

## Soc 251: Social Problems Syllabus

### Objective:

The purpose of this syllabus is to guide the participant in the requirements, demands, logistics and expectations of this course.

### Getting Help:

To receive technical assistance on issues related to WebCT, contact:

Academic Instructional Technology Help Desk

ES 102

Monday-Thursday 8:00 AM -9:00 PM; Friday 8:00 AM-5:00 PM

(719) 587-7371

[ascwebct@adams.edu](mailto:ascwebct@adams.edu)

### Instructor:

Michael Martin, M.A., MSSW, Ph.D., (719) 587-7878 [mwmartin@adams.edu](mailto:mwmartin@adams.edu)

Fax: (719) 587-7176

### Dr. Michael Martin

Welcome!

My name is Michael Martin and I am the instructor of record for this course, Sociology 251 – *Social Problems*. I am the Chair of the Department of Sociology at Adams State College and have thirty years of experience teaching sociology and social welfare courses.

This course is designed as a survey of selected contemporary social problems facing the United State today. Sociology 251 is a required core course in the Sociology degree program and prerequisite course for entering the *Social Welfare* emphasis.

Please carefully read the syllabus for this course on the *Course Content* page and review the *Introduction Video* that discusses the course requirements. The final grade in the class is explicitly contingent upon understanding and fully meeting all of the course requirements to a tee. After reviewing the syllabus, if you have any questions, feel free to contact me using the *Mail* tab in WebCT.

As I stated above, if you have questions, please e-mail me. Normally I check my e-mail on a regular basis and will respond within 72 hours (generally much quicker). However, I do spend a portion of the summer months traveling in the Third World; during this time I have access to my e-mail and WebCT but there

can be sporadic Internet interruptions and technical problems associated with the poorly developed digital infrastructure often found in Third World countries. Just bear with me and I will earnestly work with you to answer any questions you might have in a timely fashion.

I look forward to working with you. Good Luck.

Michael Martin  
[mwmartin@adams.edu](mailto:mwmartin@adams.edu)

**Course Delivery:**

Fully-Online in WebCT, Open Enrollment

**Credit Hours:**

Three Semester Hours

**Prerequisite:**

Soc. 201 (*The Sociological Imagination*)

**Catalog Description:**

The course is designed to provide the student with a survey of selected contemporary social problems. Social problems addressed in the class may include poverty, addiction and substance abuse, mental health, violence with a focus on family violence, crime, teen sexuality and pregnancy, and health care issues. The causes, severity, and consequences of the selected social problems are explored. In addition, social welfare strategies for alleviating social problems are presented.

**Student Learning Objectives:**

1. Students will be able to discuss the nature and severity of selected social problems facing society using a sociological perspective.
2. Students will be able to identify the multiple causes and consequences of social problems.
3. Students will be able to critically evaluate the effectiveness of various social welfare strategies to alleviate the causes and consequences of social problems.
4. Students will be able to write more effectively.

**Course Requirements:**

There will be ten chapter quizzes (each worth 10 points) consisting of ten multiple choice questions each, three examinations (each worth 100 points) consisting of 100 multiple

choice questions, and one written research project (worth 100 points). You have 20 minutes to complete each quiz and 3 hours to complete each examination.

The written assignment is a Social Problems/Issues Research Paper for which guidelines can be found in the *Learning Modules* tab. The purpose of this assignment is to intellectually explore a social problem/issue that is of interest to you. Using the assigned readings or your personal experiences and interests, select a topic and write a **four** page, double-spaced paper (font 12 in Times New Roman style). In addition to the four pages of text, each paper should have a cover page (containing the title of paper and author's name) and a references page.

**The Social Problems/Issues Research Paper should be submitted before taking Examination II; this provides ample time for the paper to be reviewed and graded in a fair and comprehensive manner. Failure to submit the research paper prior to taking Examination II will result in a penalty of 5 points per day; for example, if you complete Examination II and submit the research paper two days later, your grade on the research paper will be reduced by 10 points. So there is a strong grade incentive to submit the research paper prior to taking Examination II.**

A variety of topics are fair game for the paper including domestic violence, child abuse/neglect, sexual assault/rape, alcoholism, substance abuse, homelessness, unemployment, gun violence, teen pregnancy, racial or sexual discrimination, divorce, and health care affordability/access, just to mention a few.

Use a minimum of four journal (periodical) articles and one research-worthy website (a website associated with a university, professional association, or research institute) as the basis for the paper. **Do not** use popular magazines, newspaper articles, encyclopedias, or the course textbook as references. Please rely strictly on academic journals and resources for references. Use the link to the ASC Nielsen Library that is found on the *Course Content* page to access the electronic research databases necessary to complete the research for the paper. Electronic research databases that provide full-text copies of articles and that are particularly useful for sociology papers include SocIndex, Academic Search Complete and ERIC.

Please follow the format below using the specific major topic headings:

1. **INTRODUCTION** (clearly state the social problem under consideration and its extent and severity).
2. **CAUSES AND/OR CONSEQUENCES FOR SOCIETY** (what are the causes of the problem and what are the negative consequences for individuals and society).

Text citations and references should use the American Sociological Association (ASA) format. Use the following source for information on the ASA format: [ASA style guide](#). The ASA format information can also be accessed using the *Learning Modules* tab.

Please refrain from using direct quotes of others and always use your own words to describe others' ideas and give credit to the authors for their ideas by citing them in the text of the paper; all ideas must be cited and all citations must be referenced on the reference page. Do not extensively copy an author's material verbatim or with minor changes; this is technically cut-and-paste plagiarism and is profoundly unacceptable. The Social Problems/Issues Research paper can be submitted through the Social Problems/Issues Research Paper link in the *Learning Modules* tab; submitted papers are automatically checked for plagiarism.

Remember that a research paper is not an opinion paper; it should reflect the documented ideas of scholars and academics studying and doing research on social problems not your own personal opinions. Your personal opinions are very important but are not an appropriate part of the research paper process.

The grade on the **Social Problems/Issues Research Paper** will be based on the following evaluations:

- The intellectual depth and quality of the research and ideas presented in paper
- The degree to which the paper is clearly focused and understandable (readability)
- The quality of the writing (grammar, editing, and organization of ideas)
- The degree to which the instructions regarding the paper are followed
  - length and style of paper (four double-spaced pages of text, Times New Roman style, font 12 plus the cover and references pages)
  - use of the appropriate number and types of references (minimum of four journal articles and one research-worthy website; only academic references with no popular magazines, newspapers, encyclopedias, or course textbook references)
  - use of required format and topic headings (Introduction; Causes and/or Consequences)
  - use of ASA format for references and citations
  - use of own words; no direct quotes
  - **submission of the paper prior to taking Examination II**

**Required Textbook:**

Macionis, John. 2010. *Social Problems*. Fourth Edition. Upper Saddle River, NJ: Pearson Prentice Hall. ISBN 0-205-74900-3.

**Grade Distribution and Scale:**

In alignment with ASC academic policies, no D grade may apply to a major or minor field.

**Grade Distribution:**

Examinations	100 points x 3 examinations	300 points
Social Problems/Issues Research Paper	100 points x 1 research paper	100 points
Quizzes	10 points x 10 quizzes	100 points
	<b>Total Points</b>	<b>500 points</b>

**Scale:**

450-500 points (90-100%)	A
400-449 points (80-89%)	B
350-399 points (70-79%)	C
300-349 points (60-69%)	D
299 points and below	F

**Class Schedule:**

**Read Chapter 1:** Sociology: Studying Social Problems

**Read Chapter 2:** Poverty and Wealth

Complete Quiz 1

**Read Chapter 3:** Racial and Ethnic Inequality

Complete Quiz 2

**Read Chapter 4:** Gender Inequality

Complete Quiz 3

**Examination I – This examination will be available after Quizzes 1-3 are completed.**

**Read Chapter 6:** Crime, Violence, and Criminal Justice

Complete Quiz 4

**Read Chapter 7:** Sexuality  
Complete Quiz 5

**Read Chapter 8:** Alcohol and Other Drugs  
Complete Quiz 6

**Read Chapter 9:** Physical and Mental Health  
Complete Quiz 7

**Complete and submit the Social Problems/Issues Research Paper (To avoid a grade penalty, submit the research paper prior to taking Examination II).**

**Examination II – This examination will be available after Quizzes 4-7 are completed.**

**Read Chapter 10:** Economy and Politics  
Complete Quiz 8

**Read Chapter 11:** Work and the Workplace  
Complete Quiz 9

**Read Chapter 12:** Family Life  
Complete Quiz 10

**Read Chapter 14:** Urban Life

**Examination III – This examination will be available after Quizzes 8-10 are completed.**

### **Technical Requirements**

A complete overview of the technical requirements, software for this course and WebCT tutorials is available in the Student Support Module, located in the Course Content tab. Information for receiving technical assistance is also included.

### **How WebCT Functions**

#### **How to turn in Written Assignments**

All written assignments, **except discussion assignments**, will be submitted through the assignment link in each module or by clicking assignment and submitting it through the correct link.

Use the following process to prepare and submit assignments:

- Prepare your project using Microsoft Word. Name your assignment with the following convention: last name, first name, project title (ex. lastnamefirstnameprojecttitle.rtf) **You will have to choose the .rtf file type from the drop down menu in your save window. (Under the name of the document.)**
- Click on the assignment link in the Learning Modules overview area or on the assignment in the Assignment tab.
  - At the top of the page, you will see the assignment instructions and any attached instructions.
  - Under Submissions is the text box that you will paste your assignment in if instructed to, otherwise you will attach your completed assignment by clicking "Add Attachments".
  - Under Comments is where you can make a comment about your assignment to the instructor.
  - Click submit.

When assignments are received, I will open them in Microsoft Word for grading. I will make comments, ask questions, etc. I will then return your assignment through the Student Gradebook area. Choose the Graded tab. You must click on the assignment to view my comments. **Be advised that your papers are subject to plagiarism detection programs.**

### **How to send E-mails**

All electronic mail communication related to this course will utilize the Mail tab. To communicate by E-mail within the course with other participants or all participants, click the Mail tab link on the left. Click Create Message to send a message. You are able to send messages to All Users or Select Users in the course, including the instructor. Be sure to only check the recipients that you want to receive the E-mail.

**Do not submit assignments through the Mail tab.** Submit them through the Assignments tab, Assessment tab or Discussions tab, as directed. You will receive quick responses to any E-mail you send during my office hours. Generally speaking, I check my E-mail inbox several times a day during the workweek, less frequently on the weekend, and rarely after 10:00 p.m. any day. If my schedule will make me unavailable to answer E-mails for a day or two, I will send an announcement out so that you can plan accordingly. One caveat: technical problems in the E-mail systems may slow down responses!!

### **How to take an Assessment**

Assessment or exams are available in the Assessments tab. Do not start an exam until you are ready to take the assessment and have met the requirements directed by your instructor. Once you start the exam you must finish it. Only documented technical issues from the Academic Instructional Technology Center will allow for a retest. To take the Assessment or Exam following the steps below:

- Click on the Assessment Tab
- Click on the Exam link.
- Read the instructions provided, particularly about the time limits.
- Click BEGIN ASSESSMENT
- On the right is the timer and the Question Status showing the questions answered and unanswered.
- Answer each question and click SAVE ANSWER. By saving each answer as you go, you may prevent the loss of test material if your computer locks up or other technical problems occur.
- At the end of your assessment, save any answers you have not saved. Then click SUBMIT.

### **Accessing Library Resources**

Students enrolled in this course can utilize the [ASC Nielsen Library](#) from on and off campus. Follow the links located on the My Courses>> Campus Announcements for login information and complete instructions for accessing information from a distant location.

### **Adams State College Resources**

Adams State College provides several resources to assist you and make your online learning experience a positive one. A listing of resources is available at the [One Stop Student Services](#) on the Adams State College Website. Some of the highlights are:

[Records Office](#) - Campus contacts available to help you through the registration process.

[Computing Services](#) - Technical assistance and tutorials.

[Disability Services Handbook](#) - Student Services can arrange assistance for students with special needs or disabilities.

[Academic Calendar](#) - Keep track of important dates.

[South Coloradan](#) - Adams State College Newspaper

### **ADA Statement**

If you have a disability, including a learning disability, for which you request an accommodation, please contact [The Office of Student Affairs](#), so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Support Services counselor. For more information, call or visit:

The Office of Student Affairs  
234 Richardson Hall  
Adams State College  
208 Edgemont Blvd.  
Alamosa, CO 81102  
719-587-7221

## **Extended Studies Policies and Procedures**

**PLEASE NOTIFY EXTENDED STUDIES OF ANY NAME, ADDRESS, OR TELEPHONE CHANGES!**

### **Course Time Limits**

This is an open enrollment course and you must complete all course requirements within 1 year of enrolling in the course.

It is important to schedule your course study to fit into your academic plan. Be aware many instructors are not on campus during the holidays or term breaks, which can delay the return of corrected assignments. Therefore, if you have important deadlines to meet such as graduation, be sure to complete and submit all of your assignments and take the final examination as scheduled. It is your responsibility to ensure the credits for this course will apply toward graduation or certification deadlines.

### **Textbooks**

Textbooks can be purchased from the Adams State College (ASC) Bookstore. To order textbooks or obtain information about book titles you may go to [www.exstudies.adams.edu](http://www.exstudies.adams.edu) and click on the “ASC Bookstore” icon. Select “DIST\_LEARN” from the department menu. Select the appropriate course and section number located on the title page of this study guide and in the “Course Materials” section of the syllabus. This should provide the correct textbook information and ordering options. If you have questions you can contact the Bookstore at 719.587.7981, e-mail Loretta Martinez at [lcmartin@adams.edu](mailto:lcmartin@adams.edu) or send a mailed request to ASC Bookstore, 208 Edgemont Blvd., Alamosa, CO 81102.

Use Section Number: **1070** to order books from Bookstore site.

### **Course Assignments**

Carefully read the introductory material in the syllabus for specific instructions on how to prepare your assignments. The course syllabus contains information explaining the required textbooks, resources and materials, and the assignments.

You are urged to wait until the first submitted assignment has been evaluated and returned before sending your second assignment. This will enable you and the instructor

to communicate and establish a closer rapport. This will also allow you to have a clear idea of what to expect in the course and how to complete and submit the rest of your assignments. Keep in mind the instructor will be happy to answer any questions you may have that are pertinent to the coursework.

### **Course Grading Scale**

The grading system for online courses is consistent with the Adams State College academic policies. A, B, C, D, P, and S are passing grades; F and U are failing grades. No D grade may apply to a major or minor field. Because this course can be completed beyond one semester (students have up to one year), an incomplete grade will be issued at the end of the term of enrollment. However, your student record will then be updated when the course is completed and the instructor assigns a grade. Adams State College policy requires an F grade be issued if the course is not completed at the end of one year.

### **Official Transcripts**

Upon completion of this course, a final grade will be mailed to you. An official transcript request form is located at the back of the course study guide and can be also be found online. (<http://www2.adams.edu/records/transreq.pdf>) If a transcript is needed by a specific date, complete all assignments and examinations at least five weeks before the transcript is required.

### **Dropping or Withdrawing from a Course**

**Students Receiving Federal or Private Financial Aid.** You may add/drop or withdraw from a course within the term you registered, prior to the deadlines stated on the Adams State College academic calendar. For specific add/drop, withdrawal dates, withdrawal forms, and additional information, visit the ASC Records Office website at [http://www.adams.edu/records/drop\\_withdrawal/drop\\_withdrawal.php](http://www.adams.edu/records/drop_withdrawal/drop_withdrawal.php).

You may contact your advisor at (800) 548-6679 or [ascadvisor@adams.edu](mailto:ascadvisor@adams.edu), or the ASC One-Stop Student Services Center at (719) 587-7306 for additional information and dates. Students withdrawing from all courses must submit a request for “Complete Withdrawal.” To initiate a complete withdrawal, contact your advisor. To view the refund schedule for a complete withdrawal, see <http://www2.adams.edu/administration/business/>

Financial aid awards for each semester are based on your final enrollment status (i.e., full-time, three-quarter, or part-time), which is determined on the add/drop deadline (census date). Financial aid awards will be adjusted according to your census date enrollment. Students can request *withdrawals* for individual courses after census date, but tuition and fees will not be refunded. Students can register for Extended Studies courses after census date, but additional financial aid will not be awarded. Additional information concerning financial aid can be found at <http://www.adams.edu/finaid/esfaq/esfaq.php>

**Students Not Receiving Federal or Private Financial Aid.** You may *drop* a course within the first 30 days after course registration. Refunds for dropped courses will be issued at 90% if requested within the first 30 days after course registration for students not receiving federal or private financial aid. Requests for course drops and refunds must be made in writing to Extended Studies and must include the student's signature. Telephone requests cannot be honored. Refunds cannot be issued for requests submitted beyond 30 days after the registration date.

You may *withdraw* from a course within the first six months after course registration. No refunds will be issued for course withdrawals. Students are responsible for initiating a formal, written withdrawal request, which must include the student's signature. Submit written requests for drops or withdrawals to ASC Extended Studies via postal service mail or fax.

### **Affirmative Action Policy**

Adams State College (the College) is committed to an affirmative action policy. The College subscribes to the policy that there is no place in an academic community for discrimination based on race, creed, sex, or ethnic background. The College will use its influence to discourage such discrimination, whether it is on the campus or in the community. A faculty member serves as affirmative action officer and is responsible for coordinating compliance efforts and investigating any complaints concerning discrimination. This responsibility includes institutional compliance with Title IX.

### **General Campus Policies**

Adams State College expects all students, as well as faculty and staff, to observe national, state, and local laws and to respect the rights and privileges of other individuals. The College expects each individual within the academic community to refrain from behavior that would disrupt the College function of education; cause injury to persons; cause damage or loss of property on the campus; or interfere with the freedom of movement of students, school officials, employees, or guests at facilities of the College. The College will not tolerate interference in any manner with the public or private rights of other individuals or conduct that threatens or endangers the health and safety of any person. The President or Vice President or designee, may summarily suspend any student in violation of these standards, pending a hearing of the case before the College Magistrate, when it appears that reasonable cause exists to believe the continued presence of the accused student on campus poses a threat to the safety of the student, other persons, or property, or a threat to disrupt College functions or activities. Students should be aware that such misconduct may also subject them to any penalties that may be prescribed by municipal, state, or federal laws. The imposition of such additional penalties does not constitute double jeopardy, inasmuch as College punishment is not criminal in nature. The Colorado General Assembly has passed a trespass and interference law with the education act. Violation is a Class 3 misdemeanor (Colorado Revised Statutes, 1973, 18-9-109).

## **Student Rights and Responsibilities**

The College expects all students, as well as faculty and staff, to observe national, state, and local laws and to respect the rights and privileges of other individuals. The College expects each individual within the academic community to refrain from behavior that would disrupt the College function of education, cause injury to persons; cause damage or loss of property on the campus; or interfere with the freedom of movement of students, school officials, employees, or guests at facilities of the College. Interference in any manner with the public or private rights of other individuals or conduct that threatens or endangers the health and safety of any person will be not tolerated by the College. The President or designee may summarily suspend/expel any students in violation of these standards, pending a hearing of the case before the College Magistrate. Students should also be aware that such misconduct may subject them to any penalties which may be prescribed by municipal, state, or federal laws.

### **Code of Conduct**

All students share a common and heavy responsibility to maintain a climate suitable to a community of scholars. They have equivalent responsibility with the faculty for study and learning and for conducting themselves with academic integrity in a manner compatible with the College's function as an educational institution. The College has a duty and the corollary disciplinary powers to protect its educational purposes through the regulations of the use of facilities and through the establishment of standards of scholarship and conduct for the students who attend the institution. Disciplinary proceedings should play a role substantially secondary to example, counseling, guidance, and admonition. When the preferred means fail to resolve problems regarding student conduct, proper procedural safeguards should be observed to protect the student from the unfair imposition of serious penalties for violation of College policies. Students violating rules of conduct, as set forth by the College, will be subject to disciplinary action. Expectations of behavior for all students are as follows:

- All students are expected to practice academic honesty. They should refrain from any form of cheating, plagiarism, or knowingly furnishing false information to the College.
- All students are expected to refrain from forgery, alteration, or use of any College documents, records, or instruments of identification with intent to defraud or deceive.
- All students are expected to make only authorized entry to or use of any College facility. College facilities are interpreted to mean buildings, grounds, equipment, or materials.
- All students are expected to comply with directions of College officials acting in performance of duties and to show identification upon request by a college official.
- All students are expected to observe federal and state laws relative to narcotic drugs, beer, and liquor.

- All students are expected to observe rules and regulations as set forth in specific College facilities.
- All students are expected to refrain from impeding freedom of movement of students, school officials, employees, or invited guests to all facilities of the College.
- All students are expected to refrain from physical abuse or intimidation of any person on College-owned or controlled property or at College-sponsored or supervised functions and to refrain from conduct that threatens or endangers the health or safety of any person.
- All students are expected to refrain from theft of or damage to College property or the private property of any student, school official, employee, or invited guest when such property is located in College buildings or facilities.
- All students are expected to refrain from unauthorized possession of firearms, explosives, or other dangerous weapons upon the grounds, or in buildings, or other facilities of the College.
- All students on College premises or in any building or College facility are expected to refrain from engaging in disorderly, harassing, or indecent conduct that results in a disruption, impairment, or interference of the educational mission, process, procedures, or functions of the College. Such proscribed conduct includes, but is not limited to, the following: coarse or offensive utterances, gestures, or displays; abuse or threats to any other person; unreasonable noise on College premises or in any building or other facility; fighting with another person; discharging or displaying a firearm on campus; striking, shoving, or kicking a person; directing obscene language or gestures to another person; or performing in a public place or in public view any of the following: (a) an act of sexual intercourse or (b) an act of deviate sexual intercourse or (c) a lewd exposure of the body.
- While on or near College premises or facilities, all students are expected to refrain from denying lawful freedom of movement, lawful use of College facilities, or the right of lawful entry or exit from the physical facilities of the College to any other student, school official, employee, or invited guest. All students on the College premises or in any building or College facility shall not impede through the use of threat, restraint, abduction, coercion, intimidation, force, or violation any staff or faculty in the lawful performance of official duties, nor any student in the lawful pursuit of educational activities. No student shall willfully refuse or fail to leave the property of or any building or other facility used by the College upon being requested to do so by the President or his designee if such student is committing, threatens to commit, or incites others to commit any act that would disrupt, impair, interfere with, or obstruct the lawful missions, processes, procedures, or functions of the institution.
- All students are expected to observe College regulations regarding artists, lecturers, films, videotapes, and entertainment media.
- All students are expected to refrain from any violation of federal, state, and municipal laws and from any other conduct not included above that adversely affects the function of the College and the pursuit of its educational purposes and objectives.

- All students are expected to refrain from theft, alteration, destruction, illegal utilization, unauthorized entry into, plagiarism, and otherwise misuse of computer software or hardware.

All students should familiarize themselves with and be responsible for all information contained in the Student Handbook as authorized by the Trustees of the Consortium of State Colleges in Colorado. This handbook is available in the Office of Student Affairs, Richardson Hall, Room 234; or on the ASC Web site:  
<http://www2.adams.edu/pubs/media/studenthanbook200708.pdf>

### **Notification of Rights under FERPA**

ASC FERPA Web site: <http://www2.adams.edu/records/ferpa/ferpa.php>

The Family Educational Rights and Privacy Act of 1974 (FERPA) or Buckley Amendment as it is often called, affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, written requests that identify the record(s) they wish to inspect. The Registrar will arrange for access and notify the student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Adams State College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-4605

Adams State College considers the following to be directory information:

- |   |   |
|---|---|
| • Name  | • Enrollment status (full-time, half-time, etc.)                            |
| • E-mail address                                | Note: the actual number of credit hours is not directory information        |
| • Phone number(s)                               |   |
| • Address                                       | • Weight and height of members of athletic teams                            |
| • Classification (i.e., freshman, junior, etc.) | • Honors and awards received  |
| • Major field of study                          | • Date of birth   |
| • Date of attendance                            | • Last school attended  |
| • Degrees pursued                               | • Past and present participation in officially recognized sports activities |

Directory Information can NEVER include:

- |                          |               |
|--------------------------|---------------|
| • Social security number | • Ethnicity   |
| • Student ID number      | • Nationality |
| • Race                   | • Gender      |

A student may request non-release of directory information. You may find a downloadable version of our Restriction of Release of Information form [here](#):

<http://www2.adams.edu/records/forms/forms.php>. Complete the form, sign, and have it notarized before submitting it to the Office of Records for processing.

### **Course Evaluation**

At the end of the course you will be asked to complete an evaluation specifically for this course. This evaluation will be reported anonymously. Your comments and recommendations will be seriously considered as the course is updated. Your input throughout the semester contributes to my commitment to continually improve the quality and relevance of this course.

### **Getting Started**

To get started in this course, click on Learning Modules and choose Module 1.