Hello Everyone and Welcome!
Subject: Sociology
Instructor: Prof. Katie Lookholder
E-mail: katie.lookholder@canyons.edu

Course Materials Required: Please refer to the syllabus and COC bookstore for our textbook information. In order to successfully complete this course, you must have access to a computer with reliable Internet service. You can certainly use the computer labs on campus, but make sure you know their hours of operation.

Instructions for the Beginning of Class: On the start date for our class, please access our course online at coc.instructure.com. Make sure to read through the entire syllabus and complete the activities in the “Week 1 Module.” Pay attention to the due dates for each assignment in the Week 1 Module. Failure to complete content from Week 1 will result in getting dropped from the class.

Canvas: The course can be accessed via Canvas at coc.instructure.com. Follow the login instructions at the bottom of the screen to access our course. Here, you can also access Canvas user guides with helpful tips for navigating and using Canvas. For any Canvas related issues please call the Canvas Student Support line at (661)362-3344 during college business hours, or (877)889-9052 for 24/7 support.

Communication: Aside from communicating through our course website on Canvas, I will use email. The best way to contact me is by email: katie.lookholder@canyons.edu. I typically respond within 24 hours unless it's over the weekend. Please utilize your MyCanyons email account and check your school email account regularly or set up a forwarding address that you check more frequently. You can reach your MyCanyons email by logging into your MyCanyons portal and clicking on “Canyons Email.”

Class Content: Our class will consist of a variety of different methods including; PowerPoint lectures, outlines, reading quizzes, discussion forums, multiple-choice exams, written essays and textbook/article readings. Since online/hybrid classes are much more student-driven, they require a lot of self-discipline. On average, this class might take a bit more time to complete than a face-to-face class. It is the student's responsibility to keep up with the course work and keep track of the deadlines throughout the semester.

Online Attendance Guide: Each week of class has a specific beginning and ending date. Each week begins every Monday at 12:00AM and ends every Sunday at 11:59PM. This means you will only have access to one week at a time and cannot do work ahead of time.

On our class website, you will notice each week has it's own ‘Module’ with the date range stated. You will click on the corresponding module each week and complete all required course work listed in the module. Late work will not be accepted unless there is an emergency with supported documentation. **Make sure you do not wait until Sunday night to complete your course work. If your computer crashes Sunday night, it DOES NOT count as an emergency. For all Discussion Posts throughout the semester, your Initial Response is always due by Thursday @ 11:59PM every week, and your Classmate Responses are always due by Sunday @ 11:59PM every week.**

Academic Accommodations: DISABLED STUDENTS PROGRAM AND SERVICES (DSPS): Please contact the DSPS at http://www.canyons.edu/offices/dsps/ for any accommodations. For those students who are already registered with the DSPS office, please provide the instructor with the proper paper work asap.

Please refer to the syllabus each week for policies, assignments, and due dates. I am looking forward to a fun and productive semester together! Welcome to Sociology!

Sincerely,
Prof. Katie Lookholder