

COURSE SYLLABUS

Social Studies, 2021-2022 School Year

Instructor: Mr. James Galvan

Email: james.galvan@stisd.net

Conference: Monday through Friday 8:00-9:00

Tutorials (Optional unless assigned): Mon/Tue/Thur 10:45-11:30, 2:45-3:30

Teacher Website: <https://sites.google.com/mystisd.net/mrjgalvan/home>

Welcome!

Welcome to Social Studies! The subject spans areas beyond history, such as culture, geography, government, political science, economics, and more. In our course, we'll incorporate and develop skills from all core subject areas as well as apply them to the various areas of social studies.

Why you need to read the rest of this syllabus...

You should consider this syllabus as a contract between you (the student) and me (the teacher). It includes all of the policies and procedures you need to know to complete this course successfully, as well as the behavior that I expect of all of my students. For my part, I will honor all of the specifications laid out in this document. No changes will be made without notice being given in the Course News area. Students with documented IEPs or 504 plans will be given accommodations appropriate for their individual plans. Contact the school's Special Education department for more information.

Contacting the Teacher

There are two easy ways to contact me quickly: Remind and via email. The class Remind link is in the Announcements section of our K12 page, and my email is listed above.

It is your responsibility to contact me with any questions you may have. Don't wait until the last minute--when a question arises, ask it early. When you have questions about course content or assignments, email me with the details of your situation. If you believe your situation needs more attention or action, schedule a time to meet with me online.

Course Activities

Course activities may include

- Reading online text and transcripts
- Viewing moving and static images and streaming video
- Listening to audio recordings and pronunciations
- Watching linear and interactive animations and simulations
- Completing hands-on and virtual activities
- Participating in threaded discussions with teachers and fellow students in a section, cohort, or group
- Reading or listening to teacher announcements

- Completing online self-check exercises
- Reading and completing teacher-created instructional materials

Graded assignments may include

- Online or paper-based worksheets and practice sets
- Quizzes
- Exams (unit, semester and final)
- Threaded discussions
- Essays, research papers, and other writing assignments
- Presentations

All graded assignments are either automatically scored by the K12 Learning Management System, or they are teacher-scored.

Course Policies

Attendance and Activity

Students are expected to log in to this course daily. While the length of time that students spend working on assignments may vary, the expectation is that you will spend approximately 30 to 40 minutes on my coursework each day.

A student will be marked as absent when:

- The time spent in class less than 30 minutes
- Camera and microphone are off for most of the period
- One has permission to have camera off, but is unresponsive in the chat

Daily Student Responsibilities

Every time you enter the course and before completing any classwork,

- **Read any announcements** I posted since the last time you entered the course.
- **Review the Calendar** to see what lessons and assignments you are to complete that day.
- **Submit assignments to me through the Assignment tool**, unless they are scored by the computer. Emailed assignments are at risk of not being seen right away, as teachers can receive many emails per day.

Before you log out of the course,

- **Make sure you have started all of the work** for the day, including the nongraded lesson work.
- **Know when the due date is** for every assignment introduced that day.

Getting Help with Classwork

This course is going to be challenging. When you encounter difficulty with course content,

- **First** ask me in class if possible, that way I could address several questions or concerns at the same time. It's likely that other classmates have the same question, so that would help several people at once.
- **Next**, email me or use Remind to describe your question and the help you may need

- **If it needs extra attention**, visit my tutorials so we can discuss the issue thoroughly

Communication with Teacher and Classmates

Although you won't be able to send emails to other students, you will be working with your classmates on various assignments and discussions.

Some things to keep in mind when communicating with other students:

- Respect the privacy and wishes of your fellow students.
- Flaming, spamming, bullying or other unwanted contact, including inappropriate message content or attachments, will be considered a breach of this policy. Infractions may result in disciplinary action by the school administration.

Teacher Availability and Communications

After the first two weeks of school, you'll have a lot more freedom in your daily schedule. This goes for teachers as well! This means that, although we're both working in the course every day, we may be working at very different times of the day. When you and I happen to be online and working at the same time, I might not be immediately available.

Most of my day is spent responding to student questions, grading and returning assignments, and answering e-mails and phone messages. Feel free to contact me when needed, but please understand that I might be in the middle of one of these tasks, or helping another student at the time. You may need to leave me a message if you call, or wait for a short time to receive answers online. Of course, I am always available during my Office Hours, which are listed in the Teacher Contact section.

If you would like to schedule time for a private conference, please make the request at least three to five days before the day you are available. The more notice you provide me, the more likely I can be available at a time that is best for you and/or your parent/mentor.

Due Dates

For most assignments, the due date will be before midnight on the following day. Warm-ups will be due by the end of the day they are given.

The Class Plan will list which lessons and assignments you need to complete each day. You'll also find assignment due dates in the Course Details area of your student landing page. It is important that you stick to the course schedule indicated on the Calendar and in the Weekly Announcements, as well as the due dates for each assignment. Staying on schedule allows you to learn along with your classmates. It is especially important as we all learn together through the threaded discussions in the course.

Late Policy--PLEASE READ CAREFULLY

Graded assignments--whether teacher scored or computer scored--must be completed and submitted no later than midnight on the due date.

- For every day that your assignment is late, your grade on the assignment will be reduced by 10% and up to a total of 50%.
- Zeros will be entered the day after an assignment is due.
- You will be able to submit late assignments (beyond five days) to convert zeros to 50%, but be advised of the following cut-off dates: For computer-scored quizzes and tests that are late, you will need to contact me to re-open them.
- I am always willing to discuss the late submission of work past the above-listed deadlines. Please contact me directly as soon as possible to find out if late submission is an option.
- I will grant due date extensions on assignments under some circumstances. **You should never assume that I will automatically grant these requests, however.** Due date extensions must be requested before the due date of the assignment and on a school day. Requests received on the due date, past the due date, or on a nonschool day will most likely not be granted.

Attendance

Regular and daily attendance is required.

- You must log in to the course and complete the scheduled work every school day.
- Unless otherwise specified, course log in is required even when assignments occur offline, as you are expected to review any updated announcements and threaded discussion responses daily.
- You should expect to spend 30 to 40 minutes each day reading, responding, and completing other activities, both online and offline.
- If you know you will not be able to log in to the course on any given day, please contact me immediately by e-mail. If you encounter technical difficulties, contact me by phone.
- Students who continually fail to enter the course and show progress will be referred to the school administration.

Always use the Assignment tool

I will only accept teacher-graded assignments submitted through the Assignment tool. Assignments sent to me through e-mail will be returned to be submitted through the Assignment tool. If for some reason you are unable to submit assignments through the Assignment tool, or assignments you submit are not being returned to you, contact me immediately. We will make alternate arrangements for you to get the assignments to me for grading.

File type and size

At all times, attempt to keep the size of files you submit less than 3 MB. Unless otherwise indicated in the assignment directions, the only file types you should submit to me are .doc, .docx .txt, and .tif. Assignments in other formats will be returned for resubmission.

Expectations of Difficulty, Participation, and Time Commitment

Students often find that going to school online takes longer and is more difficult than going to school in a traditional setting. Be prepared for this course and online schooling in general to be a little more difficult than you might expect. If you are not spending at least 40 minutes on this course each day and your work remains incomplete, you're probably not doing enough to pass. If this is happening, make an appointment to meet with me or visit me during Office Hours so we can review what you are doing each day. If you need help in working out a personal schedule, staying motivated, or creating an effective home learning environment, I can reach out to our counselor. This person is an expert at helping students with these concerns.

Grading Policy

The semester breakdown for grades are as follows:

Q1 Average: 37.5%

Q2 Average: 37.5%

Semester Exam: 25%

The Quarter breakdown for grades are as follows:

Daily Grades: 60%

Assessments: 40%

Every quarter, you will have at least 15 grades:

11 Daily Grades

4 Assessments

When an assignment is to be submitted to me as an electronic file, I will only accept these through the course Assignment tool. If you have technical difficulties using the Assignment tool, contact me immediately to make other arrangements.

I will grade and return all teacher-scored assignments within three school days (sooner whenever possible). When these assignments are returned, you are expected to open them and read the feedback I provide. Use this feedback to improve your work on future assignments.

Assignments will be graded and (in most cases) returned to you in three school days.

Infinite Campus will be the official gradebook, although you can expect to see your grades on K12's Gradebook as well. If you notice any differences between the percentages, tell me immediately so I can fix it.

Threaded Discussions

Grades are based on quality and timeliness. Responses should be well-written (use the spell check tool) and clearly address the issue being discussed. Stay on topic.

Threaded discussions usually last about three days. You are expected to respond to the original question or prompt on the first day, then read and respond to others' postings on the second day. On the third day, you should respond to others' responses to your original post.

Academic Integrity (Cheating and Plagiarism)

Students who submit work as their own, when it is not wholly and completely their own, are guilty of cheating and/or plagiarism and will receive a grade of zero on the entire assignment.

Assisting other students in cheating or plagiarism is also considered academic dishonesty, and students who do this will receive a grade of zero on their assignment as well.

Early in the year we have a unit that covers the purpose and methods of citing sources, so you will be well prepared for the remainder of the year. The first time students fail to cite the source of information in any assignment, they will be advised of proper citation methods. Further infractions will result in the students receiving a grade of zero on the assignment.

Students who are found guilty of cheating or plagiarism more than once will be referred to the school administration for breach of the school's Behavior Code.

I may use technology that helps prevent cheating for some tests. Before these tests, you will be prompted to install software on your computer. You will be required to install this software before taking the assessment. Once you access the test, you will be unable to copy, paste, or open new browser windows or programs during the assessment. If you experience any difficulty, contact K12 Customer Care for assistance. Contact me immediately if Customer Care cannot resolve your issue.