Dr. Shirley Simpson  
Office: Academic Building, A 104A  
Phone: (325) 486-6727  
Fax: (325) 942-2236  
Email: shirley.simpson@angelo.edu  
(Use "Capstone" in subject line)  

Campus Office Hours:  
W 11am-3pm  
& By Appointment if necessary  

Virtual Contact Hours:  
BB Forum/Connect or Email: MW 9am-12pm  

COURSE DESCRIPTION (1 semester unit)  

Senior capstone course for sociology majors that facilitates a synthesis of the sociology curriculum. This course focuses on the application of sociology across a variety of settings. An exit interview and exam is required.  

Prerequisites: Senior Standing  
Units: 1 Semester Hour  
Course Length: 8-weeks  

RECOMMENDED STUDY MATERIAL  

Any introductory sociology textbook printed in the past five years  
Cliff Notes for Sociology (https://www.cliffsnotes.com/study-guides/sociology)  

OTHER REQUIRED MATERIALS  

- Computer with MAC or Windows Operating System  
- High Speed Internet Access  
- Access to a Webcam, Digital Camera or other recording device  

STUDENT LEARNING OUTCOMES  

<table>
<thead>
<tr>
<th>Student Learning Outcome</th>
<th>Assignment(s) or activity(ies) best validating outcome achievement:</th>
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</thead>
<tbody>
<tr>
<td>By completing all course requirements, students will be able to:</td>
<td></td>
</tr>
<tr>
<td>1. Gain factual knowledge</td>
<td>1-3 Test Prep, Essay-Based Exit Exam</td>
</tr>
<tr>
<td>2. Review/Learn fundamental principles, generalizations, or theories</td>
<td>3&amp;4 Exit Interview, Survey</td>
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<td>3. Learn to apply course material</td>
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<td>4. Learn to analyze and critically evaluate ideas, arguments, and points of view</td>
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TEACHING STRATEGIES

- Students must meet with professor at least once on campus, face-to-face (Exit Interview).
- Students must complete assigned exam questions and/or essay(s) by the deadline. Date is always in the week before dead week.
- At the professor’s discretion, students may be asked to explain or defend their responses in person the week before finals. Inability to do so for any reason will result in failure of the course.
- The exit exam only requires knowledge of basic concepts in sociology so guides and textbooks used for Introductory Sociology courses or exams (i.e., CLEP) should suffice.
- Students will be expected to work independently and arrive on time to any schedule meetings.
- Students are asked to seek help early if they have problems, questions, or concerns during the semester.
- Each student is ultimately responsible for meeting his or her graduation deadlines and requirements. That means allowing plenty of time to write your exit exam (including a second-chance rewrite of part or all of the exam, if necessary)

GRADING SYSTEM
Course grades will be dependent upon successful completion an exit exam (150 points), completion of a survey (25 points) & attendance at the exit interview (25 points). The following grading scale is in use for this course:

Did you get at least 70% or 105 points on the 150-point short answer/essay-style exit exam? (or 80% after a second-chance rewrite?):

- No: F = Failure of the course
- Yes:
  - A = 200-180 points
  - B = 179-160 points
  - C = 159-140 points
  - D = 139-120 points
  - F = 0-119

If you have to rewrite your exam your grade will be adjusted by taking the average of the two attempts.

EVALUATION AND GRADES
Graded assignments, activities and percent of the overall course grade:

<table>
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<tr>
<th>ASSIGNMENT</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Survey &amp; Meeting Practice</td>
<td>50</td>
</tr>
<tr>
<td>Exit Exam (Short answer/Essay)</td>
<td>150</td>
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</table>

(Must get 70% on first attempt or 80% on second-chance test)

TOTAL COURSE GRADE 200

ASSIGNMENT/ACTIVITY DESCRIPTIONS

Face-to-Face Meeting provide an opportunity for students to fill out a survey and discuss their experience at ASU in general and in the Sociology program specifically. The professor will email each student a survey before the semester begins. Please follow the instructions on that survey. This survey will be useful for the first meeting. Students will be asked what they liked about their courses, what they think could be improved, what they would like to see added or subtracted to the program in the future, and where they what they plan to do after graduation. This is an opportunity for seniors to provide valuable feedback to the department.
Review Tests & Exit Exam assures that each student who graduates from the program has mastered the basics of the field and is prepared for more advanced study in Sociology or can apply those basic concepts and principles to other endeavors. It is an application test rather than a multiple-choice exam. Thus, students will be allowed to use their notes to respond to test questions.

COMMUNICATING WITH THE PROFESSOR
In most cases, Dr. Simpson will respond to your email and/or telephone messages within 24 hours during working hours Monday through Friday. Weekend messages may not be returned until Monday.

Written communication via Blackboard: Feel free to ask questions on blackboard in the forum. The first topics has been set up for that purpose.

Written communication via email: All private communication will be done exclusively through your ASU email address. Check frequently for announcements and policy changes. Please start your subject line with “Capstone” so your message does not get buried. I can search by that term instead of sifting through 300-400 emails.

Virtual communication: Office hours will be via Blackboard’s Connect! for now.

Face-to-Face communication: Please come and see me if you would prefer to chat in person.

STUDENT RESPONSIBILITY & ATTENDANCE
Students are expected to engage in course activities and submit work by due dates and times. The hope is that students will make substantive contributions which reflect integration of assigned materials as well as any outside readings as appropriate. Scholarly contribution is an expectation. For planning purposes, this class will probably require a minimum of 6-9 study hours per week on average.

ASSIGNMENT SUBMISSION
In this class, you will only have one “homework” assignment to submit to the professor, the program survey. You should submit this via email (shirley.simpson@angelo.edu). Please follow the instructions. You may also bring it to the first meeting.

LATE WORK POLICY
The course only has a few tasks that you must complete to pass/graduate. You can complete them early, but you cannot complete them late. Unlike other classes, there is only one deadline in this course. You must take the exit exam by the deadline or you will have to re-take the course. No exceptions.

GENERAL POLICIES RELATED TO THIS COURSE
All students are required to follow the policies and procedures presented in the following documents:

- Angelo State University Student Handbook located on the ASU website http://www.angelo.edu/student-handbook/
- ASU Undergraduate Catalog located on the ASU website https://www.angelo.edu/content/files/16795-201213-undergraduate-catalog
ACADEMIC HONESTY

Academic honesty is expected on all work. Students are expected to maintain complete honesty and integrity in their online experiences. Any student found guilty of any form of dishonesty in academic work is subject to disciplinary action and possible expulsion from ASU.

The Psychology, Sociology & Social Work Department adheres to the academic honesty statement as set forth in the Angelo State University Student Handbook (2011-2012) http://www.angelo.edu/student-handbook/code-of-student-conduct/misconduct.php. The University "faculty expects all students to engage in all academic pursuits in a manner that is above reproach and to maintain complete honesty and integrity in the academic experience both in and out of the classroom setting and may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials."

PLAGIARISM

Plagiarism at ASU is a serious topic. The Angelo State University’s Honor Code gives specific details on plagiarism and what it encompasses. Plagiarism is the action or practice of taking someone else's work, idea, etc., and passing it off as one's own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word for word without quotation marks and the source of the quotation. We use the APA Style Manual of the American Psychological Association as a guide for all writing assignments. Quotes should be used sparingly. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list. Papers are subject to be evaluated for originality via Bb Safe Assignment or Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center http://www.angelo.edu/dept/writing_center/academic_honesty.php.

STUDENTS WITH DISABILITIES

1. “Angelo State University is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and subsequent legislation.”

2. The Office of Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student’s responsibility to initiate such a request by contacting the Office of Student Affairs, University Center, Room 112 at (325) 942-2047 or (325) 942-2211(TDD/FAX) or by e-mail at studentservices@angelo.edu to begin the process. The Office of Student Affairs will establish the particular documentation requirements necessary for the various types of disabilities.

Reasonable accommodations will be made for students determined to be disabled or who have documented disabilities.

INCOMPLETE GRADE POLICY (OP 10.11 Grading Procedures)

It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required.

STUDENT ABSENCE FOR OBSERVANCE OF RELIGIOUS HOLY DAYS

“A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence.” Please see ASU Operating Policy 10.19.
COPYRIGHT POLICY
Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

SYLLABUS CHANGES
The faculty member reserves the option to make changes as necessary to this syllabus and the course content. If changes become necessary during this course, the faculty will notify students of such changes by email, course announcements and/or via a discussion board announcement. It is the student’s responsibility to look for such communications about the course on a daily basis.