# Course Syllabus

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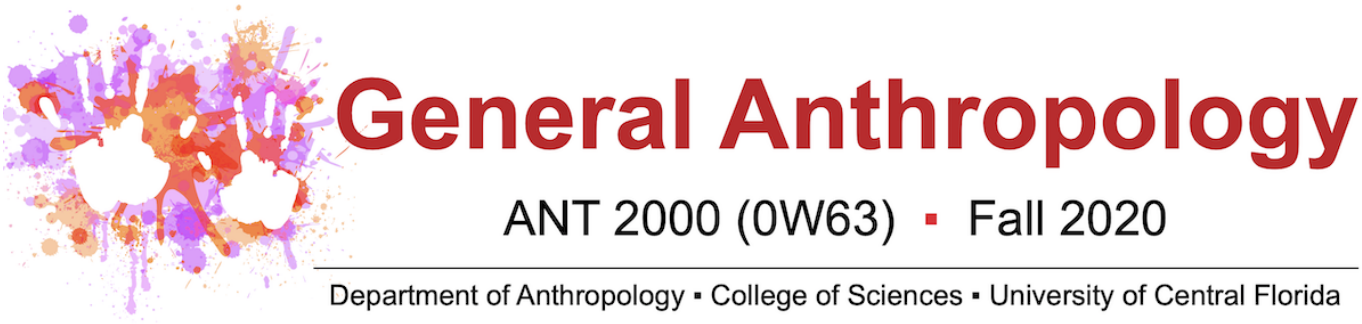


## *Course Information*

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|---|---|
| **Course Name:** | General Anthropology |
| **Course ID:** | ANT 2000 (0W63) / Spring 2020 |
| **Credit Hours:** | 3.0 hours |
| **Location/time:** | Online instruction via WebCourse@UCF |

## *Professor Contact*


| | |
|---|---|
| **Professor:** | **Dr. Lana Williams** |
| **Main office:** | UCF Main Campus - Phillips Hall 309F |
| **Phone:** | 407-823-2227 |
| **Online Office:** | Monday 1:00-3:00 PM EST via Chat |
| | (or by scheduled appointment online via Conferences or Zoom) |
| **E-mail:** | via WebCourses Inbox messaging (or lana.williams@ucf.edu) |


## *GTA Contact*

| | |
|---|---|
| **GTAs:** | **Dylan Smith** |
| **Main office:** | UCF Main Campus - Phillips Hall 309 |
| **Online Office:** | **TBA** EST via Chat |
| | (or by scheduled appointment) |
| **E-mail:** | via WebCourses Inbox messaging |

## *Syllabus Quick Links*


- Course Description
  - Skill development
  - Required textbook
  - Course requirements
- Course Schedule
- Evaluation and Grading
- Academic Resources
- Working in WebCourses
  - Planning your time
  - Accessibility and inclusion
  - Getting started
  - Communicating with Inbox
- COVID requirements
- Technical Resources
- Course Policies
  - Missing or late work
  - Absence accommodations
  - Respect for diversity
  - Academic integrity
  - Study groups
  - Campus emergencies


## *University Catalog Description*

An introductory survey of the four main subfields of anthropology: Social Anthropology, Physical Anthropology, Linguistics and Archaeology. **Prerequisite:** None

This course is a State General Education Core Course, and it satisfies the Social Foundation Area 1 requirement. The course also satisfies unrestricted elective requirements for many additional UCF degree programs. Please consult your academic advisor to determine how this course applies to your degree requirements.

## *What is this course about?*

Have you ever wondered about the people around you? Why they look the way they do? How they know to behave in different situations? How they even got there in the first place? Anthropology – the study of the human condition in the past, present, and future – can help you find answers to these questions and many more. Anthropologists research these kinds of questions using scientific and humanistic perspectives from four main subfields: biological anthropology (the study of human genetics, evolution, and diversity), archaeology (the study of past human material culture), linguistics (the study of human language, communication, and writing systems), and social anthropology (the study of human society and culture).

From art and economics, to Ancient Egypt and modern human genetics, this General Anthropology course includes everything you'll need to get acquainted with the research methods and theoretical approaches used to investigate the history of human development, the diversity of our cultural and social institutions, and issues that we face in our rapidly changing world, including environmental change, race and ethnic relations, world health issues, and globalization. Our primary goal is to explore, understand and respond meaningfully to the diversity of human possibilities.

## *What skills will I develop in this course?*

Emphasis is placed on developing the analytical skills necessary to evaluate scientific literature and mass media statements about human behavioral and biological diversity and similarity both past and present.

After successfully completing this course, you should be able to:

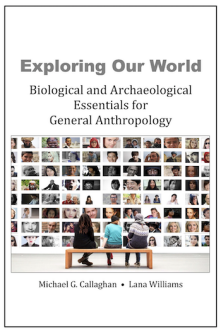
- Explain and identify basic concepts and theoretical developments from four main subfields of anthropology.
- Summarize how anthropologists solve problems in business, government, public health, education, history, technology, and advocacy.
- Examine and evaluate methods and ethics of anthropological fieldwork, research and writing.
- Apply concepts of anthropology to past and contemporary global and social issues and your own behaviors.
- Consider how you and your place in the world may be perceived, how you perceive others, and the potential impact these perspectives may have on social, economic, and political institutions.
- Generate and defend informed opinions concerning past and contemporary diversity of differences, similarities, and interrelationships among individuals, cultures, and societies.

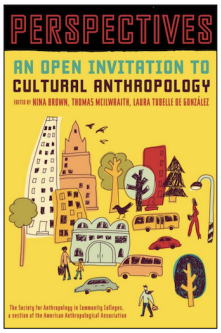
While emphasis is placed on the earning outcomes listed above, you will also be developing the following intellectual and practical skills needed in higher level university study and future employment opportunities:

- Demonstrate advanced skills of inquiry, analysis, and critical and creative thinking.
- Provide clearly expressed opinions and factual information through written and oral communication.
- Apply knowledge, skills, and responsibilities to novel settings and complex problems.
- Participate in discussion and problem solving activities in an effective manner.
- Critically reflect on learning and recognize progress and pathways for further development.

## *What textbooks will I need?*

This course uses **open educational resource (OER) textbook materials**, meaning there are **no textbooks to purchase** for this course! **All textbook materials are free** and **supplied directly in your course** learning modules through **WebCourses@UCF (mailto:WebCourses@UCF)** .




**OER Texbooks (free educational resource materials)**

**NOTE:** All chapters are supplied in .pdf format for ease of download and personal use, portability among devices, and standardization when printing (if needed).

## *What is WebCourses@UCF?*

**WebCourses@UCF** is an online course management system accessed through **my.ucf.edu (http://my.ucf.edu)** and then the "Online Course Tools" tab. This is your learning forum and will be used to deliver your course content, submit your assignments and communicate with your instructor, graduate teaching assistant (GTA) and peers in the course. Online learning is not for everyone; some students may have difficulty learning in and managing a course that does not meet face-to-face. **Knight's Online (https://cdl.ucf.edu/support/student/knights-online/)** has excellent resources to assist you in being successful when working in an online learning environment. Key components to success in this course are planning your time and maintaining academic self-discipline in class participation and graded course work throughout the term.

It is **your responsibility to familiarize yourself with WebCourses** online learning platform. I have provided you with the necessary tools and tutorial links in the **COURSE INTRO: Things You Should Know**, which can be accessed using the embedded link or the 'Modules' button in the course menu on the left. If this is your first time working in WebCourses or if you haven't worked in WebCourses for a term or two, I highly **recommend reviewing the current tutorial links** provided in the COURSE INTRO module. It's amazing how many changes take place in just one term!

## *How should I plan my course work schedule?*

General Anthropology is based on concepts and themes from areas of study that may be somewhat familiar to many of you; but, the focus areas of research, methods, and theories applied may be completely new. While I can provide general guidelines based on past students experiences, everyone learns at a different pace, and you will need to decide how much time to set aside to be successful. Your study skills, prior knowledge of the subject, study environment, personal obligations and responsibilities play a huge role in learning and success in any course, Generally, the more time you spend on a course, the better you will do, but the **quality of the time spent is even more important.**

During the next 15 weeks of the Fall 2020 term, you should expect to spend around **three hours of class time each week with online lectures, assigned media, participating in class discussion and completing assignments.** You should also plan on setting aside at least **three hours each week to complete your assigned reading and taking and reviewing your notes,**. This will greatly assist you in keeping up with the materials and course due dates each week, but keep in mind, these are 'estimates' of time that you should devote to this 2000-level course. All due dates for assignments, quizzes and exams are located in your calendar and in the schedule at the end of this syllabus.

Please do not be tempted to skip two or three days of class content and reading and expect to catch up easily. You will need to study and participate in the course on a regular basis to meet the firm deadlines for all required assignments and exams. If you need any assistance with course materials, assignments or study tips for exams, please visit my **online office hours on Mondays from 1:00-3:00pm EST.** If you have a scheduling conflict with this time, please contact me through WebCourses Inbox, and I can assist you via messaging or arrange an online Conferences or Zoom appointment as needed.

## *Is the course accessible for students with disabilities?*

UCF is committed to providing access and inclusion for all persons with disabilities. Students with disabilities who need access to course content due to course design limitations should contact the professor as soon as possible. Students should

also connect with **Student Accessibility Services** (http://sas.sdes.ucf.edu/) (Ferrell Commons, 7F, Room 185, sas@ucf.edu (mailto:sas@ucf.edu), phone (407) 823-2371, TTY/TDD only phone (407) 823-2116).

For students connected with SAS, a Course Accessibility Letter may be created and sent to professors, which informs faculty of potential course access and accommodations that might be necessary and reasonable. Determining reasonable access and accommodations requires consideration of the course design, course learning objectives and the individual academic and course barriers experienced by the student. Further conversation with SAS, faculty and the student may be warranted to ensure an accessible course experience.

If you receive a Course Accessibility Letter through SAS, please feel free to speak with me about any related concerns. It is always best if we can speak early about the possible need for any accessibility modifications to exams or assignments, and I will happily work with you and SAS to ensure that your needs are reasonably met in a timely fashion. **If your approved accommodations include a specialized environment or equipment for testing, it is your responsibility to make the necessary arrangements to write your exams** within the SAS facilities.

## *What are the course requirements?*

The Fall 2020 semester begins on **AUG 24, 2020** and ends on **DEC 12, 2020**. Over this period, you will be expected to:

- submit responses in a university-required academic activity to start the course;
- review online course content materials, including any assigned media content and readings;
- use the provided handouts and study guides;
- submit 13 of 15 Quizzes (two lowest scores are dropped);
- submit 5 Activity assignments;
- submit 3 online written exams.

In each learning module, you will find an **INTRODUCTION page** outlining the expectations, readings, activities and assignments for that section of the course. The modules contain your online lectures, assignments, quizzes, links to information websites, and assigned media content. Modules also contain lecture slide handouts and study guides to assist you in reviewing for your quizzes and exams. All work submitted online for grading **will be evaluated for academic integrity** during the grading process (see section below on academic integrity).

**All graded work is due on an assigned schedule**. A missed or late quiz, activity assignment or exam will not be accepted for grading unless there is an approved and valid, verifiable excuse (see section below on missed assignments and make-up exams). You are notified of this policy from the start, and you should recognize that it is **your responsibility to be aware of all due dates** for this course.

## *How do I get started in the course?*

After you finish reading the Course Syllabus, click on the 'Modules' button in the menu on the left to access course materials. You will need to review all of the information in the **COURSE INTRO: Things You Should Know**, which includes an introduction to your professor, details about course communication and office hours, how to set up your computer and/or use mobile devices, details about the academic integrity policy, and who to contact for technical assistance. You will also find some helpful suggestions on study strategies and a few tips from previous students on how to be successful in the course.

UCF faculty are required to document all students' academic activity at the beginning of each course. In order to document that you began this course, please complete the **REQUIRED ACTIVITY: Who Are We?** in the COURSE INTRO module by **11:59pm EST** on **AUG 28, 2020**, or as soon as possible after adding the course. Failure to do so may result in a delay in disbursement of your financial aid and your ability to access the MODULE 1 learning materials.

## *How will I be evaluated and graded?*

Your **final grade is weighted** and based on your performance on the following:

| Assessment: | Points Possible | % Final Grade |
|---|---|---|
| Required (1) & Anthropology Activities (5) | 80 | 30% |
| Quizzes (13) | 130 | 25% |
| Exams (3) | 300 | 45% |
| *Total Possible* | *510* | *100%* |

You will be evaluated on your ability to articulate and critically apply terms, concepts and theories from course materials in online quizzes and exams and to demonstrate critical thinking and reflection in your Anthropology Activity assignments, and classroom attendance activities.

- **Required Activity:** You will need to submit work for a required academic discussion activity to initiate your class participation. In the activity, you will have an opportunity to meet other students, share your interests, and find out who we are as a class..**You are required to participate in and submit this discussion assignment** to access course materials in Module 1.
- **Quizzes:** You will need to demonstrate that you understand terms, concepts and research presented in each learning module. Quizzes will include a mix of multiple choice, true-false, identification, and fill-in questions. **You are required to submit at least 13 of the 15 quizzes** located in the learning modules. WebCourses will **automatically drop the two lowest scores** from 15 possible quiz grades when calculating your final grade.
- **Anthropology Activity Assignments:** These activity assignments are designed around current methods of investigation and will help you further develop your skills in gathering and analyzing data, interpreting results, and understanding the applications of the various techniques used is assessing and understanding past and contemporary human biological and cultural diversity. **You are required to submit all 5 activity assignments** located in the learning modules.
- **Exams:** You will need to demonstrate your understanding of terms and concepts, evaluate historical and current contexts of information,  and recognize scientific applications of anthropology presented in a select group of learning modules. Exams will include a mix of multiple choice, true-false, identification, fill-in, and short answer questions. **You are required to submit all 3 online exams** located in the learning modules.

Many students take advantage of the dropped grades for their quizzes  at the very start, but you never know when you might need to miss a due date later in the course.  It is **your responsibility to keep track of the number of quizzes you have submitted** using the 'Grades' button in the menu on the left.

The following +/- grading scale will be used in this course:

| Letter Grade | Percentage | Letter Grade | Percentage |
|---|---|---|---|
| A | 95 - 100% | C+ | 76 - 79% |
| A- | 90 - 94% | C | 70 - 75% |
| B+ | 87 - 89% | D | 60 - 69% |
| B | 84 - 86% | F | 59% or less |
| B- | 80 - 83% | | |

Incomplete grades for this course are only given in situations where **unexpected and documented medical, family or catastrophic emergencies prevent an enrolled student in good standing** from completing the remaining work. Your instructor is the final authority on whether you qualify for an incomplete grade. Incomplete work must be finished by the end of the subsequent semester or the ‘I’ grade will automatically be recorded as an ‘F’ on your transcript.

## *How do I view my grades?*

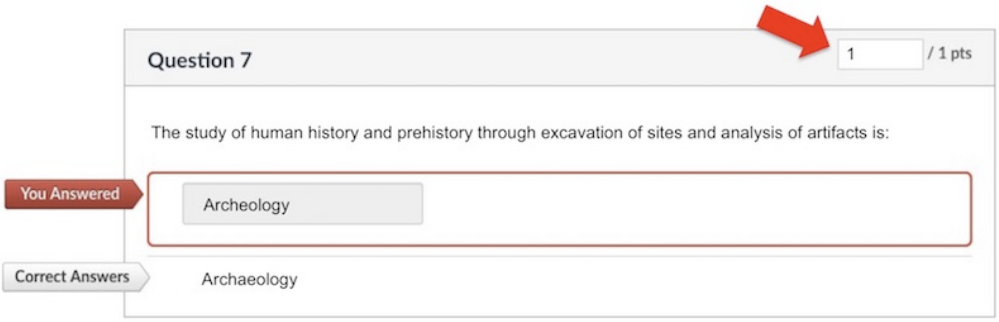
You can access your grades for assignments and exams through the 'Grades' link in the course menu on the left. It is **your responsibility to regularly check on your grades** throughout the course. Please allow for a reasonable amount of time to pass for the grading process to occur. In most instances, quiz grades will be available within three days after the final due date. For activity assignments and exams, grades will be available within three-to-five days after the final due date. When a

score is released, you will receive an announcement that grades have been posted (unmuted) and are ready for your review.

You will receive constructive feedback on your work periodically throughout the term. This may take the form of an Inbox message, review comments, or correct answers supplied for comparison with your submission. If you have any questions about your score **after a grade has been released**, please notify me or your graduate teaching assistant (GTA) using WebCourses Inbox, and we will address the concern as soon as possible. Questions regarding individual scores must be addressed **within five days of the grade being released**.

WebCourses automatically grades all multiple-choice, true-false and fill-in questions; however, it will mark fill-in and some short answer questions as incorrect when your response does not exactly match the correct answer provided in the grading key. **Your GTA will be 'hand-grading' each assignment, quiz and exam to ensure that you receive points for any answers not automatically recognized by the system as correct**.

If point corrections are applied by the GTA during grading, the question **will still show a 'red' flag** indicating it is incorrect, but the **points listed in the top right corner of the question will show the value awarded** for a correct answer, like the example shown here:




Correct answers for each quiz, assignment and exam will be available for a limited time after each set of grades has been posted. Please check the course announcements to know when this feature is available.

## *What if I miss a quiz, assignment, or exam due date?*

Time management, problem solving, responsibility and personal accountability are among the most important things you can learn during your university education. **Missed or late assignments and exams are serious issues that must be addressed as soon as possible.** Please contact me via WebCourses Inbox if you need to have an absence validated and approved for scheduling make-up work. If approved, no penalty will be applied.

To be fair to everyone in the course, and to the GTA who will be completing the majority of grading, **only work submitted on time will be graded unless late submission is properly approved by your instructor**. It is your responsibility to check the course schedule for assignment and exam due dates.

- Unforeseen events or circumstances may occur that cause a student to miss class time or fall behind in their assignments. These could include **illness, bereavement, accident, or a catastrophic event** such as fire. If such issues arise, students are encouraged to **notify their instructor** as soon as possible in order to apprise them of the circumstances and to develop a plan, with a timetable, to make up missed coursework. Family members and/or students also need to contact **Student Care Services** (https://scs.sdes.ucf.edu/services/) with appropriate documentation to obtain a courtesy class absence notification letter for online, mixed-mode and face-to-face courses.
- If you find yourself in a situation where you are **going to miss an exam due date**, you must **notify your instructor** as soon as possible by telephone, e-mail, in person, or by leaving a message with the department secretary (407-823-2227) **in advance** of the exam closing online. You must also provide valid, verifiable documentation explaining your absence. If you are provided the opportunity to take a make-up exam, it must be scheduled and completed online **within five days of the missed exam due date** (if medically possible).

# *Are there accommodations for authorized absences?*

The following authorized absences with valid notification will receive reasonable accommodations for make-up work in this course:

- Students who are **deployed active duty military** and/or **National Guard personnel** and require accommodation should **contact their instructors** as soon as possible after the semester begins and/or after they receive notification of deployment to make related arrangements.
- Students who are **active emergency first-response or medical staff workers** and require accommodation should **contact their instructors** as soon as possible after the semester begins and/or after they receive notification of extended responsibilities during emergency management/pandemic situations to make related arrangements.
- Students who **represent the university in an authorized event or activity** (for example, student-athletes) and who are unable to meet a course deadline due to a conflict with that event must provide the instructor with **documentation in advance** to arrange a make-up. No penalty will be applied. For more information, see the **UCF policy (https://policies.ucf.edu/documents/4-401.pdf)**.
- Students intending to miss class to **observe a holy or remembrance day** of their religious faith must **notify their instructor in advance** if they intend to miss class . For more information, see the **UCF policy (http://regulations.ucf.edu/chapter5/documents/5.020ReligiousObservancesFINALJan19.pdf)**.

# *What are the COVID-related requirements at UCF?*

## University-Wide Face-Covering Policy

To protect members of our community, **everyone is required (https://policies.ucf.edu/documents/PolicyEmergencyCOVIDReturnPolicy.pdf) to wear a facial covering inside all common spaces** including classrooms. Students who choose not to wear facial coverings will be asked to leave the classroom by the instructor. If they refuse to leave the classroom or put on a facial covering, they may be considered disruptive (please see **Golden Rule (https://goldenrule.sdes.ucf.edu/)** for student behavior expectations). Faculty have the right to cancel class if the safety and well-being of class members are in jeopardy. Students will be responsible for the material that would have been covered in class as provided by the instructor.

## Changes to Course Modality

Depending on the course of the pandemic during the semester, the university may make changes to the way classes are offered. If that happens, please look for **Announcements** or messages in Webcourses@UCF or Knights email about changes specific to this course.

## Illness Notifications

Students who believe they may have a COVID-19 diagnosis should contact UCF Student Health Services (407-823-2509) so proper contact tracing procedures can take place. Students **should not come to campus** if they:

- are ill and/or experiencing any symptoms of COVID-19.
- have tested positive for COVID, or if anyone living in their residence has tested positive or is sick with COVID-19 symptoms.

Students should contact their instructor(s) as soon as possible if they miss class for any illness reason to discuss reasonable adjustments that might need to be made. When possible, students should contact their instructor(s) before missing class.

If the instructor falls ill during the semester, there may be changes to this course, including having a backup instructor take over the course. Please look for **Announcement**s or mail in Webcourses@UCF or Knights email for any alterations to this course.

## *What academic resources are available to me?*

UCF provides many offices and services to support your academic success. There are several **Online Resources to Support Academic Success** available to all UCF students regardless of your location or the type of course in which you are enrolled. These include:

- **Writing help** from the **University Writing Center** (http://uwc.cah.ucf.edu/), such as downloadable writing and style guides, online writing consultations, and online scheduling for peer tutor review.
- **Tutoring and study help** from the **Student Academic Resource Center** (http://sarconline.sdes.ucf.edu/) (SARC), such as 24/7 tools for study, online peer assisted learning, and online academic success workshops.
- **Access to software** through **UCF apps** (https://apps.ucf.edu/), for programs you need for your courses, such as SPSS, Office 365, and others.
- **Concrete study actions** to better your performance through the **Successful You Video Series** (https://vimeopro.com/cdlvideo/successful-you), so you can avoid undesirable academic outcomes.

## *How is respect for diversity and inclusion maintained?*

UCF considers the diversity of its students, faculty, and staff to be a strength and critical to its educational mission. UCF expects every member of the university community to contribute to an inclusive and respectful culture for all in its classrooms, work environments, and at campus events. If there are aspects of the design, instruction, and/or experiences within this course that result in barriers to your inclusion or accurate assessment of achievement, please **notify the instructor as soon as possible** and/or contact Student Accessibility Services.

This course will be conducted in a way that respects **all aspects of diversity** (http://www.diversity.ucf.edu). The very nature of this course requires us to delve into topics that may make some students uncomfortable and/or discuss topics with which some students may strongly disagree. I expect everyone to show respect for one another and the diverse issues presented and discussed. Any student who acts inappropriately through language use or disruptive behavior **will be blocked from participating in online discussions and forfeit their grade for those discussions**.

While various opinions and emotions are tied to some of the topics covered, **the greater purpose is to educate, not judge**. Everyone must be given a chance to express their thoughts in discussion without interruption or ridicule. If you encounter materials in the course that you find disconcerting, take a moment to explore why you are unsettled and then rationally explain your concerns to me so we can address the materials further through class discussion or privately during office hours.

## *How is academic integrity maintained?*

If you were in a classroom setting taking a quiz, would you ask the student sitting next to you for an answer to a quiz or test question? The answer should be no. This also applies to graded homework, quizzes, tests, etc. The completion of graded work in an online course should be considered a formal process: just because you are not in a formal classroom setting being proctored while taking a quiz or test does not mean that the completion of graded work in an online course should not be treated with integrity.

Your enrollment in this course means that you will adhere to the **UCF Creed** (http://catalog.ucf.edu/content.php?catoid=2&navoid=4) and you will maintain the highest standards of academic integrity. According to UCF's Rules of Conduct, **Section 1 Academic Misconduct** (http://osc.sdes.ucf.edu/process/roc), students are prohibited from engaging in:

- **Unauthorized assistance:** Using or attempting to use unauthorized materials, information or study aids in any academic exercise unless specifically authorized by the instructor of record. The unauthorized possession of examination or course-related material also constitutes cheating.
- **Communication to another through written, visual, electronic, or oral means:** The presentation of material which has not been studied or learned, but rather was obtained through someone else's efforts and used as part of an

examination, course assignment, or project.

- **Commercial Use of Academic Material:** Selling of course material to another person, student, and/or uploading course material to a third-party vendor without authorization or without the express written permission of the university and the instructor. Course materials include but are not limited to class notes, Instructor's PowerPoints, course syllabi, tests, quizzes, labs, instruction sheets, homework, study guides, handouts, etc.
- **Falsifying or misrepresenting** the student's own academic work.
- **Plagiarism:** Using or appropriating another's work without any indication of the source, thereby attempting to convey the impression that such work is the student's own.
- **Multiple Submissions:** Submitting the same academic work for credit more than once without the express written permission of the instructor.
- **Helping another violate** academic behavior standards.

UCF faculty members have a responsibility for students' education and the value of a UCF degree, and so seek to prevent unethical behavior and when necessary respond to academic misconduct. Academic misconduct of any kind on an exam or any other assignment in this course will result at least in an 'F' grade for that assignment (and may, depending on the severity of the case, lead to an 'F' or **'Z' grade** **(http://goldenrule.sdes.ucf.edu/zgrade)** for the entire course). All academic integrity issues will be subject to appropriate referral to the **Office of Student Conduct (http://osc.sdes.ucf.edu/faq#students)** , which may take further action (e.g., assignment of 'Z' grade, conduct review and possible expulsion). See the **UCF Golden Rule** **(http://goldenrule.sdes.ucf.edu/)** for further information.

All written work for this course is **automatically reviewed for academic integrity** during the grading process.

- **Do not share your work with anyone else, do not use the work of someone else as yours, and do not write exams as a group or share exam answers in study groups.** If you do this, it is easily detectable through online links and WebCourses action logs including student answer and submission matches.
- **Do not plagiarize any written work from past UCF submissions, journals, academic texts, or Internet resources**. If you do this, the plagiarism check system will detect it and provide a traceable report listing the sources that you used.
- **For each quiz and exam, you are expected to remain on the testing screen for the duration.** You may not visit other websites or online communication tools for assistance. The Webcourses@UCF **quiz audit log will be monitored** for compliance. Failure to only access the quiz or exam during testing will result in an academic integrity violation.

As reflected in the UCF Creed, integrity and scholarship are core values that should guide our conduct and decisions as members of the UCF community. I, and your GTA, will also adhere to these standards, so please **do not ask us to change (or expect us to change) your grade illegitimately** by bending rules that would benefit your grade, or asking for a grade-related opportunity that will not be equally applied the entire class (e.g., individual extra-credit assignments). We will not respond to requests to 'round up' final grades – you will be assigned the grade that you have earned.

## *How can I use study groups and external materials responsibly?*

This course contains copyright protected materials such as audio or video clips, images, text materials, etc. These items are being used with regard to the Fair Use doctrine in order to enhance your learning environment. Do not copy, duplicate, download or distribute these items. The **use of these materials is strictly reserved for this online course environment and your use only**. All copyright materials are credited to the copyright holder.

GroupMe and WhatsApp study groups (and other study platforms) are encouraged as long as copyright for course materials is respected and academic integrity is maintained. **If one member of a study group account is found in violation of copyright or UCF Rules of Conduct, all members are subject to review for academic misconduct.** In the past, GroupMe study groups experienced added benefits and avoided these issues by inviting the GTA to join in!

These examples show how the use of study groups can be **considered academic misconduct** and could result in the **same penalties as cheating** in a face-to-face class:

- **Taking a screen shot of an online quiz or exam question and posting it** to GroupMe or WhatsApp, and/or asking for

assistance is considered academic misconduct.

- **Answering an online quiz or test question posted to GroupMe or WhatsApp** is considered academic misconduct. Giving advice, assistance, or suggestions on how to complete a question associated with an online assignment, quiz, or test is considered academic misconduct.
- **Using outside assistance from another student or by searching the Internet;** Googling for answers, use of websites such as Quizlet, Course Hero, Chegg Study, etc.. is considered academic misconduct.
- **Joining others to take an online quiz or test and sharing answers** in the process is considered academic misconduct.

Third parties (e.g., OneNote, Study Blue, Koofers, CourseHero, Clutch Prep, etc.) may attempt to connect with you to sell your notes and other course information from this class. Distributing course materials to a third party without my authorization is a **violation of UCF Rules of Conduct.** Students who engage in this behavior **may also face serious penalties** beyond participation in this course. Please be aware that materials on these websites almost always contain extensive errors, outdated information, and a misleading sense of being 'in-the-know' about exams or assignments, all of which will greatly affect your performance (and therefore your grade) in this course. **WARNING:** Use these materials at **your own risk.**

During this course you might also encounter public online services and/or software applications, such as blogs or wikis. While some of these might be related to required assignments or course materials, **you need not make any personally identifying information on a public site. Do not post or provide any private information about yourself or your classmates.** Where appropriate you may use a pseudonym or nickname. If you have any concerns about this, please contact me or GTA for assistance.

## *Why should I use WebCourses Email Inbox?*

Our **official mode of communication is the secure WebCourses Email Inbox system**. This ensures the safety of your personal information. It is your responsibility to check the WebCourses Inbox and course announcements at least two-or-three times per week. You may also use your UCF Knight's Email account to communicate with me and/or the GTA. However, **if you use the UCF Knights Mail system**, please use the course number in your email reference so it is easily recognized, and please do not forget to add your name at the end of the email.

When using the proper channels of communication, you can generally **expect a response to your message through WebCourses Inbox within 24 hours**. Please keep in mind that I, and your GTA, may only check our UCF email once, if at all, during the weekend hours (unless an exam is open) or on holidays. If you send an email on a Friday afternoon or over the weekend, you may not receive a response until the following Monday.

All communication between student and instructor, between student and GTA, and between student and student should be respectful and professional. Please be aware that any **online correspondence regarding assignments, grades, or course materials must utilize the WebCourses Inbox or UCF Knight's Mail systems**. Your GTA and I will not respond to messages sent by other means, such as your Smartphone or iPad unless you are using the WebCourses@UCF **Canvas Student Mobile application**.

## *What are the technology and software requirements?*

Students will be expected to have access to a computer frequently, as all course materials are supplied online and all assignments will be submitted and graded through WebCourses. At a minimum, you will need:

- Access to a reliable laptop or desktop computer **at least three times a week**. If you do not own a computer, there are student accessible computers in all of UCF's computer labs. For further information, please see the UCF Libraries FAQ for **lab hours and locations** **(http://guides.ucf.edu/c.php?g=78577&p=517810) . (http://guides.ucf.edu/content.php?pid=137016&sid=1173345)**
- Reliable broadband internet access
- A **compatible web browser** **(https://cdl.ucf.edu/support/webcourses/browser/)**

- Audio input, built-in, or external computer speakers

You are expected to have access to Adobe Reader and PowerPoint for the Web/PowerPoint app, or the equivalent (through **Office 365** (https://extranet.cst.ucf.edu/office365selfsvc) ) on the computer or device commonly accessed so that you may properly view multimedia materials in the course content. If you are not using Office 365, please contact **WebCourses@UCF Support** (https://cdl.ucf.edu/support/webcourses/) for technical support assistance with the most current versions of these products.

## *Who do I contact if something isn't working in the course modules?*

If you are experiencing **problems accessing materials or submitting your work**, please contact your professor or GTAs so we can assist you as soon as possible.

Technology can have its challenges. If you need **help with computer set-up or online technical assistance**, please use the following links:

- Technical assistance is available through phone, email and live chat through **WebCourses@UCF Support** (https://cdl.ucf.edu/support/webcourses/)
- A built-in 'Help' button for WebCourses@UCFSupport and WebCourses system is located in the WebCourses@UCF permanent toolbar. You will find links to Canvas Support Guides, reporting problems to WebCourses@UCF Support, Knights Online Learning, and Computer Setup.

WebCourses allows tracking of a student's progress and activities while logged into the course to assist in verifying instances where computer 'glitches' or 'Internet speed bumps' occur when submitting assignments, taking exams, etc. If you experience **problems with WebCourses while submitting and assignment or taking an exam**, it will show up in your individual WebCourses action log. Therefore, the "Bill Gates ate my homework" or "I took the quiz, but . . ." excuses can be traced and verified.

## *What do I do if there is a campus emergency?*

Emergencies on campus are rare, but if one should arise during class, everyone needs to work together. Students should be aware of their surroundings and familiar with some basic safety and security concepts.

- In case of emergency, **dial 911** for assistance.
- Every UCF classroom contains an **emergency procedure guide** posted on a wall near the door. Students should make a note of the guide's physical location and review the **online version** (http://emergency.ucf.edu/emergency_guide.html) .
- Students should know the **evacuation routes** from each of their classrooms and have a plan for finding safety in case of an emergency.
- If there is a **medical emergency during class**, students may need to **locate** (http://www.ehs.ucf.edu/AEDlocations-UCF) and access a first-aid kit or AED (Automated External Defibrillator).
- To **stay informed about emergency situations**, students can **sign up** (https://my.ucf.edu) through "Student Self Service/Personal Information" to receive UCF text alerts.
- Students with special needs related to emergency situations should speak with their instructors outside of class.
- To learn about how to manage an **active-shooter situation** on campus or elsewhere, consider viewing this **UCF video** (https://youtu.be/NlKYajEx4pk) .

## *What is my course lecture and assignment schedule?*

Changes to the course lecture and assignment schedules are not expected but may occur. Your professor reserves the right to make reasonable adjustments to the lecture and assignment schedule. **You will be notified of any changes through Announcements** in WebCourses.

Your lecture schedule and course materials may be accessed through the 'Modules' button in the course menu on the left.

- **Due dates for graded work** are listed in the table below and in the INTRODUCTION page of each learning module.
- **Assigned readings** are listed in the INTRODUCTION page of each learning module.

# Course Summary:

| Date | Details | |
|---|---|---|
| Wed Aug 26, 2020 | REQUIRED ACTIVITY: Who Are We? (https://webcourses.ucf.edu/courses/1357216/assignments/6734256) | due by 11:59pm |
| Fri Aug 28, 2020 | REQUIRED ACTIVITY: Discussion Response (https://webcourses.ucf.edu/courses/1357216/assignments/6734263) | due by 11:59pm |
| Mon Aug 31, 2020 | QUIZ 1: Using Anthropology (https://webcourses.ucf.edu/courses/1357216/assignments/6734240) | due by 11:59pm |
| Mon Sep 7, 2020 | QUIZ 2: Evolution and Populations (https://webcourses.ucf.edu/courses/1357216/assignments/6768590) | due by 11:59pm |
| Mon Sep 14, 2020 | QUIZ 3: Human Biodiversity (https://webcourses.ucf.edu/courses/1357216/assignments/6734246) | due by 11:59pm |
| Thu Sep 17, 2020 | ACTIVITY 1: Humans as Primates (https://webcourses.ucf.edu/courses/1357216/assignments/6734268) | due by 11:59pm |
| Sun Sep 20, 2020 | ACTIVITY 1: Discussion Response (https://webcourses.ucf.edu/courses/1357216/assignments/6769181) | due by 11:59pm |
| Mon Sep 21, 2020 | QUIZ 4: Our Origins (https://webcourses.ucf.edu/courses/1357216/assignments/6734242) | due by 11:59pm |
| Thu Sep 24, 2020 | ACTIVITY 2: Other Handedness (https://webcourses.ucf.edu/courses/1357216/assignments/6734269) | due by 11:59pm |
| Sun Sep 27, 2020 | ACTIVITY 2: Discussion Response (https://webcourses.ucf.edu/courses/1357216/assignments/6769183) | due by 11:59pm |
| | EXAM 1: Modules 1 through 5 (https://webcourses.ucf.edu/courses/1357216/assignments/6734253) | due by 11:59pm |
| Mon Sep 28, 2020 | QUIZ 5: Controlling Bodies (https://webcourses.ucf.edu/courses/1357216/assignments/6734239) | due by 11:59pm |

| Date | Details | |
|---|---|---|
| Thu Oct 1, 2020 | ACTIVITY 3: The Image of Language (https://webcourses.ucf.edu/courses/1357216/assignments/6734270) | due by 11:59pm |
| Sun Oct 4, 2020 | ACTIVITY 3: Discussion Response (https://webcourses.ucf.edu/courses/1357216/assignments/6769200) | due by 11:59pm |
| Mon Oct 5, 2020 | QUIZ 6: Thinking and Communicating (https://webcourses.ucf.edu/courses/1357216/assignments/6734252) | due by 11:59pm |
| Mon Oct 12, 2020 | QUIZ 7: Subsistence and Nature (https://webcourses.ucf.edu/courses/1357216/assignments/6768624) | due by 11:59pm |
| Mon Oct 19, 2020 | QUIZ 8: States of Being (https://webcourses.ucf.edu/courses/1357216/assignments/6734248) | due by 11:59pm |
| Mon Oct 26, 2020 | QUIZ 9: Produce and Exchange (https://webcourses.ucf.edu/courses/1357216/assignments/6734241) | due by 11:59pm |
| Sun Nov 1, 2020 | EXAM 2: Modules 6 through 10 (https://webcourses.ucf.edu/courses/1357216/assignments/6734251) | due by 11:59pm |
| Mon Nov 2, 2020 | QUIZ 10: Gender and Sexuality (https://webcourses.ucf.edu/courses/1357216/assignments/6768631) | due by 11:59pm |
| Thu Nov 5, 2020 | ACTIVITY 4: Gender Interview (https://webcourses.ucf.edu/courses/1357216/assignments/6734260) | due by 11:59pm |
| Mon Nov 9, 2020 | QUIZ 11: Ritual and Religion (https://webcourses.ucf.edu/courses/1357216/assignments/6734255) | due by 11:59pm |
| Mon Nov 16, 2020 | QUIZ 12: Power and Boundaries (https://webcourses.ucf.edu/courses/1357216/assignments/6734254) | due by 11:59pm |
| Mon Nov 23, 2020 | QUIZ 13: Material Things (https://webcourses.ucf.edu/courses/1357216/assignments/6734247) | due by 11:59pm |
| Mon Nov 30, 2020 | QUIZ 14: Complex Societies (https://webcourses.ucf.edu/courses/1357216/assignments/6734245) | due by 11:59pm |

| Date | Details | |
|---|---|---|
| Thu Dec 3, 2020 | ACTIVITY 5: Objects and Ethics (https://webcourses.ucf.edu/courses/1357216/assignments/6734272) | due by 11:59pm |
| Sun Dec 6, 2020 | ACTIVITY 5: Discussion Response (https://webcourses.ucf.edu/courses/1357216/assignments/6769271) | due by 11:59pm |
| | QUIZ 15: Conserving the Past (https://webcourses.ucf.edu/courses/1357216/assignments/6734249) | due by 11:59pm |
| Wed Dec 9, 2020 | EXAM 3: Modules 9 through 12 (https://webcourses.ucf.edu/courses/1357216/assignments/6734243) | due by 11:59pm |