



SOCI/TECH 3713 – WORK & SOCIETY

Course Syllabus – Fall 2015

Individuals with disabilities who need to request accommodations should contact the Disability Services Coordinator, Student Center 255, 678-466-5445, disabilityservices@mail.clayton.edu.

Instructor Information:

Name: Dr. Christie Burton

Office: 131B Faculty Hall

Office Hours: Wed 9 a.-1 p.; Fri 9 a.-11 p. I am physically in the office and can be reached by telephone during these times.

E-mail: Please use the Desire2Learn/D2L Email Feature for ALL emails.

Desire2Learn/D2L is the virtual classroom for this course so please use it for communications related to the course. If you are unable to access Desire2Learn, use christieburton@clayton.edu.

Responses: **IMPORTANT:** I check course email once daily during the business week (M-F), with the goal of responding to you within 24 hours. Emails sent Fri-Sun will receive a response on Monday.

Phone: 678 466-4636 during office hours

Credit Hours: 3.0 semester credit hours (3-0-3)

Catalog/Course Description: The course will address how cultural values and social institutions affect and define work. The value that society assigns to different types of work and the impact of that valuation on the individual and members of various social groups will be considered, in light of shifting economies, business models and technology. Modern values will be compared to more traditional viewpoints, including the examination of the role of technology, money and individual choices. As a cross-listed course, Work & Society may not be taken more than once using a different letter prefix, given that only one completion will be counted toward degree requirements.

Course Prerequisites and Co-requisites: TECH 3101 or SOCI 1101

Class Meetings: There are no on-campus meeting dates for this course. This method of delivery allows students more flexibility than traditional lecture or hybrid online classes, but in exchange for flexibility, you have a greater responsibility to manage your time and learning environment. Students should plan to spend at least 6 hours per week in this course.

Class Access: You gain access to Desire2Learn by signing into the SWAN portal and selecting "D2L" on the top right side. If you experience any difficulties in Desire2Learn, please email or call The HUB at TheHub@mail.clayton.edu or (678) 466-HELP. You will need to provide the date and time of the problem, your SWAN username, the name of the course that you are attempting to access, and your instructor's name.

Operation Study: At Clayton State University, we expect and support high motivation and academic achievement. Look for Operation Study activities and programs this semester that are designed to enhance your academic success such as study sessions, study breaks, workshops, and opportunities to earn Study Bucks (for use in the University Bookstore) and other items.

Textbook and Materials Required:

1. *Joanne B. Ciulla, (2000). The Working Life: The Promise and Betrayal of Modern Work. Three Rivers Press: New York.* Students will need this book for the first week of class and it can be purchased in the CSU bookstore.
2. **PDF articles posted on D2L course site.** These resources are provided for you.
3. **Students will be required to rent and view one movie for the film analysis assignment.** Students should review the film analysis assignment early for the approved list of movies so that you will have plenty of time to purchase and watch your film.

Computer Requirement: Each CSU student is required to have ready access throughout the semester to a notebook computer that meets faculty-approved hardware and software requirements for the student's academic program. Computers will be required to access course materials and to communicate with your instructor. By registering for this course, students agree that it is their responsibility to have and maintain a fully functioning computer and Internet access.

For further information on CSU's Official Notebook see this policy:
<http://www.clayton.edu/hub/ITP-Choice/Notebook-Computer-Policy>

Software Requirement:

To properly access the course content you will need to download the following free software:

- Adobe Reader (needed to access files in PDF format): <http://get.adobe.com/reader/>
- Adobe Flash (needed to access video content): <http://get.adobe.com/flashplayer/>

Computer Skill Prerequisites:

- Able to use the Windows™ operating system
- Able to use Microsoft Word™ word processing
- Able to use a Web browser
- You must have access to the Internet, either through the local area network on campus, or through an Internet Service Provider (ISP) of your choice (the costs for the ISP are your responsibility). No excuses will be accepted for inability to access the Internet.
- You must activate your CSU Student E-mail account. For directions on activation, go to <http://www.clayton.edu/hub>
- Students are responsible for regularly checking their Desire2Learn/Desire 2 Learn & CSU student email.

Program Learning Outcomes:

- **communication skills**
- **ethical decision making**

- professional business acumen
- critical thinking and research

Course Learning Outcomes:

- Relate four basic institutions of society to a specific career, industry or profession.
- Describe the impact of work on recent changes in political and economic institutions and practices.
- Apply various understandings of justice to work in modern American culture.
- Describe the impact of technological innovation and modern values on the experience of working in a specific career, industry or profession.
- Consider various perspectives on the role of work in modern American culture.

Core Curriculum Outcomes can be found at the following link:

http://www.clayton.edu/Portals/5/core_curriculum_outcomes_clayton.pdf

Evaluation:

Final Exam: must take to pass the course (Open December 7 only)	60
Syllabus quiz (10 pts.) & 12 quizzes from readings: (20 pts. each) See list of dates in calendar.	250
Discussion Board Assignments (four at 10 pts. each) See list of dates in calendar.	40
Film Analysis may be submitted anytime but no later than 11/22	60
Reflection Papers (three at 30 pts. each) *Reflection 1 may be submitted anytime but no later than 9/17 *Reflection 2 may be submitted anytime but no later than 10/15 *Reflection 3 may be submitted anytime but no later than 11/5	90
TOTAL	500

Grades:

	Midterm Grade	Final Grade
A	171-190 points	450 to 500 points
B	152-170 points	400 to 449 points
C	133-151 points	350 to 399 points
D	114-132 points	300 to 349 points
F	113 and below	299 points or below

Mid-term Progress Report: The mid-term grade in this course, which will be issued between **9/22-10/6/15**, reflects approximately **190 points or 38%** of the entire course grade. Mid-term grade includes 10 points from the syllabus quiz, 120 points from six quizzes, 30 points from three discussions and 30 points from one reflection assignment. Based on this grade, students may choose to withdraw from the course and receive a grade of “W.” Students pursuing this option must fill out an official withdrawal form, available in the Office of the Registrar or online at <http://adminsivices.clayton.edu/registrar/>, by mid-term, which occurs on **October 9, 2015**.

With valid documentation and under very limited circumstances as prescribed by University policy, students may be eligible for an [incomplete grade](#). Information on this topic may also be found in the University Catalog.

SOCI/TECH 3713 Schedule & Assignment Calendar
Fall Semester 2015**

Week #	Monday’s Date	Reading Assignments	Activity
Week 1	August 17	<p>Check the homepage announcements often on D2L course site.</p> <p>Reading assignment and learning guide for The Working Life: Introduction</p>	<p>Complete “Start Here” and “Week 1” modules in D2L and do the following:</p> <ol style="list-style-type: none"> 1. read syllabus 2. complete syllabus quiz ASAP **

			<p>3. complete “Introduction” discussion posting by noon on 8/27</p> <p>4. view “Tips for Taking Online Classes” slideshow</p> <p>5. read FAQ page</p> <p>**NO SHOW/drop from course if not completed by the due date</p>
Week 2	August 24	Reading assignment and learning guide for The Working Life: Chapter 1	<p>Complete “week 2” module</p> <p>Discussion Posting #1 open 8/17-8/30</p> <p>Quiz 1 open 8/28-8/30</p>
Week 3	August 31	Reading assignment and learning guide for The Working Life: Chapter 2 Organizational Culture article by Schein	<p>Complete “week 3” module</p> <p>Quiz 2 open 9/4-9/6</p> <p>Discussion #2 open 9/4-9/6</p>
Week 4	September 7	Reading assignment and learning guide for The Working Life: Chapter 3	<p>Complete “week 4” module</p> <p>Quiz 3 open 9/11-9/13</p>
Week 5	September 14	Reading assignment and learning guide for The Working Life: Chapter 4	<p>Complete “week 5” module</p> <p>Quiz 4 open 9/18-9/20</p> <p>Reflection Assignment due 9/17</p>
Week 6	September 21	Reading assignment and learning guide for The Working Life: Chapter 5	<p>Complete “week 6” module</p> <p>Quiz 5 open 9/25-9/27</p> <p>Discussion #3 open 9/25-9/27</p>
Week 7	September 28	Reading assignment and learning guide for The Working Life: Chapter 6 National Culture article by Hofstede (pp. 9-14 The Case of Culture Measurement)	<p>Complete “week 7” module</p> <p>Quiz 6 open 10/2-10/4</p> <p>Just 4 Fun Video & Discussion Posting #1—Happiness at Work</p>
Week 8	October 5	Reading assignment and learning guide for The Working Life: Chapter 7 Meaningful Work article by Chalofsky	<p>Complete “week 8” module</p> <p>Quiz 7 open 10/9-10/11</p>
Week 9	October 12	Reading assignment and learning guide for The Working Life: Chapter 8	<p>Complete “week 9” module</p> <p>Quiz 8 open 10/16-10/18</p> <p>Reflection Assignment due 10/15</p>
Week 10	October 19	Reading assignment and learning guide for The Working Life: Chapter 9	<p>Complete “week 10” module</p> <p>Quiz 9 open 10/23-10/25</p>
Week 11	October 26	Reading assignment and learning guide for The Working Life: Chapter 10	<p>Complete “week 11” module</p>

			Quiz 10 open 10/30-11/1 Discussion #4 open 10/30-11/1
Week 12	November 2	Reading assignment and learning guide for The Working Life: Chapter 11	Complete “week 12” module Quiz 11 open 11/6-11/8 Reflection Assignment due 11/5
Week 13	November 9	Reading assignment and learning guide for The Working Life: Chapter 12 & Epilogue	Complete “week 13” module Quiz 12 open 11/13-11/15
Week 14	November 16		Complete “week 14” module Film Analysis due 11/22
Week 15	November 23	<i>Study for final exam and complete any remaining learning guides.</i>	Complete “week 15” module Just 4 Fun Video & Discussion Posting #2—Balancing Work & Life
Week 16	November 30	<i>Study for final exam and complete any remaining learning guides.</i>	Just 4 Fun Video #3—Being More Productive
Week 17	December 7		Final Exam open 12/7 only. There are no makeups for the final exam.

**** Calendar notes:**

- ✓ Note that Monday begins the week and that Monday’s date is listed in the first column.
- ✓ All submissions are due by 11:30 pm on the due date unless otherwise noted in the instructions or indicated by the D2L maintenance schedule.
- ✓ Exams & quizzes cover assigned readings, lectures and video.
- ✓ As dates are subject to change, students should check announcements on the homepage.

Course Policies:

General Policy

Students must abide by policies in the Clayton State Student Handbook <http://www.clayton.edu/Portals/46/docs/student-handbook.pdf> and the Basic Undergraduate Student Responsibilities <http://www.clayton.edu/Portals/5/BasicUndergraduateStudentResponsibilities.pdf>.

University Attendance Policy

Students are expected to participate fully in the course. Instructors establish specific policies relating to absences in their courses and communicate these policies to the students through the course syllabi. Individual instructors, based upon the nature of the course, determine what effect excused and unexcused absences have in determining grades and upon students’ ability to remain enrolled in their courses. The university reserves the right to determine that excessive absences, whether justified or not, are sufficient cause for institutional withdrawals or failing grades.

Course Attendance Policy

Students are expected to participate fully in this online course by logging in regularly and often in order to meet course requirements. Frequent and prolonged periods without logging in to class constitute an excessive absence. At a minimum, students should log in during the dates listed in the calendar as well as other times in order to regularly check for class announcements/emails and to access videos & other course materials.

Academic Dishonesty

Any type of activity that is considered dishonest by reasonable standards may constitute academic misconduct. The most common forms of academic misconduct are cheating and plagiarism. All instances of academic dishonesty will result in a grade of zero for the work involved. All instances of academic dishonesty will be reported to the Office of Student Life/Judicial Affairs. Judicial procedures are described at <http://adminsives.clayton.edu/judicial/>.

Disruption of the Learning Environment

Behavior which disrupts the teaching–learning process during class activities will not be tolerated. While a variety of behaviors can be disruptive in a classroom setting, more serious examples include belligerent, abusive, profane, and/or threatening behavior, including content expressed on the D2L course site. A student who fails to respond to reasonable faculty direction regarding classroom behavior and/or behavior while participating in classroom activities may be dismissed from class. A student who is dismissed is entitled to due process and will be afforded such rights as soon as possible following dismissal. If found in violation, a student may be administratively withdrawn and may receive a grade of WF.

Audio and video recording of this course is not permitted except as an accommodation by Disability Services and with prior approval by the instructor. Students are not permitted to copy or transmit course materials, including podcasts and exams/quizzes.

A more detailed description of examples of disruptive behavior and appeal procedures is provided at: <http://www.clayton.edu/Portals/5/DisruptiveClassroomBehavior.pdf>

Participation Credit and Preparation for Class

Online sections: Students are expected to log in frequently to the Desire2Learn course website to demonstrate regular participation in the course.

Submission of Assignments

Always keep a digital copy of your assignments.

All assignments must be submitted electronically no later than 11:30 pm on the due date via the assignment drop box in Desire2Learn, unless otherwise noted. When submitting assignments, students should ensure their name, class title and semester are listed. Failure to do so may result in loss of credit for the assignment. **DO NOT SEND ASSIGNMENTS VIA CSU E-MAIL.**

Plagiarism Detection Software.

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. You should submit your papers in such a way that no identifying information about you is included.

Communication

All communication about assignments or other matters pertaining in to class will be sent to students using Desire2Learn, either through the mail function or as announcement on the course homepage. You should contact me through the Desire2Learn/Desire 2 Learn email function regarding class matters. In the event that Desire2Learn/Desire 2 Learn is not working, I will use the CSU email system. You are responsible for the contents in the emails sent by me to your CSU email account and Desire2Learn, as well as all information discussed in class for traditional courses. Make sure you check your email in Desire2Learn and CSU regularly for updates and announcements.

Online Etiquette (Netiquette)

Discussion, chat, and e-mail spaces within this course are for class purposes only, unless otherwise stated. Please remember to conduct yourself collegially and professionally. Unlike in the classroom setting, what you say in the online environment is documented and not easily erased or forgotten.

The following guidelines apply:

- Avoid using ALL CAPS, sarcasm, and language that could come across as strong or offensive.
- Use proper punctuation, grammar and be sure to edit your contribution before posting.
- Read all postings before posting your responses to discussion topics so as to not unnecessarily repeat information.
- Keep chat comments brief and to the point.
- Focus on one topic at a time when chatting or posting to discussions.
- Remember that unlike in face-to-face learning environments what you say in discussions and chats is documented and available to be revisited. Choose your words and discussion topics carefully.
- E-mail should only be used for messages pertaining to the course. Please refrain from sending forwards, jokes, etc. within e-mail.

Late and Missed Work

- **Assignments**

Late work is not accepted. Given that the 100% online format allows significant convenience and flexibility for students to complete assignments early and according to their personal schedules, due dates will be strictly enforced. Note that many assignments can be submitted early and that the due date listed in the calendar is the “no later than date.” Assignments not submitted will earn a zero.

- **Exams & Quizzes**

There are no resets or makeups for exams or quizzes. The final exam must be taken in order to pass the course. Students missing the final examination should contact their instructor concerning the applicability of an [incomplete grade](#).

In rare instances, emergencies beyond your control may constitute a valid excuse for missed assignments/quizzes/postings, provided the excuse is accompanied by appropriate written documentation. It is the student’s responsibility to contact the instructor as soon as is reasonably possible, in accordance with the documentation, in order for the excuse to be considered. Missed work without a valid excuse will receive a zero.

Writing Assistance

The Writers' Studio 224 is located in the A&S building, room 224. There you can talk with trained writing tutors about your writing projects. They are available to work with you at any stage of your paper, from generating ideas to organizing your paper to understanding how to format it correctly. The service is free; you may drop in and wait for a tutor or sign up for a regular appointment. But remember: you, not your tutor, are ultimately responsible for the quality and content of the papers you submit.

<http://www.clayton.edu/arts-sciences/english/writersstudio>

Important Dates:

Graduation Application Deadlines:

Fall Semester - June 1

Spring Semester - September 15

Summer Semester - January 29