

# ANTHROPOLOGY 101

SUMMER 2014

## ATTENDANCE

**A**ttendance will be taken at the beginning of the semester in accordance with district guidelines. You are expected to remain for the full period; if you leave early, you will be marked absent. The instructor will exclude from the class all students who do not attend the first class meeting.

The instructor will exclude from the class all students who attend the first class meeting but fail to attend the class beginning the second week. If you are absent on this date and wish to remain in the class you must inform the instructor. The message must be received by phone, email, note, or in person no later than Thursday of the 2<sup>nd</sup> week of school. A simple message will do; there is no need for explanation or documentation.

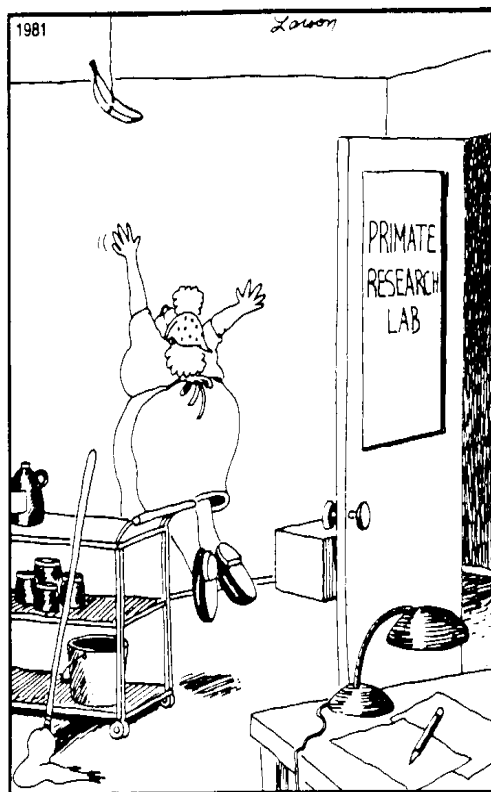
**MEDICAL APPOINTMENTS,**

**WORK, JOB INTERVIEWS, CHILD CARE RESPONSIBILITIES, ETC., SHOULD BE ARRANGED SO AS NOT TO OCCUR DURING CLASS TIME. PLEASE DO NOT MAKE REQUESTS FOR EXCEPTIONS.** Students are responsible for all materials and information given in class. Students absent when

## ACADEMIC INTEGRITY

**A**pparently, many students are unaware of the fact that cheating is inappropriate behavior for college students. If it comes to my knowledge that you are part of an episode of cheating, you will receive an automatic grade of '0' on the exercise or exam, a possible 'F' in the course, and a recommendation for disciplinary action on the part of the Dean of Student Services.

- ✓ Cheating is copying material from the work of another student.
- ✓ Cheating is using concealed material during an exam.
- ✓ Cheating is having someone else write material that has your name on it.



handouts and returned exams are distributed may pick up these materials during posted office hours.

## HOW TO FIND ME

Instructor:  
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Office Hours:  
by appt. only

## E-MAIL ETIQUETTE

The nature of interpersonal communication has dramatically changed over the past years. Email and text messages and even virtual meetings are replacing face-to-face meetings and telephone calls. Unfortunately, the speed at which interpersonal communication has been changing is far too rapid for the parallel development of appropriate rules of email etiquette. Email messages frequently contain a great many more grammatical and spelling errors than do written messages and people tend to be much more rude,

inappropriate, and demanding in email communications.

This should give everyone some concern. Email messages are increasingly becoming a part of the historical record. When Congress subpoenas documents from Federal agencies, they include all email messages. The nature and tone of an email message says a lot about you. You would probably not show up to a job interview in a tee shirt and torn jeans. Sending a sloppy and inappropriate email message to your boss or teacher, for example, conveys the same sloppiness and inappropriateness. Here are some suggestions for sending appropriate email messages:

✓ **TYPE IN A MEANINGFUL SUBJECT LINE SO THAT YOUR MESSAGE WILL BE OPENED AND NOT DELETED AS SPAM. A SUGGESTED SUBJECT LINE FOR THIS CLASS WOULD BE: "ANTHRO 101."**

✓ Use standard spelling, punctuation, and capitalization. Do not write in all caps, and be sure to use capital letters when appropriate.

✓ Avoid abbreviations, even if commonly accepted in email messages. They may not

be understood by everyone.

✓ Keep your email messages short and to the point. If it is a long message, divide the message into paragraphs of reasonable size.

✓ Do not send large files, especially digital photos. Please don't forward jokes or things that have been sent to you.

✓ While you should be friendly and cordial, don't joke around and make jokes or witty remarks. Remember, your teacher is not your "bro."

✓ There is a difference between REPLY and REPLY ALL. Be careful when you use the latter. Don't replay to all unless it is important that everyone receive the reply.

✓ Do not air your grievances or beefs about your school, colleagues, teachers, or employer. Personal attacks are to be avoided. Don't come off as a gossip or a whiner.

✓ Face-to-face and voice-to-voice communication may be more appropriate in many situations,

especially when you want to discuss a complex or emotional issue.

✓ Don't use email to avoid uncomfortable situations.

✓ Always assume that your email message is public. It is too easy for an email message to be forwarded to all sorts of people.

✓ Never put into an email message anything that you would not put on a postcard that anyone can read.

### WITHDRAWALS

**I** do not drop students. Your decision to cease to attend class does not constitute a drop. If you want to drop this class, **do it!** The last day to drop without getting a grade of "W" is **JUNE 24**. After that a drop will count toward one of your 3 for this course. Don't expect me to do it for you. If you haven't dropped by the drop date late in the session, you will receive the grade you deserve, an **F**.

### ARTICULATION

**T**his course transfers to the

University of California and the California State Universities. It has been accepted into the California Articulation Number System as CAN ANTH 2. This course fulfills, in part, the biological sciences general education requirement at Pierce College, UCLA, the certification plan for students planning to transfer to the California State Universities, and the IGETC agreement for the University of California and the California State Universities.

### INCOMPLETES

**I**f you fail to complete the course, a grade of Incomplete will be assigned **ONLY** if you request it from the instructor **AND** you are passing the course. If you do not make up the work within one year from the end of the semester, the Incomplete will become a grade of "**F**".

### RECORDING LECTURES

**L**ectures given in this class are the property of the instructor and may not be taped without prior permission from the instructor and may not be used for any commercial purposes.

### CLASS COURTESY

**P**lease try to be on time to class. It is extremely disrupting to your instructor and other class members when you come in late. If you are late to class, please come in quietly, do not slam the door, and take a seat near the door. If you must leave class early, please have the courtesy of notifying the instructor before class begins that you will have to leave, and please do so quietly.

### CELL PHONES

**T**his classroom is a cell phone-free space. Cell phones and beepers are extremely disrupting to the class. **YOUR BEEPER AND/OR CELL PHONE MUST BE TURNED OFF DURING CLASS.**

### SMOKING

**T**he campus is non-smoking. The only places that you can smoke are where the tables with green umbrellas are located. The closest smoking area is in front

of the Industrial Technology building. That means that there is no smoking in the area outside both the Geography and Anthropology Buildings.

### **THE LEARNING ENVIRONMENT**

**P**ierce College is making a major effort to provide all students with a great learning environment. Please do not draw or write on tables and chairs. If you bring food and drink to class you are responsible for cleaning up any spills and for gathering up your trash and the end of class. Please dump all trash in the barrel outside

### **HOW TO EARN A SUPERIOR GRADE IN THIS COURSE**

**H**ere are a few suggestions on how to survive the course and earn a good grade.

✓ Much of the material in the course builds on what has been learned before. You will not do well by cramming at the last minute. It is

important that you to keep up with the material.

✓ Attend all class meetings and be on time. Because the instructor does not take roll after the first three weeks of class, and since points are not given for attendance, it becomes easy to miss a class with the intension of borrowing someone else's notes. This seldom works. Students who do not attend class usually do poorly in this course.

✓ Form study groups that meet on a regular basis. Members of your study group can share lecture notes with you when you are absent.

✓ Your instructor is very happy to meet with you during office hours, on the phone, or by email if you have a problem understanding the material. Take advantage of this!

✓ Go over each exam after they are handed back. Keyed copies of the exams are on file in the instructor's office. You might find some errors in grading and be able to raise your grade.

### **STUDENT LEARNING OUTCOMES**

**U**pon completion of this course, students will be able to:

✓ Explain and apply the scientific method in the context of problem-solving.

✓ Describe the process of evolution and explain how to access the evolutionary history of a species.

✓ Describe and analyze the evolution and biological diversity of humans, past and present.

### **TWITTER**

I find that twitter is a good way to communicate with you. I expect that each of you will get a twitter account and follow me, *#anthroprof*. From time to time I will make suggestions of reading material that I discover and feel that they are part of the course required reading.

### **EXAMS**

**W**e will have two exams during the summer as well as a final. The first

will cover the lecture material from day 1 to it as well as the reading assignments for it. **IT OCCUR ON THURSDAY, JUNE 26<sup>TH</sup>. THE SECOND EXAM WILL OCCUR ON TUESDAY, JULY 8<sup>TH</sup>** and it will cover on the the reading material assigned to it. **THE FINAL WILL OCCUR ON THURSDAY, JULY 17<sup>TH</sup>**. It will cover only the material from the second exam onward. They will each have equal value in calculating your course grade. The exams will be given on Scantron #882 forms. **PLEASE PURCHASE 3 AND GIVE THEM TO ME BY THURSDAY OF WEEK 1 IF YOU WANT THE 3 EXTRA CREDIT POINTS!**

### TEXTS

•Stein, Philip L. & B.N. Rowe  
2011 Physical Anthropology 10<sup>th</sup> ed..  
§ The paper copy of the text (ISBN 978-0-07-340531-5) is available in the Pierce College Bookstore..

### READING ASSIGNMENTS

First Exam:  
Chaps. 1–5  
Second Exam:  
Chaps. 6–10  
Final:  
Chaps. 11–16

### SYLLABUS QUIZ

**O**N THURSDAY OF THE FIRST WEEK we will have a quiz on the syllabus. I expect that you will have downloaded it by then and are prepared to take it. **YOU WILL NEED TO BRING A SCANTRON QUIZ STRIP [FORM 815–E] TO CLASS WITH YOU TO TAKE THE QUIZ.** It will have a value of 15 points toward your final grade.

### COURSE GRADES

**T**here are four components to your course grade; the syllabus quiz; the first two exams & the final. They are each worth 50 points making the entire course worth 165 points plus any extra credit earned. The grade breakdown will be as follows:

- A 90% or more
- B 80% – 89%
- C 70% – 79%
- D 60% – 69%
- F <60%

### GRADE CHANGES

**I**n accordance with Section 76244 of the California Education Code, the only basis for an instructor to change a grade is instructor error. In the absence of an instructor error the final grade in the course is a FINAL grade.

✓ Any error in grading must be brought to the attention of the instructor no later than one year after the last day of class. A grade cannot be changed after one year even if an error has been made.

✓ The course grade will be based upon the exams and activities only. No extra credit, retaking of exams or additional assignments will be allowed.

✓ Please note that the college does not mail grades to students. You may obtain your final grade through the STEP phone system or college website or by ordering a transcript. You are encouraged to check all grades since errors cannot be rectified after one year.