

ANTHROPOLOGY 111

SPRING 2015

ATTENDANCE

Attendance 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 SECOND CLASS MEETING.

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 Monday, February 23rd. A simple message will do; there is no need for explanation or documentation.

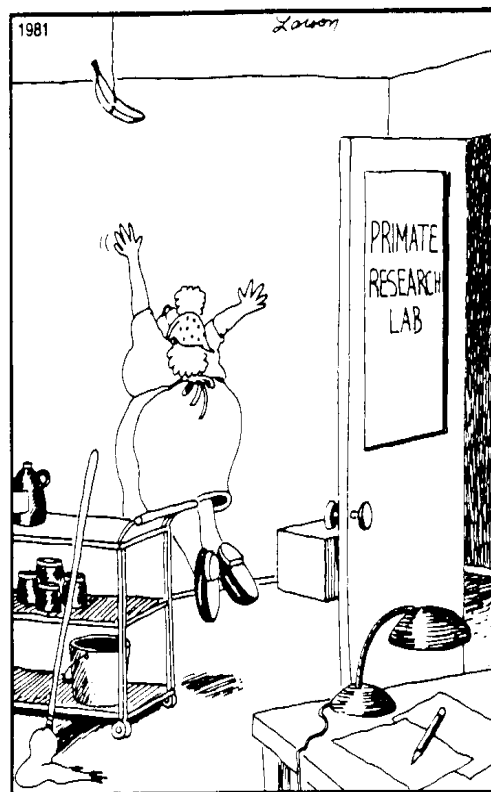
MEDICAL APPOINTMENTS,

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

Apparently, 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.

WEB PAGE

In my “info block” below you will find several methods to contact me. There’s the old fashioned telephone where you’ll find either me or my answering machine, my e-mail address, my personal web page which will have a mailer attached if you don’t find the answer to your question, and, of course, my office location and hours so you can come visit me if that’s your desire.

HOW TO FIND ME

Instructor:
DAVID L. SCHUTZER
Office:
Anthro. 0101
Phone:
E-Mail:
anthroprof@gmail.com
Web Page:
www.anthroprof.org
Twitter:
anthroprof@twitter.com
Office Hours:
by appt. before class

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 111.”

✓ 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

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!** 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

This course transfers to the University of California and the California State Universities. 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

If 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

Lectures 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

Please 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

This 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

The campus is completely non-smoking. At the present time 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 anywhere else on the campus. Please comply.

THE LEARNING ENVIRONMENT

Pierce 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

STUDENT LEARNING OUTCOMES

Upon completion of the course the student will be able to perform a real-world task requiring knowledge of human biological evolution that demonstrates meaningful application of essential knowledge and skills. Examples of essential knowledge and skills at the introductory level may include but are not limited to:

- ✓ describing the scientific method and being able to show how the scientific method is used in the context of problem-solving,
- ✓ collecting, organizing, and interpreting data and information and arriving at reasonable conclusions

HOW TO EARN A SUPERIOR GRADE IN THIS COURSE

Here 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.

LAB EXERCISES

You are to turn in each exercise at the class meeting following the lab in which they are done. I will keep track of your assignments and generate an exercise grade based on your work in class. It will be posted weekly in the lab room. **LATE MATERIAL IS NOT ACCEPTED!**

TEXT

1. Whitehead, Paul
Photographic Atlas for
Physical Anthropology
[0-89582-572-47]

2. Schutzer, David L.
2010 *Laboratory
Exercises in Physical
Anthropology*

CLASS FORMAT

See the lab manual for the exact weekly calendar of class meetings. We will have a lecture for the first hour and a laboratory session for the second 2-hours. Even though the lab session is 2-hours long you may not finish the assignment. It is up to you to finish them over the week as all lab assignments are

do at the **BEGINNING** of the next class session.

PRE-CLASS PREPARATION

Your lab experience will be enhanced if you will follow a few simple steps to prepare for each lab period.

✓ First, check the schedule in the front of your lab manual and/or at the rear of this syllabus to see what the plan is for each week.

✓ Second, read the relevant part of the lab manual **BEFORE** coming to class. For example, you will complete Exercise 1 on February 23rd. I expect that, before you come to class that day, you will have read from page 3 to 12 in the lab manual **AS WELL AS** the referred pages in the Atlas. I don't want you to have filled out any of the information in the exercise. That's to be done in class during lab.

✓ Third, make sure that you have completed all the work from the previous week, your name is on the lab exercise pages and that they are stapled in the upper left-hand corner.

Don't plan on using my stapler; don't plan on turning them in late. I expect that they will be waiting for me in the

plastic holder on the cabinet door when I arrive in class each week.

EXAMS

We will have several quizzes during the semester and one exam [the final] at the end. The final will be a practicum as well as containing a multiple-choice section. The final will occur at the time specified in the schedule of classes. See the class schedule in your lab manual for quiz dates. You will need several of the Scantron Quiz strips for the quizzes. The exam will be given on Scantron #882 form. Please purchase them at the bookstore.

IN CASE OF EMERGENCY:

When on campus, call 818 710-4311 for immediate response from the Campus Sheriff. **Do NOT** call 911, as this will result in a substantial delay. Please program the Emergency Sheriff's number into your cell phone contacts

COURSE GRADES

There are four components to your course grade; the 4 quizzes, the Anthropometry Assignment, lab work, and the final. Quizzes are worth 15 points each for a total of 60 points, the Anthropometry assignment is worth 20 points, lab work is worth 60 points and the final is worth 60 points making the entire course worth 200 points.

The grade breakdown will be as follows:

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

GRADE CHANGES

In 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.