

WESTERN KENTUCKY UNIVERSITY  
DEPARTMENT OF SOCIOLOGY & CRIMINOLOGY  
**CRIM & SOCL 199—College & Careers,  
Web**

Spring Semester 2024

**Your Instructor:** Dr. Holli Drummond, Professor & Department Chair

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**Office:** 100 Grise Hall

**Office Hours:** T/TH from 9-11 and M 1:30-2:30 (f2f or via zoom). Regardless of set hours, I encourage students to set up individual appointments so we can each allocate quality time to our meeting. To set up an individual appointment, please send me an email or use this calendly link <https://calendly.com/drummondholli/30minmeetings>

**Class meeting time and place:** Asynchronous Web

**Course Overview:**

The sociology & criminology department is committed to the

- Retention
- Degree completion, and
- Placement (in a professional career or advanced education) upon graduation

To meet those goals, the learning outcomes of this course are to designed to bring the 4-year plan to life so that students can

1. **GOAL 1 (G1):** Understand the who-what-and-where regarding student success **services & resources** at WKU.
2. **GOAL 2 (G2):** Be introduced to, reinforce some, and master other necessary skills for sociology and criminology majors.
3. **GOAL 3 (G3):** Map the skills gained via the major onto those identified by as essential according to the Kentucky Council of Postsecondary Education' [Graduate Profile](#).
4. **GOAL 4 (G4):** Develop “your story” as a connection between your education at WKU and the occupation you plan to pursue post-graduation.

**ASSESSMENTS/ASSIGNMENTS:**

- Discussion Board Participation (90 points)
- Advising Assignment (30 points)
- Syllabus Assignment (30 points)
- Email Communication Assignment (30 points)

- **ATTENDANCE REQUIRED At THE FOLLOWING EVENT (55 points) or for Distance Students, completion of the Interview a Professional Assignment.**
  - Panel Discussion with Alumni of Color, Feb 7th 6-7:30
- Handshake Assignment (30 points)
- LinkedIn Assignment (30 points)
- Resume Assignment (30 points)
- Cover Letter Assignment (30 points)
- Career Connections paper (75 points)

This course is pass/fail, students need 260 of 430 possible points to pass the course.

### **EXPECATIONS:**

I expect that students in this course:

- plan to take ownership and responsibility for their learning;
- will seek help from me when you encounter a learning challenge you cannot overcome when working to prepare for class or complete an assignment;
- will voice ideas in the online discussion forums;
- will commit an average of 2 hours per week, in pursuit of course objectives;
- will work hard but also expect to have fun/enjoy the learning process!

Students can expect that I:

- will be prepared for class, read and return your work in a timely manner (i.e., within one week's time);
- will learn from and alongside you;
- am available to meet with you during office hours, or by appointment;
- am personally interested in the way your understanding and practice of criminology & sociology is enhanced via your involvement in this course;
- have attempted to create a structure which empowers students to develop greater confidence and independence in college courses;
- expect to work hard but also have fun!

### **NECESSARY MATERIALS**

A paper or electronic note taking device whose function is taking notes during class each day.

### **WEEKLY SCHEDULE CRIM/SOCL 199**

	WEEK'S CONTENT	ASSIGNMENTS DUE
WEEK 1 Jan 16-21	Introductions to the Course/Course Expectations	Students should <ul style="list-style-type: none"> <li>• Review the bb site and</li> <li>• Complete the first Discussion Board (DB #1) by Friday Jan 19 at 11:59 pm—15 points.</li> </ul>

WEEK 2 Jan 22-28	Mapping the major onto the Essential Skills desired among KY employers— <b>G3: Mapping Skills to the Major</b>	<ul style="list-style-type: none"> <li>• View my video introduction, and discussion of the “Mapping the Major onto Essential Skills” topic.</li> <li>• Participate in DB #2 by Friday Jan 26<sup>th</sup>—15 points.</li> <li>• Complete the Advising Assignment (30 points) by Sunday Jan 28<sup>th</sup> at 11:59 pm.</li> </ul>
WEEK 3 Jan 29-Feb 4	Reading a Syllabus— <b>G1: Student Services &amp; Resources</b>	<ul style="list-style-type: none"> <li>• View my video introduction to this topic.</li> <li>• Participate in DB #3 by Friday Feb 2<sup>nd</sup>—15 points.</li> <li>• Complete the Syllabus Assignment (30 points) by Sunday Feb 4<sup>th</sup> at 11:59 pm</li> </ul>
WEEK 4 Feb 5-11	Communicating with Faculty via Syllabus & Email— <b>G2 Essential Skills</b>	<ul style="list-style-type: none"> <li>• View my video introduction not this topic.</li> <li>• Participate in DB #4 with post on Friday Feb 9<sup>th</sup>—15 points.</li> <li>• Debrief Alumni of Color Panel (see separate post below) by Sun 2/11 at 11:59 pm.</li> <li>• Complete the Email Communication Assignment (30 points) by 2/11 at 11:59 pm.</li> </ul>
Wednesday Feb 7	ATTEND* Panel Discussion with Alumni of Color—HCIC 6-7:30— <b>G4 Develop Your Story</b>	Debriefing Alumni of Color panel DB post (55 points—includes attendance at the event) due 2/11 at 11:59 pm.
WEEK 5 Feb 12-18	Creating and Maintaining Electronic Profiles— <b>G2: Essential Skills; G1: Student Resources; G4: Develop your story</b>	<ul style="list-style-type: none"> <li>• View my video introduction on this topic.</li> <li>• Participate in DB #5 with post on Friday Feb 16<sup>th</sup>—15 points.</li> <li>• Complete the Hand Shake (30 points) and LinkedIn Assignment (30 points) by 2/18 at 11:59 pm.</li> </ul>
WEEK 6 Feb 19-25	Resumes— <b>G2: Essential Skills; G4: Develop your story</b>	<ul style="list-style-type: none"> <li>• View my video introduction on this topic.</li> <li>• Participate in DB #6 with post on Friday Feb 23<sup>rd</sup>—15 points.</li> <li>• Complete the Resume (30 points) and Cover Letter (30 points) assignments by 2/25 at 11:59 pm.</li> </ul>
WEEK 7 Feb 26-March 3	Formatting academic papers in the social sciences <b>G2: Essential Skills; G1: Student Resources</b>	<ul style="list-style-type: none"> <li>• View my video introduction on this topic.</li> <li>• Complete the Career Connections paper (75 points) by 11:59 pm on March 4<sup>th</sup>.</li> </ul>

\*VIRTUAL STUDENTS (i.e., those who attend no classes in the Bowling Green area) can interview a career professional instead of attend this Panel Discussion.

## THE END OF THE SYLLABUS, A WEALTH OF IMPORTANT INFORMATION

### **Important Dates regarding dropping a class:**

First, **consult with your academic advisor prior to dropping a course.** For example, if you are a student who uses financial aid to cover the expense of tuition, the number of enrolled hours affects your financial aid.

- Tuesday January 23: Last day to add a class, last day to drop with no grade, last day for 100% refund:
- Monday January 29 last day to receive 50% refund
- Monday February 5: last day to receive 25% refund
- Thursday March 28: Last day to drop a class with a grade of W (fee applies)

Students who stop attending class before the 60% point (March 15) will be assigned an FN rather than an F, and this too has financial aid implications.

### **Academic Honesty:**

All students are expected to comply with WKU's **Student Code of Conduct** at all times. Please familiarize yourself with the Code, found at:

<https://www.wku.edu/studentconduct/student-code-of-conduct.php>

Academic Honesty is a very important issue. I expect all assignments and work submitted to be completed by the person enrolled in the course. If I discover that any of your work has been **plagiarized** from another source (published in print, online, copied from another student, or generated through assistance of Artificial Intelligence), the work in question will receive a zero. Further, plagiarism may result in failure of the course and referral of the matter to student conduct.

### **Title IX/ Discrimination & Harassment:**

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Sex and Gender-Based Discrimination, Harassment, and Retaliation (#0.070) and Discrimination and Harassment Policy (#0.2040).

Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Executive Director, Office of Institutional Equity/Title IX Coordinator, Ena Demir, 270-745-6867 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121. Please note that while you may report an incident of sex/gender-based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and **MUST** report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with

someone who may be able to afford you confidentiality, you may contact WKU's Counseling and Testing Center at 270-745-3159.

**University COVID Statement:**

All students are strongly encouraged to get the COVID-19 vaccine. In accordance with WKU policy, all students must call the WKU COVID-19 Assistance Line at 270-745-2019 within 4 hours of testing positive for COVID-19 or being identified as a close contact to someone who has tested positive. The COVID Assistance Line is available to answer questions regarding any COVID-19 related issue. This guidance is subject to change based on requirements set forth by federal, state, and local public health entities. Please refer to the Healthy on the Hill website for the most current information.

[www.wku.edu/healthyonthehill](http://www.wku.edu/healthyonthehill)

**Resolving Complaints about Grades:**

The first step in resolving a complaint about grades is for the student to attempt to resolve the problem directly with the course instructor. See the Student Handbook, available at <http://www.wku.edu/handbook/> for additional guidance.

## **SERVICES**

**ADA Accommodations:**

In compliance with university policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Office for Student Disability Services in Downing Student Union Center, room 1074. The phone number is 270 745 5004 and email is [sarc.connect@wku.edu](mailto:sarc.connect@wku.edu).

Please DO NOT request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from the Student Accessibility Resource Center.

**WKU Counseling and Testing Center:**

The university experience should be challenging, but not overwhelming. To this end, the WKU Counseling Center provides a variety of services to help strengthen students' capacity to tolerate distress, form healthy relationships, and seek healthy expressions of their ideals and values. If you would like to speak with someone, you may contact WKU's Counseling and Testing

Center at 270-745-3159 or use their Here To Help service at <https://www.wku.edu/heretohelp/heretohelpemail.php>. If you need immediate help, please visit the Counseling Center in 409 Potter Hall or call the 24-hour emergency help line at 270-745- 2548.

**Big Red Backpack:**

The Big Red Backpack program is the title of WKU's partnership with Barnes & Noble College for their First Day Complete initiative. Big Red Backpack is a course materials delivery program that ensures students have their required course materials on the first day of class and may reduce the costs of materials for many of their courses. Enrollment in the program occurs automatically when students register for classes. Students may opt out of the program each semester, as long as they choose to opt out for all of their classes.

Students MUST carefully and completely follow all instructions regarding the Big Red Backpack Program. Those instructions will be provided by:

1. An email to all Topper email addresses from the Big Red Backpack Program one month prior to the start of classes.
2. The Big Red Backpack Program site: <https://www.wku.edu/bigredbackpack/>.

Students should refer to the Big Red Backpack Program site referenced above for opt-out deadlines and any additional details.

### **Tutoring:**

The Learning Center - The Learning Center (TLC) provides free tutoring services that empower students to achieve academic success. Trained peer tutors are available to review course content, answer questions, and demonstrate effective study strategies. TLC offers individual appointments and group sessions (PASS) for hundreds of undergraduate courses. For more information or to make an appointment, visit [www.wku.edu/tlc](http://www.wku.edu/tlc).

WKU Center for Literacy Assistance - The WKU Center for Literacy is located in Gary A. Ransdell Hall 2066. At the Center for Literacy, students can receive assistance in developing strategies to help reading/studying to learn and writing for evidence and argument. The Center for Literacy offers both individual and small group sessions throughout the semester. More information about the WKU Center for Literacy can be found on the website: <http://www.wku.edu/literacycenter/>

Writing Center Assistance - The Writing Center is located in Cherry Hall 123 on the Bowling Green campus and also offers online consultations for students who live at a distance or who cannot visit during our operating hours. Our writing tutors have been trained to provide helpful feedback to students at all phases of a writing project: they can help you brainstorm ideas, structure your essay, clarify your purpose, strengthen your support, and edit for clarity and correctness. But they will not revise or edit the paper for you. See instructions of the website [www.wku.edu/writingcenter](http://www.wku.edu/writingcenter) for making online or face-to-face appointments. Or call (270) 745-5719 during our operating hours (also listed on our website) for help scheduling an appointment.