Welcome to Sociology 101, Introduction to Sociology (U-Pace). This is a course in which you progress through and master the material at your own pace until you get the grade you want. When students follow the model schedule (completing one chapter every week, including the associated InQuizitive assignments), they can finish the course and earn an “A” before the end of the semester, allowing them to concentrate on doing well in their other courses. However, you can go as fast as you want and finish the course even earlier.

By signing up for an on-line course, you take on the responsibility of making sure you have regular access to adequate, reliable technology to complete all course requirements. Your TA and I will try to help as best we can, but you need to make sure that your home or office or campus computers are appropriate for your needs and are not going to fail at key times. Computer problems are not an excuse for not completing course assignments. If you have any questions about these requirements, call or stop by the UWM Help Desk (phone number is 229-4040).

FOUR KEYS TO SUCCESS IN THIS COURSE:

1. ALWAYS FOLLOW THE ONE-HOUR RULE. You must wait ONE FULL HOUR after submitting a D2L quiz before you make another attempt on the same quiz. Use that hour to review the material (or take a walk, have a meal, hydrate, rest, catch up on other work, etc.). See below for more details on this rule.

2. START TAKING QUIZZES AS SOON AS POSSIBLE—THE MAIN REASON STUDENTS FAIL THIS CLASS IS PROCRASTINATION. The sooner you start taking quizzes, the happier you will be. Students who start early end up finishing the course with an A long before they have to start worrying about finals in other classes.

3. DO THE INQUIZITIVE ASSIGNMENT BEFORE TAKING THE D2L QUIZ! The InQuizitive (or IQ) assignments are designed to strengthen your understanding of the course material, and will help you be much better prepared for the D2L quizzes.
4. **ASK FOR HELP.** Your TAs and I are ready to help—don’t hesitate to reach out to us if you run into a challenging quiz, if you have questions about the course format, if you want to talk through particular concepts, etc.!

**How Do U-Pace Courses Work?**

This course has an unusual, self-paced format—it is not for everyone! If you are not good at working independently, if you tend to procrastinate, and/or if you prefer the familiar structure of scheduled exams, you might not like this format. We totally understand that different students prefer different styles of courses, and this course is truly not for everyone. It has a LOT of flexibility, which is great for some students, but not ideal for others.

If you start taking this class and discover you don’t work well in this format, please feel free to contact the professor or the TAs, and know that people drop the course every semester when they discover that they very flexible format does not work well for them.

So how does U-Pace work? U-Pace courses combines web-based instruction (on the D2L course site) with the opportunity for one-on-one help. This course gives you as much help as you need and the flexibility to work at the times best for you each week. To provide help, we need to be able to reach you by email. Please read your UWM email regularly (several times per week). In addition, you will use the mandatory InQuizitive program on your textbook publisher’s website, which is a GREAT tool for increasing your understanding of course material.

- **In a conventionally taught class,** you would be responsible for studying 12-15 chapters and taking four large exams. In this course you will cover the same amount of material, but you will be responsible for learning it in small modules and for demonstrating mastery of each module by successfully completing a quiz. In this course there are a total of 21 quizzes.

- **Each quiz consists of 10 multiple-choice questions.** You can retake quizzes an unlimited number of times without penalty. The retakes will also consist of 10 multiple-choice questions, but they will not be the same questions. When you achieve 9 out of 10 correct on a quiz, you may progress to the next quiz or module. **Whether you earn 9 out of 10 correct or 10 out of 10 correct does not matter for your grade. Your grade will only reflect the number of quizzes you passed with at least 9 out of 10 correct. You must also WAIT one hour after submitting a quiz before retaking the quiz!**

- **Incompletes and extensions will NOT be given for failure to successfully complete quizzes.** So please follow the model schedule completing 2 quizzes, or more if you like, every week until you get the grade you desire. It is recommended that you set aside a minimum of 9 hours each week to study the material. The time you would have spent in class is freed up to study, and help with the material is available to you by email, phone, or face-to-face from your instructor or teaching assistant. However, many students find that it takes greater time and effort to succeed in the online course than in the conventionally taught course. **DO NOT wait until later in the semester to begin work on the course material. The more you get done early in the semester, the happier you will be.**
Important Dates:

**September 3:** Last day to withdraw (drop classes) from the semester without charge or for full refund.

**September 4:** First day of classes. Start of Late Enrollment Period - $50.00 late enrollment fee assessed for students enrolling in classes for the first time in the term.

**September 17:** Last day to add full-term classes, change sections, or change the grading basis for classes (e.g. graded to credit/no credit or audit, or vice versa) without approval.

**October 1:** Last day to drop full-term courses without a "W" on record. Tuition and fees apply.

**November 11:** Last day to drop or withdraw from full-term courses. Tuition and fees apply.

**December 17**– 5:00 PM (Central Time), DEADLINE FOR COMPLETING QUIZZES.

Course Description and Learning Goals:

Sociology seeks to understand how human behavior and belief are shaped by the social arrangements under which we live. The purpose of this course is to introduce the basic concepts and theories of sociology and to illustrate the usefulness of those ideas for understanding the social world. It is my hope that the course will challenge you to think critically about existing social arrangements and their effect upon your life as well as the lives of others. The course is designed to meet the General Education Requirement in the social sciences and counts toward the fulfillment of that requirement.

*Sociology 101 meets UWM General Education Requirements (GER) because it involves:*

- study of intrapersonal, interpersonal and/or social-cultural factors associated with individual behavior, collective action, or societal development.
- study of human collectivities, organization, institutions, and cultures, their infrastructures and interrelationships.
- study of capacities for and/or techniques of behavior adoption and change.
- study of methodologies designed for conducting inquiry into human behavior, collective action, societies or cultures.
- study of alternative theoretical frameworks which attempt to explain social phenomena.

*Learning Goals:*

- to understand the concepts and theories of sociology that shape our understanding of human behavior and belief.
- to understand the various sociological methods used to analyze societies and social action.
- to be able to use the concepts and theories of sociology to examine familiar aspects of social life and to suggest appropriate methodologies for systematic study of such phenomena.
• to know basic facts about the social world, including but not limited to: demographic characteristics of the United States and world; levels and trends of social inequality by class, gender, race, and ethnicity; how social institutions, such as educational or political systems, can both foster and inhibit the growth of social inequality.

Textbook and Course Materials:

The required textbook is: Essentials of Sociology, Giddens et al., 6th edition, Norton. ONLY the 6th edition will work for this course—earlier editions will not contain all of the necessary information for the quizzes.

You MUST also have access to InQuizitive. An access code is included when you purchase the textbook new. If you rent the textbook or purchase a used copy, you will need to buy InQuizitive access separately, for $20. You can sign up here: http://books.wwnorton.com/books/inquizitive/overview/ The Course ID for our course is 119879 (Fall 2018, Sociology 101 U-Pace, Prof. Jordan).

Additional required readings and videos will be posted on D2L, along with PowerPoint presentations, generally one for each chapter.

There are TWO key online locations for this course. D2L is the heart of the course because that is where you go to take the quizzes, to access course materials other than the textbook, and to monitor your progress in the course. The Norton InQuizitive site is the other important location of the course, where you go to complete your IQ assignments BEFORE starting on the quizzes for a particular chapter.

By signing up for an on-line course, you assume responsibility for making sure that you have regular access to the course website. Home computer failures and inadequate software are not an excuse for failure to complete the course assignments. Whether you have a PC or a Mac computer, we recommend that you use Firefox as your web browser. If you encounter any problems accessing D2L, call or stop by the UWM Help Desk in Bolton 225, phone 229-4040.

The grading scale is:

D2L Quizzes: 90%
InQuizitive Assignments: 10%

For the D2L Quiz portion of your grade (90% of your grade), we calculate the grade by the number of quizzes you complete by the end of the semester:

A 20 quizzes
A- 19 quizzes
B+ 18 quizzes
B 17 quizzes
B- 16 quizzes
C+ 15 quizzes
Note: So that we know you have carefully read the syllabus, as soon as you read this please send your TA a quick email telling us your favorite color, food, or sports team!

Model Schedule:

The deadline for completing quizzes is 5:00 PM (Central Time), Monday, December 17. To meet this deadline, you should aim to complete around one chapter per week, following the schedule below. In addition to the chapters in the Giddens textbook, you will be tested on the articles and videos which are posted on D2L. Remember to complete the InQuizitive assignment for each chapter BEFORE starting the quiz(izes) for the chapter.

Note that if you follow this model schedule (which I HIGHLY recommend) you can finish the course with an A well before you have to start worrying about finals in your other courses!

To receive full credit (10% of your grade) for the InQuizitive portion of your grade, you must complete at least 20 questions per chapter on ALL required chapters, and earn a score of at least 50%. You are free answer more than 20 questions, many students find this to be a very helpful way to prepare for the quizzes.

MODEL SCHEDULE

Week 1 (9/4 to 9/9)
Read Giddens Chapter 1
Read Chapter 1 Online Lecture
Complete Chapter 1 on InQuizitive
Take Quiz 1 on D2L
Take Quiz 2 on D2L

Week 2 (9/10 to 9/16)
Read Giddens Chapter 2
Read Chapter 2 Online Lecture
Watch Sociology in Practice: The Amish and Us
Complete Chapter 2 on InQuizitive
Take Quiz 3 on D2L
**Week 3 (9/17 to 9/23)**
- Read Giddens Chapter 3
- Read Chapter 3 Online Lecture
- Read Growing Up Is Harder to Do
- **Complete Chapter 3 on InQuizitive**
- **Take Quiz 4 on D2L**

**Week 4 (9/24-9/30)**
- Read Giddens Chapter 5
- Read Chapter 5 Online Lecture
- Watch Asch video
- **Complete Chapter 5 on InQuizitive**
- **Take Quiz 5 on D2L**

**Week 5 (10/1-10/7)**
- Read Giddens Chapter 6
- Read Chapter 6 Online Lecture
- Watch Devils Playground
- Watch Incarceration Nation
- **Complete Chapter 6 on InQuizitive**
- **Take Quiz 6 on D2L**
- **Take Quiz 7 on D2L**

**Week 6 (10/8-10/14)**
- Read Giddens Chapter 7
- Read Chapter 7 Online Lecture
- Read The Politics of Inherited Advantage
- Watch Sociology in Practice: The American Ruling Class Part 2
- **Complete Chapter 7 on InQuizitive**
- **Take Quiz 8 on D2L**
- **Take Quiz 9 on D2L**

**Week 7 (10/15-10/21)**
- Read Giddens Chapter 8
- Read Chapter 8 Online Lecture
- Watch Sociology in Practice: Chain of Love
- **Complete Chapter 8 on InQuizitive**
- **Take Quiz 10 on D2L**

**Week 8 (10/22-10/28)**
- Read Giddens Chapter 9
- Read Chapter 9 Online Lecture
- **Complete Chapter 9 on InQuizitive**
- **Take Quiz 11 on D2L**
- **Take Quiz 12 on D2L**
Week 9 (10/29-11/4)
Read Giddens Chapter 10
Read Chapter 10 Online Lecture
Read Race at Work
Watch Brown Eyes and Blue Eyes
Watch True Colors
Complete Chapter 10 on InQuizitive
Take Quiz 13 on D2L
Take Quiz 14 on D2L

Week 10 (11/5-11/11)
Read Giddens Chapter 11
Read Chapter 11 Online Lecture
Read The Role of Family in Social Change
Watch Hookup Culture
Complete Chapter 11 on InQuizitive
Take Quiz 15 on D2L

Weeks 11 (11/12-11/18)
Read Giddens Chapter 12
Read Chapter 12 Online Lecture
Complete Chapter 12 on InQuizitive
Take Quiz 16 on D2L
Take Quiz 17 on D2L

Week 12 (11/19-11/25) (realizing this is Thanksgiving week)
Read Giddens Chapter 15
Read Chapter 15 Online Lecture
Watch Menomonee Valley Partners
Complete Chapter 15 on InQuizitive
Take Quiz 18 on D2L
Take Quiz 19 on D2L

Week 13 (11/26-12/2)
Read Giddens Chapter 16
Read Chapter 16 Online Lecture
Complete Chapter 16 on InQuizitive
Take Quiz 20 on D2L...and congratulate yourself!

Remember: Quizzes and InQuizitive Shut Down on Monday, December 17, 5:00 PM (Central Time)
Frequently Asked Questions (FAQs):

Should I take U-Pace Sociology 101 or the conventionally-taught version of Sociology 101?

• There are pros and cons to this format. Some students love it, while other students struggle with the flexibility of the course. U-Pace Sociology 101 covers the same type of material as the conventionally taught face-to-face course and counts as Sociology 101. By using technology, it allows you to control the pace of your learning, and students report that this reduces the stressfulness of taking exams. It allows students to spend greater time on difficult topics and helps them manage multiple responsibilities (including work schedules, family obligations, and doing well in other courses). Moreover, students feel supported in their learning because they are actively encouraged every step of the way by their professor and teaching assistant. However, you must demonstrate that you have mastered the material in each module by getting a score of 9 or 10 on each quiz. Many students find that it is MORE difficult to succeed in the online course than in the conventionally-taught course because it requires being disciplined about studying and taking quizzes on a regular basis, and because of the requirement that students master the material enough to earn a 9/10 on every quiz. **So again, be sure to complete the first learning module (i.e., quiz 1) during the drop/add period to make sure this is the right course for you (see “Tips for Success” at end of syllabus).**

How should I study in this course?

• You should do the reading assignments first and then study the online lectures. The reading assignments are richer and fuller than the online lectures. The online lectures highlight concepts, but do not include everything you need to know for the two quizzes you need to complete each week. Studying the online lectures alone is not enough. Similarly, studying the reading assignment alone is not enough.
• In addition, there may be additional readings and/or videos required for each chapter—be sure to read or view these materials before attempting the quiz!
• Each online lecture presentation prepares you for a chapter, and you must complete each quiz (generally one or two quizzes per chapter) before you can move on. Completing a quiz means that you must score 90% or better.

How much time do I have to take each quiz?

• You have 6 minutes to complete 10 multiple-choice questions. The computer screen will let you know how much time you have left. At the end of the 6 minutes, you will receive an immediate score. Please submit your quizzes at the end of 6 minutes whether or not you have answered all the questions. If you don’t submit the quiz, it may become hung up and prevent you from retaking it again in an hour. If you have a recognized disability that requires extra time on quizzes, please drop your VISA form off ASAP in an envelope to my mailbox in the Sociology Department office (Bolton 714), or scan it and send it by email to me or your teaching assistant. **The quiz times have been reset for many students requiring this accommodation, so please don’t hesitate or wait to tell us.**
What should I do if the computer “freezes” while I am taking a quiz?

• It is always wise to SAVE your answers as you go. If your quiz freezes, shut down the browser immediately without clicking SUBMIT and immediately log back in and continue the quiz in progress. If your quiz freezes before you are finished, you must log back in and SUBMIT the quiz before you begin your hour-long wait between quiz retakes (see next question). You must click SUBMIT and THEN wait one hour.

How soon can I retake a quiz?

• You must wait at least one hour after submitting a quiz before retaking a quiz. Do not violate the one-hour wait for retakes! You may retake a quiz as many times as you wish without penalty to earn the 90% to move on to the next quiz or content area. However, you must wait a full 60 minutes after submitting a quiz before attempting the same quiz again. The one-hour wait is from the time after you submitted a quiz and achieved a score less than 90%.

• If you violate the one-hour wait for retakes, we will not count the score on that quiz or quizzes you passed after (and based on) that violation, even if you achieved the 90% or better. Taking the same quiz multiple times within an hour constitutes cheating. If you cheat, you may be given a permanent 0 for that quiz and may be asked to remove yourself from the course and more severe consequences for academic dishonesty may be pursued.

• Computer problems (i.e., computer froze, etc.) are not valid excuses for violating the one-hour wait rule. If your quiz freezes, remember to log back in to continue and then click SUBMIT before beginning your one hour wait. You must actually click SUBMIT at the end of a quiz, and THEN wait one hour before beginning the retake.

• Some students have to take the quizzes a number of times before they get 9 out of 10 correct. It is VERY normal to have to take a particular quiz many times before achieving a 90%. Don’t panic, and definitely talk to your instructor or TA if you would like additional assistance—we are here to help!

• The one-hour wait is for retaking the same quiz. If you completed a quiz with at least a 90%, you may immediately move on to the NEXT quiz or content area without waiting.

Can I use my book or notes during a quiz or have someone help me with a quiz?

• No. The quizzes are to be completed without books or notes and without the help of anyone. Using your book or notes or getting someone else to take the quiz for you or help you during the quiz is forbidden and are clear cases of academic dishonesty.
**Can I take screenshots or photographs of the quizzes?**

Absolutely not. We consider this to be academic dishonesty, and you may not make or keep any digital copies of the questions.

**Who is my instructor? How can I get help with the course?**

- The course was developed by Professor Jennifer Jordan, a Professor in the sociology department, with the assistance of Dr. Tom Moore and Professors Diane Reddy and Kent Redding. In addition to Prof. Jordan, you will have a teaching assistant assigned to you who will be available for help. Your TA will be closely monitoring your progress. Prof. Jordan will oversee the course, and you should let her know about any problems that you encounter. She may be contacted by email ([jajordan@uwm.edu](mailto:jajordan@uwm.edu)), phone (414) 229-5074, or during her office hours on Tuesdays 2:00-4:00 in her office in Bolton Hall, Room 746, or by appointment.

- Your teaching assistant will be contacting you shortly before the course starts.

- Do not hesitate to contact your TA or Prof. Jordan. If you are experiencing a problem accessing the materials, don’t understand something, or have a nonacademic problem that is hampering your performance, please contact us. We want to help you and we will get back to you as soon as possible. This is the first time many students have taken an online course, and many people may find it confusing. No question is a “dumb” question. We are willing to help you with any problem you may have with the course, no matter how small or large.

- You can also receive additional help from the UWM Panther Academic Support Services (PASS). They provide free in-person or online tutoring, supplemental instruction, review sessions, study groups, and academic resources. For more information, please visit [http://www4.uwm.edu/pass/](http://www4.uwm.edu/pass/), call (414) 229-3726, or email [pass@uwm.edu](mailto:pass@uwm.edu). You can sign up for tutoring either in person at the Student Success Center (Bolton 120), or online at the PASS website: [http://www4.uwm.edu/pass/](http://www4.uwm.edu/pass/)

**What if I need special accommodations?**

- This course was designed to accommodate students with disabilities. Many do better in this course than in one that is conventionally taught because they can go at their own pace. If you have a recognized disability under the ADA, please provide Prof. Jordan with documentation as soon as possible from the Student Accessibility Center (Mitchell Hall 112, 229-6287, [http://www.uwm.edu/Dept/DSAD/SAC/](http://www.uwm.edu/Dept/DSAD/SAC/)). We are happy to provide whatever special accommodations the Student Accessibility Center recommends.

**Once I am ready to start, how do I take a quiz in my online sociology course?**
• After doing the readings and studying the online lecture and other materials, go to InQuizitive and complete the assignment for that chapter, by answering at least 20 questions and earning at least 50%.

• Once you have completed the InQuizitive assignment, access D2L from the UWM homepage and select Introduction to Sociology – Soc 101. The course homepage will display any current announcements.

• Click on “Quizzes” in the upper left hand corner of the Sociology 101 homepage. Then click on the quiz you need to take. You have six minutes to complete the quiz. Once you are ready to take the quiz, click on “start quiz.”

• Select the best answer for each question. You may want to save your answers after your selection or you may click “save all responses” at the bottom of the screen once you have answered every question.

• After answering and double-checking your answers click on “go to submit quiz.” If you have answered all the questions on the quiz the subsequent screen will prompt “submit quiz.” If you missed a question the program will prompt you with the question you missed which you will be able to go back and answer.

• If you are ready to submit the quiz for grading, click on “Submit Quiz.” You will be prompted with another box reminding you that you are about to submit your quiz. Click “OK.” You will then see your grade on the quiz. If your quiz shows up as a “late submission,” do not worry about it – your quiz will still count.

• If you received a 90% or better, you may proceed on to the next quiz. If you did not receive a 90%, you will need to retake the quiz.

How do I view my grades?

• Select “Grades” on the course homepage in D2L. You may view the grades of all the quizzes you have completed. Note: in the event you attempt the same quiz multiple times only the highest quiz score will count.

• Whether you earn 9 out of 10 correct or 10 out of 10 correct does not matter; your grade will only reflect the number of quizzes you passed with at least 9 out of 10 correct. Getting 10 out of 10 correct on any quiz does not increase your grade.

Where can I find information on grade appeals and other policies?
• Information on university policies on participation by students with disabilities, accommodation for religious observances, complaint procedures, grade appeal procedures, and other standing policies (e.g., sexual harassment) can be found on this web page: http://www.uwm.edu/Dept/SecU/SyllabusLinks.pdf

Suggestions for Success

• Carefully review this syllabus for important information regarding the format and grading of this course. This information is necessary to know for successful completion.

• Study the reading assignment in addition to (but before) completing the PowerPoint presentation. Reading the text first will better prepare you for the PowerPoint presentation and will better solidify the information in your memory. This course is designed to utilize both the text and the online resources; therefore, you will not be prepared to take a quiz without completing everything.

• DO NOT violate the one-hour wait for quizzes! You may retake a quiz as many times as you wish to achieve the 90% needed to move on to the next quiz. However, you must wait a full 60 minutes after submitting a quiz before attempting the same quiz again. Failure to wait the one hour is considered cheating and will be treated as such. If you completed a quiz with at least a 90%, you may move on to a different quiz or content area without waiting.

• Seek help online or in person from your teaching assistant if you are having difficulty with a particular quiz. The beauty of this course is that it is online, but also provides the personal help you may need. If after taking a quiz numerous times you still have not achieved the 90%, schedule a meeting with your TA to go over the material that you are missing. If you meet with your TAs, they will help you pass the quiz.

• DO NOT fall behind! Yes, this is a self-paced course, but you should be completing the PowerPoint presentations and the two related quizzes for the chapters assigned each week. Stay on track. Do not assume that you will be able to catch up if you fall too far behind in the beginning of the course. Some students underestimate how much time it takes to master the material and get 90% correct on each quiz. Therefore, I strongly recommend that you attempt to complete the first modules during the drop/add period, and certainly before the drop deadline (February 20th), to make sure you have a realistic idea of the time required to succeed in the course. Start off with a bang! I also recommend that you do as much as you can now in case something happens later in the semester in your life outside of school.

• D2L can be slow during the end of the semester due to the large quantities of users during this time. Do not wait until the last week to try and take many quizzes, because you will likely have difficulties accessing the site.
Don’t get discouraged! We are here to support you and help you understand all the material. It is our goal for every student to earn a good grade. If at any point you become confused or unsure about any aspect of the course, from material being covered to how to open course material, contact us immediately! We will do whatever possible to help you to ensure your success.
WORKLOAD

The university has asked departments to break down for students how much time they will spend working on various aspects of their classes.

As the UW System assumes “that study leading to one semester credit represents an investment of time by the average student of not fewer than 48 hours” (UWS ACPS 4), a 3-credit course such as this one will require a minimum of 144 (3 x 48) hours of your time. You may find it necessary to spend additional time on a course; the numbers below only indicate that the course will not require any less of your time.

As this is a self-paced, online course, you will spend a minimum of 144 hours on coursework, broken down in approximately the following way. Note that the proportion of these times to each other may vary, given the independent and self-paced nature of this course.

- **30** hours reading online lectures, additional readings, and watching required videos
- **80** hours preparing for class, which may include reading, note taking, doing optional additional exercises (available on the D2L site) to improve mastery, and corresponding with your TA and professor on any topics for which you need additional assistance
- **34** hours directly preparing for and taking the 23 quizzes.
The Secretary of the University maintains a web page that contains university policies that affect the instructor and the students in this course, as well as essential information specific to conduct of the course. The link to that page is: http://www4.uwm.edu/secu/news_events/upload/Syllabus-Links.pdf

**Accommodations for Students with Disabilities.** In the pursuit of equal access and in compliance with state and federal laws, the University is required to provide accommodations to students with documented disabilities. It is expected that a statement be placed on your syllabus informing students to contact you to arrange needed accommodations. A sample syllabus statement can be found here: https://uwm.edu/arc/wpcontent/uploads/sites/97/2015/08/Recommended-Syllabus-Statement.pdf.

**Religious Observances.** Policies regarding accommodations for absences due to religious observance are found at the following: http://www4.uwm.edu/secu/docs/other/S1.5.htm

**Students called to active Military Duty.** Accommodations for absences due to call-up of reserves to active military duty are found at the following: https://uwm.edu/active-duty-military/

**Incompletes.** You may be given an incomplete if you have carried a course successfully until near the end of the semester but, because of illness or other unusual and substantiated cause beyond your control, have been unable to take or complete the final examination or to complete some limited amount of course work. An incomplete is not given unless you prove to the instructor that you were prevented from completing the course for just cause as indicated above. The conditions for awarding an incomplete to graduate and undergraduate students can be found at the following: https://www4.uwm.edu/secu/docs/other/S_31_INCOMPLETE_GRADES.pdf

**Discriminatory Conduct** (such as sexual harassment). Discriminatory conduct will not be tolerated by the University. It poisons the work and learning environment of the University and threatens the careers, educational experience and well-being of students, faculty and staff. Policies regarding discriminatory conduct can be found at: https://www4.uwm.edu/secu/docs/other/S_47_Discriminatory_Policy.pdf

**Academic Misconduct.** Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others’ academic endeavors. Policies for addressing students cheating on exams or plagiarism can be found at the following: https://uwm.edu/academicaffairs/facultystaff/policies/academic-misconduct/

**Complaint Procedures.** Students may direct complaints to the Sociology Department Chair or the Associate Dean for Social Sciences in the College of Letters & Sciences. If the complaint allegedly violates a specific university policy, it may be directed to the Sociology Department Chair, the Associate Dean for Social Sciences in the College of Letters & Sciences, or to the appropriate university office responsible for enforcing the policy. Policies may be found at: https://www4.uwm.edu/secu/docs/other/S_47_Discriminatory_Policy.pdf

**Grade Appeal Procedures.** A student may appeal a grade on the grounds that it is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow the established procedures adopted by the department, college, or school in which the course resides or in the case of graduate students, the Graduate School. These procedures are available in writing from the sociology department chairperson or the Academic Dean of the College of Letters & Science. Procedures for undergraduate student grade appeal can be found at: https://uwm.edu/letters-science/advising/answers-forms/policies/appeal-procedure-for-grades

Procedures for graduate student grade appeal can be found at https://uwm.edu/graduateschool/appealing-academic-decisions/

**Final Examination Policy.** Policies regarding final examinations can be found at the following: http://www4.uwm.edu/secu/docs/other/S22.htm

**Book Royalties.** In accord with Department of Sociology policy, the royalties from the sale of faculty-authored books to students in their classes are donated to a UWM Foundation/Sociology Account to support future awards and activities for UWM students in Sociology.

Update 08/2018