-2681 or TTD (818) 947-2628.

**Academic Honesty**
Plagiarism is the use of others' words and/or ideas without clearly acknowledging their source. When you incorporate those words and ideas into your own work, you must give credit where credit is due. Plagiarism, intentional or unintentional, is considered academic dishonesty and is not tolerated. For further information on plagiarism, go to the Writing Center website (www.lavc.edu/WCweb/plagiarism/html) and refer to the Standards of Student Conduct and Disciplinary Action in the current Schedule of Classes and Catalog.
**Introductory Tasks**

To get started, you are responsible for completing several introductory tasks. These tasks are designed to help you become acquainted with the Etudes operating system, and for us to become acquainted with each other. The intention is for you to become comfortable with Etudes, so that throughout the rest of the course, you can focus all of your efforts toward mastering the actual course material, as opposed to dealing with technical issues. You must be logged on to the Etudes class site to complete these tasks.

The **due date is 9pm on Wednesday, February 11.** If you have not completed these tasks by the due date, you may be dropped from the course. (If you were added to the class during the first week of the semester from the waiting list, you have an extended due date.)

Introductory Tasks: Follow the directions carefully. I highly recommend printing this document and using it as a checklist as you move through each task.

1) Introduce yourself in the Discussion Forum and respond to at least one of your classmate’s introductions.
   Here’s how…
   a. Click “Discussion and Private Messages” from the left side menu.
   b. Once there, click on “Introductions”.
   c. Under Topic, click on “Introductions”.
   d. Read my post. Then click “Post Reply”. Write your own introduction.
   e. Read other students’ introductions and reply to at least one of them within the discussion forum.

   **Optional but recommended: Toward the top, click on “Account”. Here you can upload a picture (avatar) which will appear with all of your Discussion posts. Please note: all avatars must be "rated G". If your avatar contains questionable content, I will remove your posts and you won't get credit for those posts.**

2) View the course Course Map. Here’s how…
   a. Click “Course Map” from the left side menu.
   b. Find the Quiz 3. Write down the date that it opens and the date that it is due. (You will use this info. when completing Intro. Task 4.)

3) View a document posted in the Resources section. Here’s how…
   a. Click "Resources" from the left side menu.
   b. Click on the file titled "Discussion 1"
   c. Open the pdf document contained in the file. Write down the title of the document once opened. (You will use this info. when completing Intro. Task 4)

4) Send me a private message. Here’s how…
   a. Click on "Discussion and Private Messages" from the left side menu.
   b. Click the “Private Messages” option toward the top.
   c. Click on “New Private Message”
   d. Select my name (Lewis, Michelle) from the "To User" list
e. In the subject line, type “test”.
f. In the message body, type in the dates from Task 2 and the title of the document from Task 3.
g. Click “Submit”
h. I will reply to your test private message. Make sure to check your Inbox to read my reply.

5) Submit a practice assignment. Here’s how…
a. Click “Assignments, Tests, Surveys” from the left side menu.
b. Click “Begin” which is located beneath the Practice Assignment.
c. Click “Begin” (for a second time).
d. Type in the responses to the questions where it says “Answer” or attach a document with your answer.
e. Click “Continue Later”
f. Click “Continue” which is located beneath Practice Assignment.
g. Make any modifications to your answer if needed. Then click “Finish”. Click “Finish” again in the pop up window to confirm.
h. Click “Return”
i. You should see a green check with the word "Finished" to the right of the Practice Assignment listing. This means that your work was successfully submitted.

** Although the Continue Later step is not absolutely necessary, it is recommended to periodically save as you go, to avoid losing any work if your internet connection is disrupted. Also, you will always have the option of attaching a document instead of typing directly into the Answer space. I highly recommend this. That way, you will have all of your work saved independently of the Etudes site.

6) Take the practice quiz. Here's how…
a. Click “Assignments, Tests, Surveys” from the left side menu.
b. Click “Begin” which is located beneath the Practice Quiz.
c. Click “Begin” (for a second time).
d. Select the responses to the two questions. (I suggest that you ignore the Review checkboxes)
e. Click “Finish”
f. Click "Finish" again from the window that will pop open.
g. Click "Return"
h. You should see the date and time that you submitted the quiz along with your score (out of 2 points). This means that your quiz was successfully completed.

7) Confirm your contact email address. This is very important because it ensures that you will receive my announcements by email. Here's how…
a. In Etudes, click "Account" toward the top of the screen.
b. If you would like to change your email address, click on "Edit" next to Email. I recommend that you do NOT select to make your email address visible to site members.

** Congratulations! You have completed the Introductory Tasks! **