HUM-121S-804FS – Intro to Humanities
Syllabus Part II
Edison State Community College
Fall 26/27 Semester – Sixteen Weeks
3 Credit Hours

Faculty Information

Instructor: Michele Smith
Email: msmith6058@edisonohio.edu Refer to page 6 in this document: Syllabus Part II.
Faculty Contact: Please get in touch with me through your **Edison email only** with the course name in the subject line through your **Edison email only** ending with @edisonohio.edu. My department is not answering emails from Blackboard Messages, personal emails, business emails, and high school emails. Refer to page 3 in this document.
+15 hours after the Master's, Education, Ball State University, 1986, Heidelberg College, 1987, Otterbein College, 1993, Walsh University, 1995
Master's in Music Education with Voice Recital, Ball State University, 1983
Bachelor's in Music Education K-12 and Choral Music emphasis, Ball State University, 1976

Required Course Materials

Digital Textbook: Reality Through the Arts - Ninth Edition only - By Dennis J. Sporre. **The textbook is optional for this course.** This textbook is **not used** for the Chapter Assignments and Tests. If you choose to get it, look for any pictures within any of the chapters that show an assignment/test question; however, the pictures are not on the test. If you are a CCP student, a home-schooled student, or a student who attends a private school, you do not need to pay for the textbook. For any student who decides to get the textbook, you will need to rent the Ninth Edition digital textbook for 180 days from the Edison eCampus Bookstore. **The rental rate for 180 days is $64.98 plus a non-refundable digital delivery fee of $3.99. Refer to the Chapter Assignment paragraphs below on how to complete the assignment using only the Chapter PowerPoint slides. Do not use the textbook for the Chapter Assignments and the four Mini Projects.**

Be able to access the Syllabus Part II.pdf document and the Course Reference.pdf document inside Folder 1 on the Course Content page to use at the time of the two tests.

Electronic Device with Microsoft Word and a webcam. All students are required to have Microsoft Word for the docx assignments in Folders 6 and 7: Chapter Assignments and Tests and Four Mini Projects. Blackboard Ultra has steps included in the Course Reference.pdf document inside Folder 2 on the Course Content page that will help you access what you need as well as download the docx documents in both folders correctly. Never copy and paste the docx document! To download the free Edison Microsoft Office with Word, go to **Folder 2 on the Course Content page**.

Choice 1: Instructions for PC and Mac users. A PC is a brand other than Mac or Chromebook.

Choice 2 is for Chromebook users only.

Google Docs and Mac Pages are not compatible with this course. Do not submit a link to a OneDrive or SharePoint folder regarding your Chapter Assignments.
Also required is the Edison MS Authenticator App, also in Folder 2 on the Course Content page. Instructions are provided in Folder 2 for the:

1. Link for Mac or PC users. A PC = brands other than a Chromebook.
2. Link for Chromebook users only. If you are a CCP student and your high school has issued you a Chromebook, check asap with your high school's IT department on whether they download Respondus for you. If not, follow the instructions inside this link. Do not wait until the last minute.
3. MS Authenticator App information to download and log in. All Edison students must have this app. If assistance is needed, contact the IT Help Desk at Edison State Community College with their information on page 9 in this document.

Respondus LockDown Browser download and Practice Test: Required to use for all Chapter Tests. See Folder 3 on the Course Content page (the page you see when you enter the course) titled Respondus Download Link and Practice Test.
Respondus must be **downloaded to your electronic device on or before Saturday, September 5, before 11:59 p.m.** Students are also **required to take the random four-question Practice Test** inside Folder 3 on the Course Content page. Your scores do **not** count for your midterm or final grade. The purpose is to make sure your equipment is working properly before a chapter test. Use Respondus for all Chapter Tests. Be sure to read the Respondus and Practice Test section in the Course Reference.pdf document located inside Folder 1 in the last folder.
A **webcam check** will be done on your electronic device before you take the test; therefore, you are required to have a webcam on your electronic device. You must have a photo ID (driver's license, passport picture, Edison student photo ID) to show. You will also need to show your test environment. In the Course Reference.pdf document in Folder 1 on the Course Content page, be sure to read the following sections before you take the Practice Test and all Chapter Tests. Use the Table of Contents for their page numbers:

1. **Eight (8) Reasons You Will Receive a 0 on Any Chapter Test with Respondus,**
2. **Nine (9) Guidelines Using Respondus.** The majority of the guidelines are requested by Respondus so you succeed when you take the test. If not followed, your instructor will receive an alert. The student will be contacted on what to do differently. If the alert is about cheating, the Dean will be contacted.

Respondus will not be used on the first two tests of the semester: Syllabus Part II Test and the Course Reference Test.

Evaluation Methods

Gradebook:
Empty grade columns are not computed into the percentage or letter grade for this course, shown in color form to the right of your name in the Blackboard Gradebook. Do not get a false sense of security if it shows an A, and there are 15 or more empty columns, for example. An automatic 0 will be placed in an empty column by Blackboard Ultra at 11:59 p.m. on the due date. **Edison midterm and final grades do not use + (plus) or – (minus).** A midterm grade does not show up on a college transcript. **If letter grades are shown to the right of your name**

in the Gradebook, they cannot be submitted at midterm and final grade time with + or -. Instructors can only submit A, B, C, D, or F. Blackboard Ultra does not allow Faculty to remove the + or – from the Gradebook. See the grading scale below, used by Edison.
I keep the Overall Grade column in percentage. See below.
After the due dates, you cannot go back and complete any assignment or test. A 0 will be seen in the empty grade column after the due date and time. Your grade can dramatically drop depending on the number of blank columns.

Midterm and Final Grades at Edison are based on a 4.0 scale shown below.
In the Overall Grade column next to your name, I will use percentages, so refer to the Edison Grading Scale below. The colors provided are seen in the Overall Grade column to the right of your name.

4.0 = A (90%-100% of points available)	Green color
3.0 – B (80-89% of points available)	Yellow-green color
2.0 = C (70-79% of points available)	Yellow color
1.0 = D (60-69% of points available)	Orange color
0.0 = F (less than 60% of points available)	Red color

PLEASE NOTE: Grades will be entered in Blackboard as soon as possible. **A "0" will be entered if an assignment has not been submitted on the due date.** If an empty space is seen in a grade column, it is a neutral grade and does not add or take away from your overall grade or percentage, so do not have a false sense of security if you see a blank column. It means you have not completed the assignment or test. The empty space in the grade column shows because the due date has not been met. **Blackboard Ultra posts an Automatic zero after the due date, which will then affect your percentage and grade.**

For details on how to do the Humanities Questionnaire, Syllabus Part II Test, Course Reference Test, Chapter Assignments, the four Mini Projects, and the Chapter Tests, refer to the separate Table of Contents located above the Course Reference.pdf document located inside Folder 1 on the Course Content page. For the assignments with docx at the end, which are the Humanities Questionnaire, all the Chapter Assignments, and the four Mini Projects, there are two sets of instructions and requirements to follow in Blackboard Ultra, and follow my requirements for the items listed above as well. **For the Chapter Assignments, you are using the Chapter PowerPoint slides ending in (pptx) above the docx assignment document at the bottom of the drop boxes**. Do **not** use the textbook for the Chapter Assignments. The answers are found within the PowerPoint slides in **bold print.** You must copy the word or words exactly as they appear on the PowerPoint slides. The Requirements for the answers are listed in the Course Reference document. For the Chapter Tests, its Chapter Assignment. The test question or statement will be identical to the Chapter Assignment. The Chapter Assignment answers in **bold print or bold print with *italics*** are the answers for the Chapter Test. However, the answers will not be in bold print on the tests. To meet MLA writing style requirements, some answers are shown in *italics*. The test order will be the same as the Chapter Assignment order. Test questions or statements will be mostly multiple choice with a few true/false items later. If you do not submit a Chapter Assignment, you will need to go to the Chapter PowerPoint slides (pptx) and find the answers in bold print on the PowerPoint slides.

Due Date Schedule for the Semester in Intro to Humanities

Feel free to work ahead and submit early.
The points may change for the Syllabus Part II Test and the Course Reference Test.

Week 1: Due on or before Saturday, August 29, before 11:59 p.m.

1. Humanities Questionnaire Assignment - First item inside Folder 6 on the Course Content page. 80 points.
2. Syllabus Part II TEST with No Respondus. You can use the Syllabus Part II.pdf document at test time located inside Folder 1. 90 points.
   Multiple-choice and true/false questions/statements only.
   Timed: 90 minutes. The points for this test may change.
   The test is located second inside Folder 6. Chapter Assignments and Tests.

Week 2: Due on or before Saturday, September 5, before 11:59 p.m.

1. Chapter 1: Two-Dimensional Art Assignment 90 points.
   This assignment is inside Folder 6. Chapter Assignments and Tests.
   Scroll down to the Chapter 1 folder. All Chapter Assignments are listed first followed by its Chapter Test second. PowerPoint slides (pptx) are used to determine the answers for all Chapter Assignments. Look for the **bold-printed** words on the PowerPoint slides. **Download** the docx document.
   Refer to Chapter Assignments in the Course Reference.pdf document
2. Course Reference TEST with No Respondus. This test is located third 94 points.
   inside Folder 6. Chapter Assignments and Tests. You can use the Course Reference.pdf document at test time. It is the last document inside Folder 1 on the Course Content page. This document has a lot more material in it.
3. Have Respondus LockDown Browser **downloaded** by following directions inside Folder 3. Respondus Download Link and Practice Test.
4. Take the Practice Test: 4 random questions that do not count toward your grade. It makes sure your equipment is working properly before each test. A Webcam Check must be done before taking the test. Located last inside Folder 3 on the Course Content page.

Week 3: Due on or before Saturday, September 12, before 11:59 p.m.

1. Chapter 1: Two-Dimensional Art TEST 90 points.
   30 multiple-choice questions. Timed: 60 minutes
   The Chapter 1 Test is inside Folder 6. Chapter Assignments and Tests.
   Scroll down to the Chapter 1 folder. Enter, and it is the last item.
   Once you click on the test, the timing and Respondus start.
   Refer to Chapter Tests and the Respondus section in the Course Reference.pdf document inside Folder 1.
2. Chapter 2: Sculpture Assignment 78 points.
   Located in the Chapter 2 folder inside Folder 6. Chapter Assignments and Tests on the Course Content page. On the PowerPoint slides, the answers are shown in **bold print** or **bold print with *italics*.**

Week 4: Due on or before <u>Saturday, September 19</u>, before 11:59 p.m.

1. Mini Project #1: Pablo Picasso: *Guernica* and *The Weeping Woman* 335 points.
   Located first inside <u>Folder 7. Four Mini Projects</u>
   Refer to the Course Reference.pdf document for instructions and requirements. This is the largest and longest item this semester.
2. Chapter 2: Sculpture TEST with Respondus 78 points.
   26 multiple-choice questions. Timed: 55 minutes.

Week 5: Due on or before <u>Saturday, September 26</u>, before 11:59 p.m.

1. Chapter 3: Architecture Assignment 96 points.

Week 6: Due on or before <u>Saturday, October 3</u>, before 11:59 p.m.

1. Chapter 3: Architecture TEST with Respondus 96 points.
   32 multiple-choice questions. Timed: 70 minutes

Week 7: Due on or before <u>Saturday, October 10</u>, before 11:59 p.m.

1. Chapter 4: Music Assignment 150 points.

Week 8: Due on or before <u>Saturday, October 17</u>, before 11:59 p.m. – Midterm Week

1. Mini Project #2: Treble Staff Line Notes (Page 1) and Treble Staff Space Notes (Page 2) – Inside Folder 7 in the second drop box. 134 points.
2. Chapter 4: Music TEST with Respondus 150 points.
   50 multiple-choice questions Timed: 150 minutes

Week 9: Due on or before <u>Saturday, October 24</u>, before 11:59 p.m.

1. Chapter 6: Theatre Assignment 96 points.

Week 10: Due on or before <u>Saturday, October 31</u>, before 11:59 p.m.

1. Chapter 6: Theatre TEST with Respondus 96 points.
   29 multiple-choice and 2 true/false questions – Timed: 70 minutes
2. Chapter 7: Cinema Assignment 114 points.

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Week 11: Due on or before <u>Saturday, November 7</u>, before 11:59 p.m.

1. Chapter 7: Cinema TEST with Respondus 114 points.
   25 multiple-choice questions – Timed: 50 minutes
2. Chapter 8: Dance Assignment 120 points.

Week 12: Due on or before <u>Saturday, November 14</u>, before 11:59 p.m.

1. Mini Project #3: Shower Scene from the Film, *Psycho* 110 points.
2. Chapter 8: Dance TEST with Respondus 120 points.
   30 multiple-choice questions – Timed: 60 minutes.

Week 13: Due on or before <u>Saturday, November 21</u>, before 11:59 p.m.

1. Chapter 9: Ancient Approaches Assignment 108 points.

Week 14: Due on or before <u>Saturday, November 28</u>, before 11:59 p.m. <u>Notice this is Thanksgiving Break. Remember you can take the test earlier, just not after 11/28</u>.

1. Chapter 9: Ancient Approaches TEST with Respondus 108 points.
   35 multiple-choice questions and 1 true/false question
   Timed: 108 minutes

Week 15: Due on or before <u>Saturday, December 5</u>, before 11:59 p.m.

1. Chapter 10: Artistic Reflections Assignment 147 points.

Week 16: Due on or before <u>Saturday, December 12</u>, before 11:59 p.m.

1. Chapter 10: Artistic Reflections TEST with Respondus 147 points.
   47 multiple-choice questions – Timed: 120 minutes
2. Mini Project #4**:** Bass Staff Line Notes (Page 3) and Bass Staff Space Notes (Page 4) 129 points.
   Watch the video on the Bass Staff Lines and Spaces. This works in the same way as Mini Project #2, but the lines and spaces have different letter names.

Total Points: 2,970 points.

Policies

<u>Extra Credit</u>:
Extra credit is not given in this course.

<u>Faculty Email Contact and Etiquette</u>:
Correspondence is only done using your Edison email Outlook provided by Edison, with the address ending in @edisonohio.edu. My department and I will <u>not</u> be using or reading Blackboard Ultra Messages, personal emails, business emails, prior college emails, or school emails for CCP students. Every student enrolled at Edison State Community College has been given an Edison email address. You need to check it daily. Personal email examples are Gmail, iCloud, Safari, AOL, Yahoo, and many more.
All emails from me will show my name as: **Michele L Smith.** When I post a Blackboard Ultra Announcement in our course, an email will also be sent to you with the name seen above. **<u>In an email, however, please refer to me as Professor Smith</u>**. **Do <u>not</u> submit assignments to Professor Smith's Edison email. They will not be accepted.**

Announcements Posted in Blackboard Ultra in the Course:
The instructor, Professor Smith, will periodically create an Announcement for reminders, changes in an assignment or test, or changes in Syllabus Part II. **The Announcements will be seen in Blackboard Ultra and your Edison email.**

1. In Edison's Outlook email, look above your most recent email. Look for **Focused.** Look for the announcement from me, but it will say from **Michele L Smith.** If you know an Announcement has been sent, look to the right of **Focused** and see **Other** and click on it, but you do not see it in your email, send me an email about it at msmith6058@edisonohio.edu
2. **The best place to see the Announcements is the Course Content page:** Look at the top left on the Course Content page (the page you see when you enter the class). You should see in a large font size, starting on the left side of the monitor: **Fall 26/27 Semester Humanities (HUM-121S-804FS).**
   Look **below 26/27,** and **click on Announcements.** All announcements sent by me in the course will be seen in chronological order with the most recent on top. I also send an email many times with the Announcement material in it from **Michele L Smith.** The only problem is attachments and photos sometimes do not work when navigating to the email. Keep in mind that I may send you an email that is not an Announcement. It may relate to your grade, something needs to be done with an assignment, or you are close to being removed from the course by the Faculty-Initiated Withdrawal.

   Bottom line: Always check your Edison email account ending with @edisonohio.edu Always check the Announcements inside our course on the Course Content page, in case you miss the pop-up that informs you when a new Announcement is posted when you enter the course.
3. When a student enters the course after an Announcement has been sent, the announcement appears as a **pop-up with options to:**
   A. Mark the announcement as Read.
   B. Click the announcement title to view the full announcement.
   C. View all announcements will take you to the announcement page.

   If you skip over and do not select 3. A, B, or C, follow the instructions in 2 above.
   NOTE: Images and embedded videos may not display for students in the email message, but will display within Blackboard Ultra inside the **Announcement(s).**

No-Show Reporting:
Students who have no academic attendance in the first week of the class will be reported as a **no-show** by Saturday, August 29, by 11:59 p.m. Academic attendance means direct participation or interaction between the instructor and student regarding academic matters. There are 2 items to complete inside Folder 6. Chapter Assignments and Tests before Saturday, August 29.

1. Humanities Questionnaire – Use the instructions on pages 11-14 in the Course Reference. pdf document to complete this assignment.
2. Syllabus Part II Test using the Syllabus Part II.pdf document located inside Folder 1 on the Course Content page (the page you see when you enter this course). If you enter the test before you are ready, use the Syllabus Part II.pdf document placed above question 1. Do not use Respondus LockDown Browser for this test.

3. Feel free to work ahead, especially with the Chapter 1 Assignment and Mini Project #1 located inside Folder 7: Four Mini Projects on the Course Content page. This is the longest Mini Project and slightly different from the Chapter Assignments. You will have PowerPoint slides; however, the answers are not shown in bold print. Answers must be typed in **bold print OR bold print and** *italics.* PowerPoint slides are in non-bold print OR non-bold print with *italics.* Refer to pages 16-18 in the Course Reference.pdf document for specific requirements for Mini Project 1.

Faculty-Initiated Withdrawals:
The last day to withdraw from this course is Monday, November 2. This is also the last day an instructor can issue a Faculty-Initiated Withdrawal form for the course.
Faculty may recommend that Edison State withdraw a student within the withdrawal period and issue that student a grade of "UW" (Unofficial Withdrawal). A student should be removed from a class once it becomes mathematically impossible for the student to pass the course due to non-participation. **Non-participation is defined as missing three consecutive weeks of class or coursework, with no response to attempts to contact or to the academic alert. You need to complete at least one assignment or test in each week's folder to not be removed from the class by your instructor.** Keep this in mind if you are not staying up to date with the folders. You need to communicate with me if you are not doing anything for three consecutive weeks or more, regardless of the due dates for Weeks 2-8 and 9-16. Students who are participating (even if failing) should not be removed from the course. Efforts will be made to encourage the student to self-withdraw through email and Academic Alerts, which is why it is important to look daily at your Edison email, even if there are none. If repeated attempts at communication are ignored by the student, the instructor will recommend the student for Unofficial Withdrawal (UW).

Academic Alerts:
Academic Alerts may be sent to a student if two or more weeks have not been completed. Inform Professor Smith if there is a reason for not completing the week's folders. **Refer to the Due Date Schedule on pages 4-6 in this document.** In the Due Date Schedule in the Course Reference.pdf document, more details will be provided. Refer to the Faculty-Initiated Withdrawal section previously. Students can submit early and work ahead. The student will need to communicate with Professor Smith their intentions to complete the work before one or more deadlines. It is not a wise idea to wait until the last minute to complete several weeks of work. For students who wish to stay current or close to it, complete the items in the week folders before the next Week's start date. There are **sixteen weeks** in this fall semester. If you have not completed work for three consecutive weeks and have not responded to emails or Academic Alert(s), you run the risk of a Faculty-Initiated Withdrawal. Notice that due dates end on a **Saturday.** Do not set yourself up for failure.

Testing Your Faith 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/services-support/registration-records, located in "Forms," 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/services-support/student-resources.

Completion Points:
For any assignment not graded by the end of the semester and not recorded in a grading column, completion points will be given to any student who completed the assignment, following the instructions, and it was received by the provided due date**.**

Contingency Plan:
The instructor reserves the right to change the schedule and/or procedures/requirements listed previously. The instructor will provide notification in the posted Announcements with adequate notice. The Announcements are also sent as an email to your Edison account ending with: @edisonohio.edu.

Academic and Technical Support:
If you have problems with your electronic device, it is your responsibility to find a way to complete the coursework. Ask a family member or a friend to use their electronic device. The Edison Piqua Library and the Edison Greenville sites have computers for students to use during the listed hours. Call first and make sure they know you will be coming. Double-check their hours of operation when you call. Take your Edison Student ID.

IT Help Desk: (937) 778-7957. Email: support@edisonohio.edu
Provide your student ID number. If you do not know it, provide your name, address, and phone number.
Hours: Monday through Thursday – 8:00 a.m. – 5:00 p.m.
Friday – 8:00 a.m. – 4:00 p.m.
Closed Saturday and Sunday
support@edisonohio.edu

Edison Piqua Library: (937) 778-7950 www.edisonohio.edu/library **Call first.**
Hours: Monday through Thursday – 8:30 a.m.-6:00 p.m.
Friday – 8:30 a.m.-4:00 p.m.
Closed Saturday and Sunday.
Contact Professor Smith if you need to use the Edison Library, as she has to fill out forms so you can use the Library. Provide her with dates and times for the service.
Director of Library and Tutoring Center: Lisa Hoops

Darke County (Greenville) Campus Hours for Office & Learning Center
Phone Number: (937) 548-5546
Hours: Monday-Thursday – 8:00 a.m. – 5:00 p.m.
Friday – 8:00 a.m. - Noon Call first before coming. Let them know what you need.
To take a Chapter Test, you must go to the Front Desk to get the webcam to take to the computer room by the main entrance. Call first and inform them of your coming. The Front Desk closes at 5:00 p.m., so know the test time so you can be done five minutes before 5:00, to sign out and return the webcam to the front desk.
Closed Saturday and Sunday.

Troy: (937) 381-1525 **– Not possible to take a test at this site.**
Hours: Monday through Thursday – 8:00 a.m.-5:00 p.m.
Friday – 8:00 a.m.- Noon
Closed Saturday and Sunday.

Eaton: (937) 683-8169 - **Not possible to take a test at this site.**
Hours: Monday through Thursday – 8:00 a.m.-5:00 p.m. Closed Friday, Saturday, and Sunday.