



**WAYLAND BAPTIST UNIVERSITY
SCHOOL OF BEHAVIORAL & SOCIAL SCIENCES
VIRTUAL CAMPUS**

Wayland Mission Statement:

Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success, and service to God and humankind.

Course Title, Number, and Section:

HIST 1303 Section VC01 – World Civilization to 1500

Term:

Fall 2019

Instructor:

Doctor James Powell

Office Phone Number and WBU Email Address:

806-352-5207 (WBU Amarillo Campus) by pre-set appointment since in the Virtual World, Adjunct Faculty have no “office.” james.powell@wayland.wbu.edu

Office Hours, Building, and Location:

Doctor Powell checks the BB Course E-mail daily and will respond to any E-mail within 48-72 hours. Phone calls are only accepted at pre-arranged appointments since these must be pre-arranged at the Amarillo WBU Campus at the convenience of the Professor, Student, and the Campus open hours. Other virtual contact means can also be arranged by appointment such as Virtual Chat or Skype which may be better suited for student and Professor whose time zones and work hours make synchronizing times difficult.

Preferred Email for Course Communication: The BB Course E-mail TAB is located on the Left-Hand Menu/Toolbar

ALL communication between Student and Professor **MUST** take place within the **Course E-Mail Tab on the Left-Hand Toolbar within BB** NOT via the standard Microsoft Outlook system, because regular Outlook programs can/do filter out what it determines is Spam. Thus, without the appropriate Subject Heading---or sometimes even with a correct one---this tool can dump a student post into the Spam folder preventing an important piece of information from reaching the Professor. This has led to student attempts at contacting the Professor disappearing into the void---never to be heard from again. More importantly, BB automatically keeps a permanent record of all exchanges, thus protecting both the Professor and Student if there is any question about something. Messages sent inside the Course Webpage using the E-mail TAB, including assignment submissions too, can't be deleted---thus providing an extra safety net when dealing with the sometimes-finicky technology. Finally, given the huge volume of E-Mails that we all receive each day, and with the Filtering system used, it is highly likely that your effort to contact the Professor may never be seen, or not viewed until it is too late to help you with whatever problem you wrote about in the first place. The risks associated with trying to send any messages that are Course/Grade related via the traditional Internet Outlook system are just not worth it. So **Please** take this seriously and write to me using only the Course Homepage E-Mail system within BB to guarantee a response from the Professor.

Remember that this is an Online course, and traditional telephone messages are simply not possible. First, I have no office at any WBU campus, but instead work from my home. No, WBU does not pay for either my Internet service or my telephone. Next, WBU is truly a global institution with students enrolled from almost

every time zone on the planet. Thus, making overseas telephone calls, or long-distance calls between widely differing time zones is unrealistic. Plus, this is, after all, a computer-based class, so to ease the issue for everyone, there will be no telephone communication, but we will instead rely upon the Course Homepage tool---which is very reliable and as noted, keeps a record of all exchanges. Think of it as having a permanent answering machine for our "talks." No kidding, since WBU students are enrolled from locations around the world, and may, in fact, even be on Active Duty in a military combat zone, living in Alaska where it is already snowing and below zero in October while we are still sweating out the last hot days of a long Summer here in the Texas Panhandle---well you get the idea that using E-Mail is just the best overall solution. If necessary, Blackboard IM or a Chat Room can be used as a secondary method for us to discuss material that is too complex for an E-Mail.

CONTACT Time Frame: Ordinarily, your Instructor will respond to any e-mail within 48-72 hours. If you need immediate assistance, or do not receive a response within 3 days, send a follow-up e-mail. Be sure to check your Course Homepage and its e-mail often for messages from the Professor. It is also a good habit to send a Blind Copy of your message to yourself to confirm that the message did indeed go through the system. You can then just delete it after confirming that it is enroute to the Professor.

Class Meeting Time and Location:

Students should purchase textbooks and receive them **prior** to the first day of class. In addition, students need to log-in, on or before, the first day of class through the [WBU Virtual Campus \(https://wbu.blackboard.com/webapps/login/\)](https://wbu.blackboard.com/webapps/login/). This process will activate their Account within Blackboard in preparation for the First Day of Class. This class is conducted completely online and does NOT require proctors for exams. All Graded Quizzes and Assignments are submitted online through the course website. (See more details under "Attendance" requirements.)

Catalog Description:

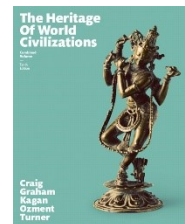
Major religious, political, economic, and social development in the world from ancient times through the Middle Ages

There is no prerequisite for this course.

Required Textbook(s) and/or Required Material(s):

Craig, Albert M., et al. *The Heritage of World Civilizations* with Access Code. 10th edition. 2016, Pearson Revel.

Combined VitalSource e-Text Edition: ISBN 9780133898514



VitalSource:

WBU has partnered with VitalSource to bring Inclusive Access, which is a digital copy of the required textbook available on Blackboard on the first day of class. Prices are competitive, often 60-80% below the printed text cost. If you wish to check the price of the textbook, locate your required course material at [The WBU Bookstore](#). The textbook will automatically be billed to your student account once a student enrolls in the course. WBU Bookstore will email students one week prior to class with information, pricing, and OPT-OUT instructions (if you choose to do so). REMEMBER, if you choose **NOT to use** the e-Text version, you **MUST OPT-OUT** or you will be charged.

Is the ACCESS CODE Required? Answer: **NO**

The Access Code is part of all NEW books purchased from the WBU Bookstore and comes bundled as part of the e-Text -- BUT here is the deal with the Access Code and my Class specifically. The Publisher Access Code gives the student complete admittance into all the support materials the Publisher offers found on the **Course Materials TAB**, including all Practice Quizzes. These materials are highly useful for studying prior to the Graded Quizzes and then reviewing the issues you might have scored incorrectly after taking either a Practice or Graded Quiz. But there is **NO "Graded" Assignment** that comes from the Publisher's Revel web site that requires a student to use/purchase the Access Code if you are getting your Textbook used or from some other source. Recall, that it will come already bundled and paid for if you purchase your eText through the WBU Bookstore. The support material is there to make-up for the lack of an in-class lecture and the limited contact with a "real" Professor. Some students need and like

the help, especially the Practice Tests as they prepare for the "Graded" quizzes -- but it is NOT a mandatory tool. If you buy from another location, or purchase a used book then the Access Code is not provided. Student can, however, opt to purchase an Access Code from the Publisher at a later date for a fee, but that is your choice.

Course Outcome Competencies:

Upon completion of this course, students will be able to:

- Locate major features of the geography of the ancient Near East, Asia, Africa, and Europe;
- The growth and development of the earliest civilizations of Mesopotamia, Egypt, China, Africa, and Meso-America
- The emergence of major world religions and philosophies including Judaism, Buddhism, Islam, Confucianism, Taoism, and Christianity;
- Trace the development and historical events of Ancient and Classical Greece and Rome;
- Define Feudalism and describe the historic events of the Middle Ages.

Attendance Requirements:

WBUonline (Virtual Campus)

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student "attendance" in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 3 or more weeks of an 11 week term, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given term is considered a "no-show" and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university's attendance policy.

Additional Attendance Requirements:

Regular log-on is necessary for satisfactory achievement. Students must log into the course daily, or at minimum of every 48 hours. This requirement is based upon the student's need to be informed on many issues that can arise, including changes in their course, any WBU announcement posted for the entire class, and in order to stay in contact with their Professor, who may feel that important information is not being understood by the students enrolled in the Virtual Campus, or WBU. Experience has demonstrated the important role played by the Professor's Discussion postings in assisting students in successfully completing the class. So, remember to check the Homepage on a regular basis.

It is the responsibility of each student to keep track of their assignments. Students must have daily access to a computer and a reliable Internet connection to enroll in, and to succeed in this course. Technical problems with a Student's computer or Internet provider are not valid excuses to miss Assignments, Exams, or other Due Dates. Students should plan ahead to have access to a back-up computer at a family member's home, friend's location, local school, or local city library. If a technical problem does occur, students should immediately send an e-mail to the Virtual Campus Help Desk, where specialists in this technology can provide assistance. You must also send a note to your Professor via the Course Homepage explaining the difficulty and the Date, Time and Steps taken to solve the issue. Should the problem not be addressed by the Help Desk, they will provide the Professor with a detailed report of ALL actions taken and the Professor will then decide if the Student can be

allowed to complete the work in another fashion. If you cannot use e-mail, telephone your Professor as a last resort to explain the problem. Remember, however, that this is an Online course, and traditional telephone messages may take longer to be returned since they are outside of the normal communication chain. If you reach your Professor's voice-mail, leave a message explaining the trouble and contact information where you can be reached. Expect an e-mail response via the Course Homepage as the primary means of return contact, not a telephone call, since students are enrolled from around the world, and may, in fact, be on Active Duty in a military combat zone, or live in Alaska or Hawaii and so on. This makes telephone communication problematic to say the least. If necessary, a Chat Room can be created as a temporary method to discuss material that is too complex for a standard e-mail.

Online students play by a slightly different set of rules than classroom based students. Because your Professors have no opportunity to meet you face-to-face, or to conduct any real discussions with the class as a group, you pay a penalty when it comes to the final class averages. Unlike those who are in a regular course, day-in and day-out for 15 weeks and who can participate in the give-and-take of the academic process, there is no room for leeway when it comes to averaging a student's grade. The nearest thing to classroom participation/discussions are found in the Course Discussion postings that are done by each student posted on the Calendar of Assignments. These are student led learning tools, but they also give your Professor a glimpse into how well you are learning the material, and substitute for the in-class debates found in the normal lecture format. So, the Trade-Off for flexibility and not driving to class each week is that you must participate in these Discussions in order to give your Professor the best opportunity to assess your overall performance in the class. Failure to do these has often made the difference between a student earning an "A" instead of the "B" they got, and did not want. So please remember to take full advantage of both the learning process and the assessment tool provided by these Participation posts.

NOTE: Contact the Professor immediately if you have a family emergency such as an unexpected major illness or family death, are on Active Duty serving in a war zone and must be offline temporarily, or have any other justifiable reason why you are unable to meet the Due Dates. However, change of military assignments or TDYs, changing work schedules, or other occurrences caused by a busy life are not acceptable excuses for missing the assignments. Plan ahead.

Statement on Plagiarism and Academic Dishonesty:

Wayland Baptist University observes a zero-tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

Instructor's policy on Academic Dishonesty:

Occasionally a few students will attempt to cheat or plagiarize. Students caught will receive a grade of F (0 points) for that assignment. Additionally, such students may receive a grade of F for the Course and may be suspended from the College (penalties which become a permanent part of a penalized student's record and cannot be eliminated by the repeat-option). If you are unsure about the definition of plagiarism, see the links available to Students or visit with your Professor.

Plagiarism includes, but is not limited to:

- downloading a free or purchased paper
- copying an article from the web or electronic database
- translating a foreign web article into English
- copy a paper from a local source
- cobbling -- cutting and pasting to create a paper from several sources (including web sites) even if properly cited
- excessive quoting (more than 20% even if properly cited)
- quoting less than all the words copied
- changing some words but copying whole phrases
- paraphrasing without attribution
- summarizing without attribution

- faking a citation
- recycling work from a previous or current course, whether your own work or another student's work.

Review the Plagiarism Handouts located on the "Course Information" TAB on the Course Webpage.

Choosing Good Sources for Historical Research:

Students often search for additional information about historical events to supplement their understanding of the material in preparation for essays, discussions, and even Graded Quizzes. To correctly interpret historical issues requires an accurate knowledge of the facts, so you can also consult secondary sources such as the work of other historians. Students are, however, **STRONGLY** cautioned to choose these extra sources, particularly Internet sites, with care. Websites, such as Wikipedia or Yahoo, **DO NOT** necessarily contain reliable facts, documentation, or interpretations, and therefore, should not be used in a college course, without other means of corroboration. **NEVER**, cite these websites as official documentation even if you use them for a "Quickie" look at what they say about some topic. Remember that websites like Wikipedia even post disclaimers, informing users that their material may or may not be valid [Wikipedia Disclaimer \(http://en.wikipedia.org/wiki/Wikipedia:Disclaimers\)](http://en.wikipedia.org/wiki/Wikipedia:Disclaimers). Students should, instead, choose sources from the WBU Virtual Library such as History Cooperative, JSTOR, or other refereed journals. For websites, learners should select places where the author can be identified as a scholar, historian, or other knowledgeable person. Such examples would include websites ending in .edu or .org. Websites helpful to students in this course already examined by the Professor are available via the "Web Resources" link through the Course Homepage. **Use of Wikipedia, Yahoo, Encyclopedias, Dictionaries, general History websites (like History.com) or other such websites mentioned above will receive a letter-grade deduction (generally this means a minimum of a 10-point loss). Using as "sources" such non-academic web sites like Wikipedia, Yahoo, Encyclopedias, Dictionaries, or even general History websites (like History.com) among others with similar designs and intent will result in a reduction in points appropriate to the infraction on submitted the Assignment. Use solid academic sources, and if in doubt, ask the Professor to be certain that you avoid penalties.**

Disability Statement:

In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291- 3765. Documentation of a disability must accompany any request for accommodations.

Course Requirements and Grading Criteria:

Type of Assignment	Description/Explanation of Assignment
Weekly Chapter Graded Quizzes:	<p>10 questions in any format (multiple-choice, fill-in-the-blank, matching, maps, etc.) for each chapter. For preparation and study, practice exams will be provided. Students may drop 5 of the 15 chapter Graded Quizzes. No proctor required -- all exams are completed online.</p> <p>Students must take the fifteen (15) chapter quizzes within the ten (10) weeks. Depending on the schedule, it will vary on whether the student will take one or two chapter quizzes per week. Each quiz will be composed of ten (10) questions in various formats. Question formats include (but are not limited to) multiple choice, fill-in-the-blank, true/false, maps, and more. Quizzes are normally scheduled from Friday beginning at 12:00 p.m. Noon to Monday until 11:55 p.m. (just before Midnight) Central Time. This gives the students 84 hours over a four (4) day window in which to take each quiz after it is posted and the quiz will be timed. You will only be able to attempt the quiz ONCE and you will have twenty-</p>

Type of Assignment	Description/Explanation of Assignment
	<p>five (25) minutes to take and complete the quiz. Once you open the Exam, you must complete it within the time limit as the Blackboard Program allows for only ONE (1) Test attempt and all are timed. There are NO make-ups. Each quiz is worth 5.5% each and the student will be able to drop five (the 5 lowest scores) of the 15 unit quizzes. The top ten (10) Quizzes comprise a total of 55% of your Class Average, but remember there are other graded course requirements. (Each Quiz is worth 5.5% or a total of 55% of the Final Course Grade.)</p>
<p>Student Interaction/ Participation:</p>	<p>Students are expected to participate in the course interactively. Each student will answer the discussion question posted on the Discussion Forum TAB in approximately 250-500 words in length. Students must respond in a thoughtful and in-depth way. Rules for answering discussion questions are located in the Discussion Rules (see the under the Course Information TAB then look under Course Policies). Discussion questions are normally scheduled from Tuesdays to the next Monday (closing the same day of the weekly Graded Quizzes) until 11:59 p.m. Midnight. You will have approximately one week in which to answer the question(s), however there are two (2) due dates. Answers are due 24 hours prior to the replies to ensure thoughtful responses from students for others to respond to. To reiterate, you will have 6-Days in which to first, post your answer the question you selected (a minimum of 250-500 words in length), then each student must post two, shorter Commentaries (a minimum of 100-150 words in length) on the answers that two (2) of their classmates have posted to the Question they opted to write about. So be clear, there are actually 3-Parts to this assignment. The first is your own answer to a question posted by the Professor and selected by you, totaling about 500 words, then two (2) shorter responses or commentaries totaling about 150 words each that you post regarding what two of your classmates had to say about the Question they chose to write upon. However, there are two (2) separate due dates so Do Not Panic, and remember that you have almost one week to complete all three (3) parts of this Assignment. Be careful, however, to be sure that you submit your Answer to the Question you opted to write about No Later Than the First Due Date on the Course Schedule thus allowing at least 24 hours for the Replies from your classmates ensuring each student will have time for thoughtful responses to what others wrote, and to what you posted as your answer. Waiting until the last minute is unfair to those who need time to compose in-depth postings, so treat your classmates as you wish to be treated.</p> <p>There are ten (10) weekly discussion forums and students will be able to drop four (4) of the 10 discussions comprising 45% of your Course Grade. The points will be awarded with seventy (70) points for a quality answer to the posted Discussion Question(s) and fifteen (15) points for each reply for a total of thirty (30) points for replying twice to your fellow students' answers with insightful comments. Students may drop 4 of the 10 student interactions. Details provided later. Your highest six (6) Discussion Forum posts will thus total 45% toward your Course Grade. (Each Discussion Forum is worth 7.5% or total of 45% of Final Course Grade.)</p>

Method of determining course grade:

Course grade will be determined by the student's total accumulated average. All Quizzes are worth 5.5% each for a total of 55% of your course grade. There are 15 Quizzes, but only 10 will be used to determine the Quiz average. Students may drop FIVE (5) of the Chapter Quizzes. All Discussions are worth 7.5% for a total of 45% of your course grade. There are 10 Discussions, but only 6 will be used to determine the Discussion average. Students may drop FOUR (4) of the Weekly Discussion Forums.

There is NO extra credit offered--so Please Do Not Ask. This Syllabus is much like a Contract between the student and professor and alterations are not allowed. Experience has demonstrated that Make-Up work is often just more to do for an already swamped student, so I have chosen to use the Drop score option to relieve the pressure and prevent students from trying to do extra work while still keeping up with up-coming work that is still due on time. Remember, each student is being allowed to Drop Five (5) Quizzes and Four (4) Discussion scores to assist those who must miss a Quiz or Discussion due to outside obligations. So there is no Extra Credit allowed.

To view your Grades, click on the "My Grades" TAB within the Virtual Campus Course Webpage. Manually calculate your Grade or Current Average using the Course Syllabus and/or see the "Need Your Average?" TAB for assistance.

Graded Chapter Quizzes (10 at 5.5% each)	55%
Weekly Discussion Forums (6 at 7.5% each)	45%

GRADE SCALE:

A	90 and above
B	80-89
C	70-79
D	60-69
F	Failing (below 60)

Make-up Policy:

Since you are given the chance to drop several Assignments (see above), then **I DO NOT allow any Make-Up Assignments -- for any reason so do not ask.** The second reason for not granting Make-Ups is that they tend to be more work for an already over-stressed student, and by allowing the Drop option instead, I feel that everyone benefits while still protecting your opportunity to succeed in this class. So, the rule is -- there are **NO** make-up Quizzes or Assignments under any circumstances. A missed Graded Quiz or other Assignment will simply become a dropped score -- no exceptions and there is NO extra credit offered. Therefore, it is imperative that students keep track of due dates for Assignments.

Again, there is NO extra credit offered--so Please Do Not Ask. This Syllabus is much like a Contract between the student and professor and alterations are not allowed. Experience has demonstrated that Make-Up work is often just more to do for an already swamped student, so I have chosen to use the Drop score option to relieve the pressure and prevent students from trying to do extra work while still keeping up with up-coming work that is still due on time. Remember, each student is being allowed several drop scores to assist those who must miss a Graded Quiz or other Assignment because of outside obligations. So there is no Extra Credit allowed.

The University has a standard grade scale:

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F = below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student's control. A grade of "incomplete" is changed if the work required is completed prior to the last day of the next long (10 to 15 weeks) term, unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the I is converted to an F.

Student Grade Appeals:

Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for

advanced placement examinations or course bypass examinations. Appeals limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

Additional Information:

Etiquette:

The study of history is important and deserves respect from both the Professor and from Students. Everyone has an obligation to cultivate an environment for learning that enhances the ability to pursue the shared interest in history. Respect for one another and for their ideas and values are essential for a strong community for the study of the Human Story that is history. Respectful students bring a strong work ethic to the course and are expected to log-on to the class regularly, be prepared for each class, and be attentive to discussions and online chats. A shared respect for one another is essential to the academic integrity and a comfortable learning environment. Everyone must do their part to maintain a climate of openness and civility that encourages and honors intellectual achievement. If you need to review the standard for Net Etiquette rules, see the [Netiquette Rules](#) for more information.

Teaching & Learning Strategy:

The class is approached as an on-line instruction tool to learn about United States To 1877. The course was designed to be completed during a regular 11-week quarter. Thus, students must schedule, on average, approximately 10-15 hours per week to accomplish the assignments required in a survey course of this complexity while reading material of 75-100 pages per week. It is recommended for the student to block out time in your day planner three times a week for completing reading, reviewing Internet sources, and course work, just as you would if you were on campus.

This course stresses interaction between the students emphasizing their ability to engage in what is known as "Active Learning" a form of the Socratic Method. The goal is to avoid the drudgery of traditional lecture formats and uses textbook chapters and supportive readings, mixed with primary documents usually found on Internet sites to support the historical material. Students should view and/or print off the Course Syllabus and Calendar of Assignments regularly to keep track of posting dates for exams, and other graded assignments. In addition, regularly check the Course Homepage and Course e-mail for notices about any changes in the class or content materials. Participation in this course is crucial to success in any student driven learning process.

Since this course is offered as an online class, individualized learning is the key. Your ability to read the textbook and additional material and learn on your own to identify major theses and link material together into a complete history of United States To 1877 is crucial. The Professor is, however, available by via email to discuss in-depth any material you do not understand. Never hesitate to write me and ask questions, even if they are only for your edification and not tied directly to an assignment. But the burden of learning falls upon the individual student.

Copyright of Course:

Courses and course presentations/materials shall not be reproduced, distributed, re-used, or revised without prior knowledge and consent of the Professor. Copyright of courses and course presentations are owned by the Professor just as in the case of traditional materials such as books or articles.

Computer Requirements:

Regular log-on is necessary for satisfactory achievement. Therefore, it is the responsibility of the student to keep track of their assignments. Students must have regular access to a computer and a reliable Internet connection to enroll in this course. I repeat, these are minimum requirements for all students in every online course. Technical problems are not an excuse to miss a posted Graded Quiz or other Due Date. Students should plan ahead to have all work submitted earlier than the last Due Date in the event of a computer malfunction, and everyone should also have access to a back-up computer at a family member's home, friend's location, local school, or local city library so they may still meet all assignment

dates. Students may also want to download the Student Blackboard Mobile App for their Smart Phone. Many learners have used this App to successfully interact in the Course as well as upload and/or complete Assignments. This is one of the trade-offs for the convenience of a Virtual class. When technical problems occur, students need to send an e-mail to the WBU Help Desk explaining the difficulty, and copy your Professor as well. If you cannot use e-mail, call the Help Line and not your Instructor to explain the difficulty. You should only then leave a summary of your trouble and response on your Professor's e-mail. I will then contact the Help Desk for a summary of their efforts to diagnose and fix the issue.

**WANT TO AVOID PROBLEMS WITH GRADED QUIZZES ON BLACKBOARD (Virtual Campus)?
GETTING KNOCKED OFF of GRADED QUIZZES?**

READ THESE SUGGESTIONS!

Since some of you are new to the Virtual Campus and Blackboard online environment, here are some helpful hints to consider before taking the Graded Chapter Quizzes. Remember, that each Graded Quiz must be **completed and submitted** prior to the 2355/11:55 p.m. deadline. If you begin your Graded Quiz at 2350/11:50 p.m. on the final due date, you will have only 5 minutes to complete the assignment before the test is automatically submitted by the Blackboard Program. All Graded Quizzes are set to close at 2355 (11:55 pm) local time (Central Time), so if your location is in a different time zone or even date/time zone, be sure you make the appropriate adjustment. For best results and to guard against any unforeseen Internet difficulties, begin your Graded Quiz at the earliest date/time available for best results. **Once you open the Exam, you must complete it as the Blackboard Program allows for only ONE (1) Test attempt and all are timed.** Pick a quiet place with adequate time and a reliable, preferably a **Wired** fast Internet connection for best results. So, do not answer your door, or the telephone if it rings, banish your spouse, children or significant other while testing, and be aware of weather related issues that may develop, meaning do not start a Graded Quiz during a thunderstorm or when one is anywhere near! **The Graded Chapter Quizzes have a time limit** so remember to watch your time because when the time limit runs out, **the Graded Chapter Quiz will automatically close and submit.** *If you are "knocked out" of the Graded Quiz, students can immediately log back in and the test can be resumed until time has expired. However, note that the timer will continue to run if you leave the test! Again, to reiterate, once the time limit on the one-time attempt Graded Quiz has run out, the Graded Quiz will automatically close and submit.*

Blackboard is restrictive about the environment in which a student takes the Exam. To avoid any problems such a time-outs or losing access in the middle of a Graded Quiz, note these suggestions:

- Check out some common problems on the FAQs page.
- Using a **wireless or satellite internet** service provider may cause problems with a continuous connection, causing a student to be booted from a test. Both typically have drops in signal strength known as Micro Power Blips, which we may not "see" visually but the program is so sensitive it will detect them as an indication that you have finished and will close and submit your Test. A student booted from the exam will be unable to complete it, or will not be able to submit the exam once completed. Consider using a **WIRED** connection for all Graded Quizzes!
- Do not double click any button (save, next, submit). Because the Graded Quizzes are set to present the questions one at a time pulling from a pool of questions, double-clicking is DEADLY. When a student clicks to move on, and the computer runs an algorithm to pull the question for the student it often appears that the computer is frozen.... so the student clicks again (do not do this... wait!). This interrupts the computer and it ultimately shuts down. It just takes a few seconds (or what to a student seems forever), to locate the next question and move on. So be Patient!
- Be sure your computer is NOT set to do automatic updates! Many of these require a restart of your machine and it will do so no matter how hard you try to halt the process. Once it begins, you are done with that Test.
- Do NOT skip a question and try to return (It is a one at a time test, answer the questions in the order presented).

- Do NOT click SAVE after every question. It is a one at a time test, do not worry about saving answers, moving to the next question will automatically save the question for you.
- If you do accidentally click the Save button, do not click any other button or move to the next question until the "Answer Saved" box has appeared.
- Do NOT click the Back Button on your browser, (not the same as a Backspace Button).
- Be careful when using the Backspace button on the keyboard. Pressing too many times may cause the browser to move back a page, thus booting a student from their Exam.
- Close ALL windows, including pop-up blockers and virus scan programs.
- Use ONLY the buttons (such as back, forward, submit) located within the Exam itself, never those from your Browser.
- Each Graded Quiz must be **completed and submitted** prior to the time/date deadline or when the time limit runs out, or the Graded Quiz will automatically close and submit.
- Read the Instructions carefully before taking the Exam (particularly if you are new to Blackboard). If you are unsure, check out the tutorials first or contact the WBU Help Desk for additional assistance PRIOR to opening your Test.
- **NOTE:** Students are not allowed to print and reproduce any question from this Graded Quiz in any manner.
- Students may use their notes and/or textbook during the Exam but MAY NOT access the Internet, copy/print the Graded Quiz, share the Test or other information about it with other students, etc. Violations, as recorded by Blackboard protocols, will result in a zero or worse.
- Keep a timer handy that ticks down your available time.
- In Blackboard, your answer is automatically saved as you move to the next question.
- A one-minute warning will be given by Blackboard. Keep track of your time and use it wisely.
- The Professor reserves the right to assign a grade for an Incomplete Exam as circumstances warrant.

NOTE the importance of a WIRED Connection cannot be Emphasized Strongly Enough: A Message from a Blackboard IT Expert -- "If a student's Internet connection is interrupted anytime during a test, Blackboard regards that break as an ending of the test. Wi-Fi connections are the worst because they often have micro-short blips in connections (as they process the signal from the source). Usually we do not even notice it...but Blackboard does. So, a student might open a test, start the questions, and notice that nothing is saving or moving along – this is because the connection has been broken. Blackboard simply continues running the timer on the Graded Quiz, and when the time runs out it "submits" the test on the next cycle – usually 2-7 minutes after the timer ends citing 'abandonment' by the student as the explanation. In the end, a student may get to answer either none or only a few questions."

When this problem occurs, students will need to visit with the WBU Help Desk prior to the next Graded Quiz to confirm that this was, in fact, the issue. Remember, however, that "Once in - Never out" is the Rule to keep in mind because the program is set to allow for student attempt only once. However, the Professor has built into the Course Average a solution called the Drop Option for Graded Quizzes. It allows for students to avoid spending large blocks of time and effort tracking down an obscure technical problem, and encourages them to move forward with the Learning Process by protecting your Class GPA and giving you the time to prepare for the upcoming Graded Quiz which is often scheduled for the next weekend. Technical failures that occur during Graded Quizzes should be documented via the WBU Help Desk, but there is no way to re-enter a Graded Quiz already submitted. If you are "knocked out" of the Graded Quiz without hitting the submit button and realize it, students can immediately log back in and the test can be resumed until time has expired. However, note that the timer will continue to run if you leave the test! Again, to reiterate, once the time limit on the one-time attempt Graded Quiz has run out, the Graded Quiz will automatically close and submit.

The Drop Option prevents either option harming anyone, and has proven to be far superior to Make-Ups on material that has already been covered by the class. Experience has shown that trying to retake Exams while simultaneously preparing for the next Block of Material often prohibits a student from focusing upon the more significant issue of what is due next. The result is frequently a poor performance on both Tests, rather than an improved grade for either. So remember those Drop Scores are there to protect you from any consequence from problematic or

missed Exams, but still requires that you confirm the reason for any technical problem that prevented you from completing a Test.

The WBU Help Desk is available by e-mail, telephone, or Chat 24/7 should students run into any technical difficulties. If a technical problem occurs, particularly getting knocked off during a Graded Quiz, students should immediately contact the WBU Help Desk where specialists in this technology can provide assistance in determining which of the above issues or other problem may have caused the break in the connection. (WBU Help Desk Contact Information and Hours: (866)-547-9192 or [Blackboard Help \(https://www.wbu.edu/wbu-online/current-students/staff.htm\)](https://www.wbu.edu/wbu-online/current-students/staff.htm) Additionally, contact your Professor to notify them of what happened and the steps taken to understand and prevent a future occurrence of the issue prior to the upcoming testing schedule bringing yet another possible headache for you. However, the Professor reserves the right to decide what action to take regarding any missed Graded Quizzes as long as the solution fits within the stated Course Rules as found in the Syllabus.

Go to the Course Webpage on WBU Virtual Campus and select the "Course Information" TAB:

- Print out and keep a copy of the Course Syllabus for the Term handy.
- Print out the Course Schedule on the "Course Schedule" TAB and post somewhere prominent.
- Review and be familiar with ALL Course Policies.

*****Changes or adjustments in Course Material, Course Schedule, or other parts of this Course Syllabus may be made during the semester if circumstances warrant.***

Schedule:

Graded Quizzes:

No proctor is necessary as all exams are completed online. Exams are scheduled on the Calendar to begin at 12:00 p.m. Noon on the date listed (usually Friday) and ending at 11:55 p.m. Midnight (usually Monday) per the calendar. The **Graded Quiz will be timed**. You will only be able to **attempt the Graded Quiz once** for Credit and you **MUST** complete the Graded Quiz once the timer begins. **You cannot view the exam and then return later to complete**. So do not answer your door, or the telephone if it rings, banish your spouse, children or significant other while testing, and be aware of weather-related issues that may develop, meaning do not start a Graded Quiz during a thunderstorm!

Students **MUST** submit all Assignments and Graded Quizzes electronically per the appropriate Instructions on the Course Website and no Assignments will be accepted in any other form as mandated by University and Course Syllabus rules.

HIST 1303 -- Course Schedule -- FALL 2019

Assignments: Unless otherwise noted, all assignments are due before 11:59 p.m. (just prior to Midnight) Central Time (CT) on the final date listed. All dates refer to the 2019 Calendar Year and all times refer to the appropriate seasonal CT (Central Time). Students **MUST** submit all Assignments electronically per the appropriate Instructions on the Course Syllabus/Website and no Assignments will be accepted in any other form as mandated by University and Course Syllabus rules.

Computer Problems? Contact the WBUonline Help Desk immediately, available 24/7. Technical problems are not an excuse to miss a posted Assignment Due Date. Turn in assignments early and/or have backup plan.

Date	Week/Topics	Reading Assignment	Graded Quiz(zes)	Discussion Board
8/19	Week 1 (A Few Instructions)	Purchase books. Familiarize yourself with	Graded Quizzes Available on the	Locate Questions & Post Entries on the "Discussion Forum" TAB

		the syllabus, policies, Course Info page, and other areas of the course	"Graded Quizzes" TAB Practice Quizzes and Other Study Materials Available on the "Course Content" TAB	NOTE the TWO Separate Due Dates Below on Discussion Boards.
8/19	Week 1 Birth of Civilization	Chapter 1	8/23 - 8/26 (1 Graded Quiz)	Disc. 1 Opens 8/19 Answers DUE 8/25 Replies DUE 8/26
8/25	Week 2 Four Great Revolutions in Thought & Religion	Chapter 2	8/30 - 9/3 (1 Graded Quiz) **NOTE: 24-Hour Extension for Holiday.	Disc. 2 Opens 8/27 Answers DUE 9/2 Replies DUE 9/3 **NOTE: 24-Hour Extension for Holiday.
9/1	Week 3 Greek & Hellenistic Civilization; West Asia, Inner Asia, & South Asia	Chapters 3 & 4	9/6 - 9/9 (2 Graded Quizzes) **NOTE: Return to Normal Quiz Due Date of Monday.	Disc. 3 Opens 9/4 Answers DUE 9/8 Replies DUE 9/9 **NOTE: Return to Normal Quiz Due Date of Monday.
9/8	Week 4 The Africa: Early History to 1000 C.E.; Republican & Imperial Rome	Chapters 5 & 6	9/13 - 9/16 (2 Graded Quizzes)	Disc. 4 Opens 9/10 Answers DUE 9/15 Replies DUE 9/16
9/15	Week 5 China's First Empire	Chapter 7	9/20 - 9/23 (1 Graded Quiz)	Disc. 5 Opens 9/17 Answers DUE 9/22 Replies DUE 9/23
9/22	Week 6 Imperial China; Early Japanese History	Chapters 8 & 9	9/27 - 9/30 (2 Graded Quizzes)	Disc. 6 Opens 9/24 Answers DUE 9/29 Replies DUE 9/30
9/29	Week 7 Formation of Islamic Civilization	Chapter 10	10/4 - 10/7 (1 Graded Quiz)	Disc. 7 Opens 10/1 Answers DUE 10/6 Replies DUE 10/7
10/6	Week 8 Byzantine Empire & Western Europe to 1000;	Chapters 11 & 12	10/11 - 10/14 (2 Graded Quizzes)	Disc. 8 Opens 10/8 Answers DUE 10/13 Replies DUE 10/14

	Islamic World, 1000-1500			
10/13	Week 9 Ancient Civilizations of the Americas; Africa 1000-1700	Chapters 13 & 14	10/18 - 10/21 (2 Graded Quizzes)	Disc. 9 Opens 10/15 Answers DUE 10/20 Replies DUE 10/21
10/18	Last Day to Drop	Please visit with an Adviser before dropping course.		
10/20	Week 10 Europe to Early 1500s	Chapter 15	10/25 - 10/28 (1 Graded Quiz)	Disc. 10 Opens 10/22 Answers DUE 10/27 Replies DUE 10/28
10/27	Week 11	You have completed the course. Congratulations!	Complete Week 10 Graded Quiz DUE 10/28	Complete Week 10 Discussion Answers DUE 10/27 Replies DUE 10/28