

ANT121S 801 US – Introduction to Anthropology – Summer 2026

Edison State Community College

Instructor: Karen Korn, PhD

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COURSE DESCRIPTION

This course is a survey of the discipline of anthropology. Anthropology is a holistic social science discipline that explores the physical and cultural diversity of human beings from the earliest days to the present. The four subfields of anthropology include physical anthropology, archaeology, linguistics, and cultural or social. This course will offer an introduction to the four subfields, with an emphasis on cultural/social anthropology.

REQUIRED OPEN EDUCATION RESOURCE (OER) READING MATERIALS

(2020) *Perspectives: An Open Introduction to Cultural Anthropology, 2nd Edition*. American Anthropological Association, Arlington, VA ISBN Digital: 978-1-931303-66-8 <https://perspectives.americananthro.org/>
Hasty, J., Lewis, D. G., & Snipes, M. M. (2024, February 22). *Introduction to Anthropology*. OpenStax.
<https://openstax.org/details/books/introduction-anthropology/>

NOTE: These textbooks are free of charge and can be downloaded from the above links

OPTIONAL for EXTRA CREDIT: Wells, S. (2003) *The journey of man: A genetic odyssey*. New York: Random House.

REQUIRED TECHNOLOGY

- **Computer Speakers, microphone, Webcams, and Computer Access**
- **High speed internet/Firefox/Chrome is recommended.** Although these are not required, they may make your experience better and faster. Students should have 2 browsers in case one moves slow. It is the student's responsibility to have access to a reliable computer
- **Email:** Check your ESCC e-mail account frequently for communications about this course. Once a day, Monday through Friday, is the best policy. Emails sent through Blackboard will be located in your Edison email (all students, faculty, and staff are required to use their Edison email account for ALL college communication. Email from personal accounts will not be responded to
- **Microsoft Office:** This is free to all students, if you don't have it please download it from the Getting Started Folder. All papers must be submitted on Microsoft Word, no exceptions
- **Respondus Lockdown Browser: All Students need to download the lockdown browser for taking the quizzes. The quizzes will not work with any other browser**
- **Library Barcode** – A scannable barcode located on the back of your student id. If you do not have one, please go to the library in the first 2 weeks of class to get one

TECHNICAL SUPPORT

- For Blackboard issues, the Teacher should be the first point of contact
- For Log-in Issues or other Issues:
There are several steps you can do if you can't log in, but all require you to be signed up for the SSRPM and several require your student ID. Be sure to double check you are signed up for the SSRPM or it can come back to hurt you later. During regular business hours (9-5 Monday-Thursday, 9-4 Friday) either emailing support@edisonohio.edu or by call= 937-778-8600 and asking for IT.
- After hours:
 1. Log onto the SSRPM and go to "forgot password" enter your security answers and then click to either change your password
 2. Go to www.edisonohio.edu into the Resources tab and click "IT Help Desk" then click "Chat" to get the password changed.
 3. Call 937.778.7957 and talk to the off-campus blackboard company to get help

TYPE OF CLASS

This is an online class and all work will be due on Sundays by 11:59 pm. In lieu of office hours, the instructor will be available by email to arrange a phone appointment.

ACCOMMODATIONS FOR DISABILITIES

Edison State Community College will make reasonable accommodations for students with documented disabilities. If you believe you may need an accommodation based on the impact of a disability, contact the instructor privately with your self-identification letter. If you do not have a self-identification letter, contact the Office of Disability Services by emailing disabilities@edisonohio.edu or by calling 937-778-8600. The Office of Disability Services is located on the Piqua Campus in Room 160. For additional information, visit the Disability Services web page at www.edisonohio.edu/disability.

COMMUNICATIONS

Please contact me at any time during the semester, with any questions or concerns – I am here to help and typically respond within 24 hours but am allowed up to 48 hours. All students, faculty, and staff are required to use their Edison email account for ALL college communication). Students have 48 hours to respond to faculty emails per school code. Do not call the instructor as the instructor is only on campus a few days a week and therefore your response time can be many days.

EMAIL ETIQUETTE

This is REQUIRED for all emails as this is a professional environment:

- Subject line... State the course: and subject " [class name] online Discussion Board question
- Salutation. Address the recipient by name: "Dear [name]" or "Hello [name]"
- Body text. Explain the main message of the email. ...
- Signature. Your email closing should be formal, not informal. (Put your name on it)

Think before you write. Unlike a traditional class where we can see and speak to each other, an online course does not allow us to use nonverbal cues (facial expressions, tone of voice, gestures). Remarks that might be humorous when spoken can easily be misconstrued when written. Choose your words with care to lessen the chance that you will be misunderstood or misinterpreted.

ADDITIONAL INFORMATION & SOME MISCONCEPTIONS

- *Distance-learning courses are easy.*

Distance-learning courses are different from traditional courses, but not easier. Distance-learning courses "will have the same quality and academic integrity as traditional on-campus courses conducted in the classroom." In fact, distance-learning courses require a special discipline and persistence and perhaps greater self-reliance than traditional classroom courses. The workload is no less, and may be more, since you have to make up for the three hours you will not spend in direct instruction in a classroom. The time required varies depending on the type of assignments you have in a given week and—this is important! —varies with your reading speed and comprehension and your writing and typing skills. For each week, start with the required time listed in the catalog (see page 2 of the syllabus). You can adjust up or down as you gain familiarity with the requirements of the course.

- *In distance-learning courses the work is self-paced.*

Although you will not meet in a classroom twice a week, this course is no more self-paced than a traditional class. You have assignments to read and write; there are quizzes and exams to take: this work has to be completed within a specific time. Assignments will be posted for several weeks rather than just one. Procrastination is not a good idea.

- *The distance-learning course, the Internet, and e-mail are available twenty-four hours a day: my instructor must be available, too.*

Your instructor is here to help you, **but not twenty-four hours a day**, every day. Your instructor has other responsibilities and has a life. See the section on communication for information about getting in touch with your

instructor. Plan your work so that there is adequate time for communication when you need help. There is no distance-learning EMS. Students need to respect that the world does not revolve around them and that if they wait till the day an assignment is due and have issues, the professor may not respond to the email. **The response time of an online class is 48 hours.** Your instructor will try to answer emails as soon as possible; however, it could be the next day. Ask all questions by Thursday night to allow for the response time.

Remember, you would be furious if an instructor emailed you and told you that you had to respond to an email right away or else you would be penalized. You wouldn't want professors to think that your life revolved around your email. Apply the same concept to the instructors.

LEARNING OUTCOMES

This course is broken into 8 modules that are each 2 weeks in duration. The Learning Outcomes from each module are listed below.

MODULE 1: Basic Concepts of Anthropology

Course Objectives	Assessment Method
• Compare and contrast Anthropology to the other social sciences • Describe the Four-Field Approach to Anthropology • Explain Cultural Relativism and its importance • Explain what is meant by the term holism • Explain the skills you will take away from this course • Describe how the study of anthropology can help solve social problems	Students will demonstrate an understanding through exams, quizzes, assignments, and class discussions.

MODULE 2: Physical Anthropology and Archaeology

Course Objectives	Assessment Method
• Explain the concept of Human Variation and genetic evolution • Explain the importance of Primate Studies • Understand how biological anthropologists and archaeologists study the past • Understand the concept of evolution, and how it occurs • Understand the concepts of Natural Selection and biological adaptation • Explain the process by which anthropologists study the past	Students will demonstrate an understanding through exams, quizzes, assignments, and class discussions.

MODULE 3: Anthropological Theory and Methodology

Course Objectives	Assessment Method
• Identify where and how do anthropologists do fieldwork • Explore some ways of studying modern societies • Explain theories that have guided anthropologists over the years • Explain the importance of ethical considerations during anthropological research • Explain theories of cultural change within the discipline of anthropology	Students will demonstrate an understanding through exams, quizzes, assignments, and class discussions.

MODULE 4: Linguistic Anthropology

Course Objectives	Assessment Method
• Identify what makes language different from other forms of communication • Explain how anthropologists and linguists study language in general and specific languages in particular • Articulate the ways that languages change over short and long periods of time	Students will demonstrate an understanding through exams, quizzes,

Course Objectives	Assessment Method
• Explain the concept of culture and cultural change • Articulate how language and culture intersect to assist in the creation of human identities	assignments, and class discussions.

MODULE 5: Cultural Anthropology – Economics & Subsistence

Course Objectives	Assessment Method
• Deliberate and discuss the costs and benefits associated with food production • Distinguish between chiefdoms and states • Explain the ways people make a living in different types of societies • Articulate what an economy is and explain economizing behavior • Describe the principles that regulate the exchange of goods and services in various societies • Describe what subsistence is and how geography influences strategies for subsistence	Students will demonstrate an understanding through exams, quizzes, assignments, and class discussions.

MODULE 6: Cultural Anthropology – Marriage, Kinship & Religion

Course Objectives	Assessment Method
• Articulate why and how anthropologists study kinship. • Explain the ways families and descent groups differ, and their social correlates. • Describe the way that kinship is calculated, and how relatives are classified, in various societies. • Describe how marriage is defined and regulated, and the rights it conveys. • Explain the role marriage plays in creating and maintaining group alliances. • Describe the forms of marriage that exist cross-culturally, and identify their social correlates. • Describe religion, and explain its various forms, social correlates, and functions. • Articulate what ritual is, and explain its various forms and expressions. • Describe the role religion plays in maintaining and changing societies.	Students will demonstrate an understanding through exams, quizzes, assignments, and class discussions.

MODULE 7: Cultural Anthropology – Sex, Gender, Race & Stratification

Course Objectives	Assessment Method
• Describe how biology and culture are expressed in human sex/gender systems • Explain how gender, gender roles, and gender stratification correlate with other social, economic, and political variables • Identify and describe sexual orientation, and explain how sexual practices vary cross-culturally • Explain social status, and how it relates to ethnicity • Articulate how race and ethnicity are socially constructed in various societies	Students will demonstrate an understanding through exams, quizzes, assignments, and class discussions.

Course Objectives	Assessment Method
• Explain the positive and negative aspects of ethnicity • Describe social stratification and articulate the ways in which this varies from caste to class society • Explain the impacts of social hierarchies on human capital	

MODULE 8: Cultural Anthropology – Globalization and Cultural Change

Course Objectives	Assessment Method
• Describe formal and informal modes of social control • Explain the ways humans organize themselves politically • Describe models of immigration and the philosophies behind their organization • Describe World System Theory and the significance of core, semi-periphery, and periphery nations • Articulate when and how European colonialism developed and explain how its legacy is expressed in postcolonial studies • Explain how colonialism, neoliberalism, development, and industrialization exemplify intervention philosophies • Explain globalization and describe the forces that work to favor and oppose it • Describe indigenous peoples and explain how and why their importance has increased in recent years	Students will demonstrate an understanding through exams, quizzes, assignments, and class discussions.

EVALUATION METHODS

MODULE QUIZZES – 8 quizzes x 10 points each = 80 points total plus Getting Started Quiz (5 points)

This course begins with a **Getting Started Quiz** worth 5 points that students must complete at 100%. It may be taken until a score of 100% is achieved. The course also requires students to complete eight (8) multiple choice quizzes throughout the semester over the contents of the textbook. These are all delivered online. There will be NO MAKE UP QUIZZES OR EXAM RESETS. Students will have **two attempts per quiz** and the LMS will record the highest score. Late work on quizzes is NOT accepted. Be sure to follow the information below in preparing to take quizzes in this class. It is also in your best interest to take these quizzes when the help desk is open, in case you encounter technical difficulties. To ensure the integrity of the quizzes, students cannot view them when completed until the closing of the quiz. No printing of quizzes or tests is allowed. Lockdown Browsers are required!

- **Time Limit:** The time to be allotted to each quiz or test will be presented in the instructions. The quiz or test will automatically submit once you hit the time limit. Your timer starts the moment you hit the “okay” to start button and will continue to count until you hit “submit.” Once you start a quiz, you must finish it. If you experience difficulties, please reach out to the help desk
- **Special Note on Time:** Blackboard has a three-hour window of accessibility. If you have been logged on to Blackboard for a time, you should take these steps **before you start a quiz or test** to ensure that you do not exceed the three-hour limit on access: log out; close your browser; open a new browser window; log in to Blackboard again; complete the quiz or text

WRITTEN ASSIGNMENTS - 6 assignments at various points each = 85 points total

Each module will contain short paper assignments. These will be done using interactive websites, short videos, and other free online resources. Students will explore the resources provided and write the paper. Each paper has clear instructions associated with it. Minimums do not guarantee an A, the discussion/detail is the key to success in written assignments. These are not to have any quotes and the originality report should be checked to be sure nothing is plagiarized. Point values

of assignments are based the length of writing required and depth of the interactive being used. Any “papers” should be in essay format with each topic in a different paragraph. **Double spacing with 12 point font is required and your name must be on all assignments** you submit via TurnItIn. All assignments must be submitted as a word document file via TurnItIn.

Intro to Anthro Assignment – 10 points
Human Variation Assignment - 15 points
Archaeological Fieldwork Activity – 15 points
Language Diversity Assignment - 15 points
RACE Assignment - 15 points
Globalization Assignment – 15 points

VIDEO ASSIGNMENTS – 7 assignments x 5 points each = 35 points total

Students will watch documentaries about the topics we are studying. These will compose the online portion of the class. Students must complete the provided assignment for each video. These activities are designed to assist the student in following along with important points in the videos and will require students to write the missing word for each sentence as they watch. Students will then be required to answer several short questions concerning the entire documentary. They do not need to be done in one sitting. Students may exit off the video assignments and return to them later (submit once completely finished only). Note: This is considered to be a test over the contents of the video. Academic Honesty is expected. Video assignments have listed policies. Any violation of these policies will lead to a zero on the assignment and possible F in the class.

Here are the policies not to be violated: There is to be NO

- 1) doing them with a friend**
- 2) sharing of answers**
- 3) sharing of the questions to the videos**
- 4) printing of the test questions (Remember: This is a test over the contents of the video!)**
- 5) speeding up the video**
- 6) moving around the test questions**

The assignments track the amount of time on everything including the amount of time you are on each question. If your times do not match up, you will be in violation of these policies. Policy violations are not tolerated. Video Assignments include:

Human Evolution
Primates
Forensic Anthropology
Guns, Germs & Steel
Everything Is Relatives
The Aborigines
The Globalization Tapes

DISCUSSION FORUM (BOARD) POSTS - 9 forums x 5 points each = 45 points total

Each module contains one content-related discussion forum you must participate in. There is also one introductory discussion forum. For your discussion forum responses and emails, please **do not use “texting” talk**. All posts must be written in **complete sentences**, using proper **capitalization, spelling, grammar** and **punctuation**. You can be friendly and informal, but still **make a good impression**. **Citing** in some format is essential for all forum posts.

To receive full credit for the discussion, you will need to do two things: first, you will need to post an original response to the discussion question. Next, you will need to post a response to a fellow student’s post. You will not be eligible to receive

credit for the discussion until you have submitted at least two posts; single posts will be ineligible for credit. You will receive a maximum of 2.5 points for your original response to the question, and a maximum of 2.5 points for your response to a fellow student. **It is expected that your posting and response will be on topic, will be relevant to the question and/or posting, and will be extensive: posts and/or responses of less than 100 words will be ineligible for credit.**

CULTURE PROJECT - 50 points total

During the second module you will be selecting a culture (and a topic) to research, which you will then present to the class as a PowerPoint presentation posted to the course website during Module 7. The project is divided into 3 parts; an annotated list of references for your culture and topic (20 points), a draft of your presentation which I will grade (20 points), and then an evaluation of two (2) presentations from your fellow students (10 points).

COURSE SCHEDULE OF REQUIREMENTS

300 Points Total	Assignments Each Two-Week Period
Module 1 35 points June 8, 2026 - June 14, 2026	1. View and listen to Module 1 Lecture materials 2. Read assigned chapters in textbooks - Chapters 1 & 20 Openstax & Chapter 1 Perspectives. <i>Chapter 2 Perspectives (optional)</i> 3. Complete the Getting Started Assignments including the Introduction Discussion – 5 points 4. Complete the Getting Started Quiz until 100% - 5 points 5. Complete the <i>Introduction to Anthropology</i> assignment – 10 points 6. Familiarize yourself with the <i>Culture Project</i> 7. Participate in Discussion Forum 1 (Ethnocentrism) – 5 points 8. Take Module 1 Quiz – 10 points 9. Review textbook PowerPoints (optional)
Module 2 40 points June 15, 2026 - June 21, 2026	1. View and listen to Module 2 Lecture materials 2. Read assigned chapters in textbooks - Chapters 4, 5, and 18 Openstax 3. Watch the <i>Human Evolution</i> video and answer the questions provided – 5 points 4. Watch the <i>Primates</i> video and answer the questions provided – 5 points 5. Complete the <i>Human Variation</i> interactive assignment – 15 points 6. Participate in Discussion Forum 2 (Franz de Waal Moral Behavior in Animals) – 5 points 7. Work on <i>Culture Project</i> - SIGN UP FOR CULTURE TOPIC 8. Take Module 2 Quiz – 10 points 9. Review textbook PowerPoints
Module 3 35 points June 22, 2026 - June 28, 2026	1. View and listen to Module 3 Lecture Materials 2. Read assigned chapters in textbooks - Chapter 2, Chapter 3 & Chapter 19 Openstax; <i>Chapters 3, 13 and 18 in Perspectives (optional)</i> 3. Watch the <i>Forensic Anthropology</i> video and answer the questions provided – 5 points 4. Complete the <i>Archaeological Fieldwork</i> activity – 15 points 5. Participate in Discussion Forum 3 (Ethical Deliberations) – 5 points 6. Work on <i>Culture Project</i> 7. Take Module 3 Quiz – 10 points 8. Review textbook PowerPoints
Module 4 50 points June 29, 2026 - July 5, 2026	1. View and listen to Module 4 Lecture Materials 2. Read assigned chapters in textbooks - Chapter 6 Openstax and <i>Chapters 4 and 16 Perspectives (Optional)</i> 3. Complete <i>Language Diversity</i> assignment – 15 points 4. Participate in Discussion Forum 4 - Code Switching – 5 points 5. Submit <i>Culture Project 1</i> – 20 points (Drop Box can be found in the Culture Project Folder) 6. Take Module 4 Quiz – 10 points 7. Review textbook PowerPoints
Module 5 20 points July 6, 2026 - July 12, 2026	1. View and listen to Module 5 Lecture Materials 2. Read assigned chapters in textbooks - Chapter 7 in OpenStax; Chapters 5 & 6 in Perspectives 3. Continue work on <i>Culture Project 2</i> 4. Watch <i>Guns, Germs & Steel Episode 1</i> video and answer the questions provided – 5 points 5. Participate in Discussion Forum 5 (Your Role in Production/Slavery Footprint) – 5 points 6. Take Module 5 Quiz – 10 points 7. Review textbook PowerPoints

Module 6 45 points July 13, 2026 - July 19, 2026	1. View and listen to Module 6 Lecture Materials 2. Read assigned chapters in textbooks - Chapter 11 & 13 Openstax; Chapter 8 Perspectives. <i>Chapter 11 Perspectives (Optional)</i> 3. Submit <i>Culture Project 2</i> – 20 points 4. Watch <i>Everything Is Relatives</i> and answer the questions provided about the video – 5 points 5. Watch <i>The Land Where Women Rule</i> and participate in Discussion Forum 6 (Walking Marriage) – 5 points 6. Watch <i>The Aborigines</i> video and answer the questions provided – 5 points 7. Take Module 6 Quiz – 10 points 8. Review textbook PowerPoints
Module 7 40 points July 20, 2026 - July 26, 2026	1. View and listen to Module 7 Lecture Materials 2. Read assigned chapters in textbooks - Chapters 9 & 12 Openstax; <i>Chapters 9 & 10 Perspectives (Optional)</i> 3. Complete the Race in Anthropology assignment – 15 points 4. Submit <i>Culture Project 3</i> – 10 points 5. Participate in Discussion Forum 7 (Gender-based Violence) – 5 points 6. Take Module 7 Quiz – 10 points 7. Review textbook PowerPoints
Module 8 35 points July 27, 2026 - August 1, 2026 (Semester ends on August 1, 2026)	1. View and listen to Module 8 Lecture Materials 2. Read assigned chapters in textbooks - Chapters 8, 10 & 13 Openstax; <i>Chapters 7, 12 & 14 Perspectives (Optional)</i> 3. Complete the <i>Globalization Product</i> assignment – 15 points 4. Watch the <i>Globalization Tapes</i> video and answer the questions provided – 5 points 5. Participate in Discussion Forum 8 (Globalization Assignment Discussion) – 5 points 6. Take Module 8 Quiz – 10 points 7. Review textbook PowerPoints

FINAL GRADE STANDARDS

The final grade for the course will represent your instructor's assessment of the overall quality with which you met all the requirements of the course.

Assignment	Points	Grading Scale	Grade
6 Written Assignments (10 -15 points each)	85	90-100%	A
8 Module Quizzes (10 pts)	80	80-89%	B
7 Video Assignments (5 pts)	35	70-79%	C
9 Discussion Forums (5 pts)	45	60-69%	D
Culture Project 1	20	Below 60%	F
Culture Project 2	20		
Culture Project 3	10		
Getting Started Quiz	5		
TOTAL	300		

POLICY STATEMENTS

READINGS

Students are expected to have all chapters read prior to the class starting the topics. It is important to remember this is COLLEGE and expecting to be taught the book rather than reading it is not college level behavior. Lectures are supplemental to the book and will cover aspects not in the book. Students are responsible for any information in the book and can expect it to be on the exams

SUBMITTING YOUR PAPERS



Submit papers, accessed by the link "View/Complete Assignment," at the bottom of the assignment. Follow the directions for attaching your paper. When you are ready to submit your work, you must click the "submit" button. Be careful that you do not click on "submit" until you're ready for your paper to be sent. This is an irrevocable step: once you have clicked "submit" you cannot get back the submission.

1. First, click on the "View/Complete"
2. Browse and Upload the assignment in .rtf, .doc, or .docx. (RTF is the "WordPad" in your computer's accessories folder) NO pdf!
3. Look at what it uploaded. If it is the right assignment, click submit
4. You will be shown and emailed a digital receipt for all submissions. You must hold onto these.
5. Print the digital receipt or make a screen copy!
6. Save that document as if any technical issues do arise, that will have the tracking information
7. Students are responsible for checking this. No receipt means it's a zero as it is not turned in.

NEXT:

8. Then, also check to ensure that the assignment was received by looking at "My Grades".
 9. A green exclamation mark means you have submitted the assignment and it is waiting to be graded.
 10. Once you see a grade, you can click on the score to read any comments from the instructor
- No emailed assignments will be accepted. All assignments must go through Blackboard

ATTENDANCE AND PARTICIPATION

Failure to attend class does not constitute an official withdrawal. The responsibility for withdrawal prior to the published withdrawal deadline always lies with the students. Students are financially responsible for costs associated with classes that they have withdrawn from after the published Add/Drop date. *New federal mandates for students receiving financial aid state that attendance is to be calculated based on "academic-engagement," which means that coming unprepared for class just to be present and not doing any homework will not equal attendance.*

MATERIAL COVERED: Studying society means studying all aspects of it, not just things you agree with personally. The class may discuss things that offend your personal beliefs. It is important to remember that the world does not revolve around any one person's beliefs and just because you don't like it doesn't mean that you should not understand its role in society. As a college student, you are expected to keep an open mind about the world around you. If anything deeply offends you, please discuss it with the professor.

LATE WORK and MAKE UP POLICY

This is a professional classroom, and everyone will be treated like responsible adults with the capability of meeting deadlines. Assignments are laid out with adequate time to help you plan and prepare the assignments. **Therefore, no late work is accepted.**

- No late work will be accepted due to technology issues. It is the student's responsibility to ensure they are at a reliable computer. Do not leave online assignments till Sunday in case of issues.

ACADEMIC HONESTY

Because engaging in dishonest practices undermines the trust that is essential in any social relationship, honesty is

expected in all matters. Academic honesty requires that you never submit another's work as your own. You will not plagiarize from a printed source, an electronic source, or another student's work, nor will you have someone else do your work. You will not copy from another student's examination or use the text or notes while taking a quiz or examination. You will not avoid the timely completion of work by misrepresenting the conditions that cause you to miss a deadline. You will not assist another student in any dishonest practice. If you engage in academic dishonesty, you can receive a failing grade for the assignment or for the course and can face other disciplinary action. Instances of academic dishonesty will be reported to the appropriate college administrator.

- See the definition of plagiarism at "Citing Sources and Avoiding" from Duke University
- See the [Student Handbook](#), pp. 32-34.
- Professor's policy: student will receive a zero on any assignment, including the oral responses in which plagiarism is discovered no matter how much is displayed. Do not break this policy!!!

These pages from Duke University Libraries are valuable guide to avoiding plagiarism and appropriately documenting your work. [Citing Sources](#): "**Documentation Guidelines for citing sources and avoiding plagiarism.**" See: **1) Avoiding Plagiarism; 2) "Citing Sources Within Your Paper"** (APA or Chicago style only) 3). "Assembling a List of Works Cited in Your Paper."

BEST PRACTICES FOR STUDENT SUCCESS

IMPORTANT PRACTICES

Incorporate into your routine:

- Review the assignments the first day of the module and email any questions between Monday-Wednesday to ensure enough time to hear back
- Review the Blackboard manuals on the tools. Don't wait until an assignment is due before you refresh your memory on how to use these tools. "Blackboard @ Edison" (see Bb STUDENT HELP) contains helpful FAQs and tutorials you may want to check before you ask for help. The Blackboard "User Manual" is available in the TOOLS section of the course
- Check your Edison e-mail account frequently for communications about this course. Once a day, Monday through Friday, is not too often
- Time management is crucial. Establish a regular schedule with sufficient time allocated to complete the work

NETIQUETTE

In our virtual classroom, you will communicate with your classmates and instructor using e-mail and discussion board. Your online conduct is referred to as "netiquette."

- Be courteous and respectful of your colleagues. You do not have to agree with everything they post: as a critical thinker, you will consider claims carefully and will be prepared to challenge, correct, argue with those that you think are incorrect, incomplete, or inadequately supported. But disagree without being disagreeable. Always base your positions on evidence and logic and avoid personal attacks.
- Rude, abusive, or profane language will disqualify your submissions for that assignment and can have consequences for your continuing in the course.
- Respect the fact that the forum is a closed discussion; do not forward mail or forum posts to people outside the group without the author's permission.
- Think before you write. Unlike a traditional class where we can see and speak to each other, an online course does not allow us to use nonverbal cues (facial expressions, tone of voice, gestures). Remarks that might be humorous when spoken can easily be misconstrued when written. Choose your words with care to lessen the chance that you will be misunderstood or misinterpreted.

- Keep your questions and comments relevant to the topic of the discussion forum. Communication that does not address the topic of the forum and or that intended for an individual or small group of individuals should be e-mailed to those people directly.
- Do not write messages in all capital letters. This is considered SHOUTING.
- All discussions should be written in full sentences.

ADDITIONAL INFORMATION

HOMEPAGE: You can access the homepage of the College at www.edisonohio.edu

ACCOMMODATIONS /ACCESSIBILITY AND DISABILITY SUPPORT SERVICES POLICY

Edison State Community College will make reasonable accommodations for students with documented disabilities. If you believe you may need an accommodation based on the impact of a disability, contact the instructor privately with your self-identification letter. If you do not have a self-identification letter, contact Accessibility and Disability Support Services by emailing disabilities@edisonohio.edu or by calling 937.778.7850. Accessibility and Disability Support Services is located on the Piqua Campus in Room 160.

ADVISING SERVICES

Edison State's career pathway advisors are your partners in success. A career pathway advisor is the first advisor that you will meet with once you have made the decision to further your education. Together, you and your career pathway advisor will:

- Identify the right academic major to set you on your desired career path.
- Identify the courses you'll need to accomplish your academic goals.
- Help you develop a student plan tailored to your lifestyle and work schedule.
- Prepare you to navigate your first semester at Edison State.

You can find your career pathway advisor and faculty advisor information, including their email address, by logging into MyESCC and clicking on Student Planning. Go to Plan and Schedule and click on the Advising tab. You may also call 937-778-7850 to connect via phone call.

BOOKSTORE SERVICES

eCampus is Edison State's official bookstore and is located on the Edison State webpage, under "Resources," "Bookstore," or at <https://edisonohio.ecampus.com>. You can also access eCampus from the ESCC home page, under "Campus Services." Through eCampus, you can rent or buy books, access course materials, or purchase ESCC merchandise.

CAREER AND JOB SERVICES

Our Career and Job Services advisors are dedicated to helping students and alumni advance their professional development as they make career decisions, develop job search strategies, pursue experiential opportunities and secure employment. Career and Job Services also provides career assessments, career information, resume and cover letter help, job postings and resources, tips for interviewing and more. Visit <https://www.edisonohio.edu/Career-and-Job-Services/> for more information.

COMPUTERS

If you are working on campus, computers with internet access are available in the internet café. The Library and Tutoring Center has computers and printers available for your use.

HEALTH AND WELLNESS SERVICES

Health and Wellness Services are available on the Edison State Piqua campus. The program is dedicated to providing resources that promote healthy lifestyle choices for our students, faculty and staff and is managed by the Human Resources department.

LIBRARY SERVICES

The Edison State library is not only a comfortable place to study, we have an expansive collection of online resources available to help you with your research. Check out the library webpage here: <https://www.edisonohio.edu/Library/>. Libguides and short instructional videos are available to help you use these resources and can be found at: <https://libguides.edisonohio.edu/>. Please contact the library staff with any library questions you may have at library@edisonohio.edu, 937-778-7950, or stop in!

MENTAL HEALTH SERVICES

College is stressful! Feeling burned out, anxious, frustrated? When challenges arise that you need help dealing with, it's helpful to have someone to talk to. We have established partnerships with many local mental health providers. If you are struggling and need to speak with someone in person, please reach out to the Edison State Care Team, . If you are concerned about a student or colleague, please file a CARE Team form <https://www.edisonohio.edu/CARE-Team-Referral-Form/> so that immediate assistance can be given. This link and the CARE Team website can be found under Campus Services on our home page.

STUDENT RESOURCE CENTER AND CHARGER STATION FOOD PANTRIES

Edison State Community College is proud to assist students needing help to obtain basic necessities. The Student Resource Center and Food Pantry is stocked with all kinds of grab-and-go snacks, meal supplies, toiletries, household needs, and community resources. Stop by and check out our Charger Stations in Room 163 at Piqua, in the student lounge at Troy, in the Brooke-Gould Learning Resource Center at Eaton, and in Room 121 (for personal care items) and pantry items in the student lounge at Greenville. If you need additional assistance, please reach out at ResourceCenter@edisonohio.edu.

TECHNICAL SUPPORT SERVICES

For Blackboard Assignment issues, the Instructor should be the first point of contact

For Log-in or other technology issues:

There are several steps you can follow if you have issues logging in to Blackboard or Office.

During business hours:

- Password reset: Log onto office.com with your Edison email and follow the "forgot password" prompts.
- Reach out for help during regular business hours (9-5 Monday-Thursday, 9-4 Friday)
 - email to support@edisonohio.edu
 - call 937-778-8600 and ask for IT Help Desk

After hours:

- Password reset: Log onto office.com with your Edison email and follow the "forgot password" prompts
- Go to www.edisonohio.edu into the Resources tab and click "IT Help Desk" then click "Chat".
- Call 937-778-7957 and talk to the off-campus Blackboard company to get help

TESTING YOUR FAITH ACT POLICY

Edison State Community College is committed to providing an environment respectful of students' beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, https://www.edisonohio.edu/sites/default/files/2024-05/Testing_Your_Faith_Absence_Notification.pdf, and provide a copy to their individual faculty within 14 days from the start of the course. The entire policy can be found in the student handbook at <https://www.edisonohio.edu/sites/default/files/2025-04/Student%20Handbook%20revisions%20April%202025.pdf>, page 19.

TITLE IX STATEMENT - Anti-Discrimination, Harassment and Bullying

It is the policy of the College to maintain a learning environment free from bullying, discrimination, sexual harassment or sexual violence. Title IX federal law protects students, employees and third parties with a relationship to the college. All Edison State Community College employees are required to report all knowledge of incidents that violate the Title IX policy to the Title IX Coordinator or Deputy Title IX Coordinator immediately. Student and employee confidential consultation is available through the Coordinator of Health and Wellness Services.

Title IX Policy and procedure language as well as contact information for the Coordinator of Health and Wellness, Title IX Coordinator and Deputy Title IX Coordinator can be found at www.edisonohio.edu/TitleIX/.

TUTORING SERVICES

All Edison State students are eligible to receive free tutoring and learning support services through our Tutoring Center. Available services include Edison State tutors, both online and in-person, covering a wide variety of courses including various levels of math and paper reviews, online tutoring through OhioLINK eTutoring, distraction-reduced study rooms, and the use of Tutoring Center resources including subject-specific and general study guides. For more information on tutoring services, visit the Tutoring Center in the Library, email us at tutoringcenter@edisonohio.edu, call 937-778-7959, or visit our webpage at <https://www.edisonohio.edu/tutoring-center/>

ADDITIONAL SUPPORT SERVICES

For additional help, please click the ASSIST tab on Blackboard or the Edison State Student Resources folder within your course.