Syllabus
SOCI 3370 – Introduction to Human Services – Spring 2025
Texas A&M University San Antonio
College of Arts and Sciences
Department of Sociology and Communication
Online Course

Instructor Information:

Timothy W. Schmidt, M.S.
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Office Hours: Online by appointment only

A. Required Readings

Burger, William R. 2018. *Human Services in Contemporary America*, 10th edition. Boston: Cengage. (Available in print and eBook format)

Additional readings, short multimedia, and PowerPoint materials on Blackboard.

B. Recommended Readings

American Sociological Association. 2022. *ASA Style Guide*, 7th edition. Washington, DC: American Sociological Association.

Sociology Writing Group. 2013. *A Guide to Writing Sociology Papers*, 7th edition. Boston, MA: Worth.

- Recommended readings are writing guides to help in writing the Annotated Bibliography and Final Paper. All the information in recommended readings can be found online and Blackboard, but these books are helpful and have all the information in one place.
- Recommended readings are available in the University Library, but they are Reference Books and thus cannot be checked out to take home.

C. Attendance Policy and Class Conduct

Since this is an online course there is no daily attendance policy, but students are expected to participate and complete all assignments in lieu of attending class.

During online communications students are expected to treat others with respect. The material in this class will require students to discuss and examine societal issues and differences that, in some cases, may conflict with personal views, beliefs, and experiences and/or are highly politicized. While there may be misunderstandings that may offend other people on accident, truly disrespectful or discriminatory comments will not be tolerated.

Make-up work will be at the discretion of the instructor and will depend on circumstances and verifiable reasons for missing or late assignments.
- Communication is key! Make sure to reach out to the professor as soon as possible.
- Exceptions are much more likely if there is good communication between the student and professor, and communication comes promptly.
- Serious situations or poor communication will require more documentation.

D. Major Course Objectives

In this class we will explore sociological concepts as they relate to Human Services. This course will be very practical and applicable to the real world, but also have a theoretical component. During the course we will look at many qualitative and quantitative studies.

Topics that will be covered include: sociological concepts, basic human needs and services, theories used in human services, and individual and group programs.

We will explore how these concepts relate to factors such as class, race, gender, wealth, prestige, and power. We will examine the debates of human services using the sociological imagination.

Assignments and Class Points:

- Quizzes = 10 x 30 points each = 300 points total
- Discussion Questions = 3 x 20 points each = 60 points total
- Journal Assignments = 2 x 20 points each = 40 points total
- Program Research Project = 50 points
- Annotated Bibliography = 50 points
- Final Paper = 100 points
- Final Quiz = 50 points
- Total Points = 650

Grading Scale:

Final Grades will be based on the total number of points accumulated, using the following scale:
A= 90-100% = 585 points and above
B= 80-90% = 520-584 points
C= 70-80% = 455-521 points
D= 60-70% = 390-454 points
F= 60% and below = 389 points and below

All assignments are to be turned in on Blackboard.

If Blackboard happens to be down when trying to submit assignments, assignments should be sent to timothy.schmidt@tamusa.edu to be time stamped to show they were done on time.

The Final Paper, Annotated Bibliography, and Program Research Project are to be submitted in Microsoft Word format to make sure they are compatible and comparable. Assignments submitted in any other format or program will not be accepted and will lose points.

There will be a weekly quiz or assignment on Blackboard covering the previous week's material.

All assignments are due on Tuesdays.

- Quiz and assignment due dates are included in the schedule below.
- Students are encouraged to complete assignments early in case issues arise.

All assignments are to be completed using the instructions for that assignment.

- Following directions/instructions is a big part of college and life, thus following the directions for assignments is crucial.

E. Learning Objectives

At the end of this course, students will be able to:
1) Examine human services from a sociological perspective.
2) Have a better understanding of how different types of human services impact people and society.
3) Gain a broader understanding of how class, race, gender, statuses, and power impact individuals and groups through human services.
4) Critically think about how human services shapes people's lives and society, and the importance of understanding these processes and consequences.
5) Identify and analyze major sociological concepts involving human services.
6) Synthesize and analyze both primary and secondary sources related to human services.

F. Lecture or Discussion Topics

a. Basic Sociological Concepts
b. Human Services
c. Groups in Need
d. Human Services in Historical Perspective
e. Theoretical Perspectives
f. Human Services Workers
g. Careers in Human Services
h. Social Policy
i. Prevention in Human Services
j. Current Controversies and Issues

G. Schedule

Week	Focus	Assignment	Misc.
Jan. 21 – 25	Syllabus and Sociology Basics	Quiz #1 (due Tues 1/28)	MLK JR Day Jan. 20th
Jan. 26 – Feb. 1	Chapter 1	Quiz #2 and First Discussion Questions (both due Tues 2/4)	
Feb. 2 – Feb. 8	Chapter 2	Quiz #3 (due Tues 2/11)	
Feb. 9 – 15	Chapter 3	Quiz #4 and First Journal Assignment (both due Tues 2/18)	
Feb. 16 – 22	Chapter 4	Quiz #5 (due Tues 2/25)	
Feb. 23 – March 1	Chapter 5	Quiz #6 and Second Discussion Questions (both due Tues 3/4)	
March 2 – 8	Project	Program Research (due Tues 3/18)	
March 9 – 15	No Class	Spring Break	**Spring Break**
March 16 – 22	Chapter 6	Quiz #7 and Third Discussion Questions (both due Tues 3/25)	
March 23 – 29	Chapter 7	Quiz #8 (due Tues 4/1)	
March 30 – April 5	Annotated Bibliography	Annotated Bibliography (due by Tues 4/8)	
April 6 – 12	Chapter 8	Quiz #9 (due Tues 4/15)	
April 13 – 19	Chapter 9	Quiz #10 and Second Journal Assignment (both due Tues 4/22)	
April 20 – 26	Final Paper	FINAL PAPER (due Tues 4/29)	
April 27 – May 3	Study for Final Quiz	Final Quiz (due Tues 5/7)	

*This schedule is tentative and subject to change. If any changes are made students will be notified via Blackboard and TAMUSA email.

- Assigned chapter readings come from *Human Services in Contemporary America* by William R. Burger.
- Quizzes will consist of multiple choice, fill-in-the-blank, matching, true/false, short answer, and essay questions.
- Quizzes will have to be completed within a time limit, so even though students can use their book and notes it is a good idea to read and outline chapters before the quiz.

H. Miscellaneous

When emailing the instructor please include the course name or number in the email subject line: (Human Services or 3370 or SOCI 3370 Intro to Human Services, etc.).

- **Please do not treat emails as an informal communication tool (like a text message).**
- **Emails should include a greeting, full sentences, name, and any relevant info.**
- **Emails should be written using correct grammar and spelling, please.**

University Email Policy and Course Communications:

All correspondence between professors and students must occur via university email accounts. Students must have a Jaguar email account ready and working. If it is not working, please contact the IT Help Desk through JagWire.

As the class goes along it may be necessary, and better, to make changes to the course schedule. Therefore, it is important students regularly check both their TAMUSA email and Blackboard for announcements and updates.

Extra Credit and Make-up Work Policies:

There will be no extra credit offered in this course, and late assignments will not be accepted without prior approval or documentation.

Make-up work is only guaranteed in the following three scenarios:
- Hospitalization or illness with documentation provided to professor in timely manner
- Death of a significant other with documentation provided
- Military assignment with documentation provided before participation is missed

Time Commitment:

- As adults, we are all expected to handle our own time.
- A normal 3-hour university course should require 2-3 hours of work outside the classroom for every hour in the classroom.
  - This means 6-9 hours of outside work per week should be expected for each 3-hour course.
- Since this is an online class, with no in class time, students should expect 9-12 hours of work at home each week.
  - Students may complete course work at whatever time works best for them, but students must devote enough time to complete readings and assignments.

Life as a student is challenging and can sometimes feel overwhelming.
- **<u>University Counseling and Academic Services</u>** exist in order to assist students during difficult times.
  - If you are feeling overwhelmed, please reach out to me or contact one of the resources on campus.
    - It is much better to reach out for help than to implode in silence.
- Counseling and Tutoring services information can be found on the TAMUSA website and in the Syllabus Attachment on Blackboard.

<u>DSS Accommodations:</u>

Any students requiring DSS accommodation, please contact the instructor to make sure they are aware of the situation.

Key Dates

January 21	First day of class
March 10 - 15	Spring Break
April 18	Study Day
April 21	Last day to drop with an automatic "W"
April 28	Last day to withdraw from the University
May 5	Last day of classes
May 6	Study Day
May 7 - 13	Final exams
May 13	Last day of Spring semester
May 19	Grades available in JagWire

The complete academic calendar is available online:
rptAcademicCalendar

Student Misconduct:

Appropriate conduct is essential to the effective functioning of the University. University policy defines unacceptable conduct, both academic and non-academic misconduct, and penalties for such behavior in The Student Handbook and The Student Code of Conduct.

Academic Integrity:

Students at Texas A&M University-San Antonio are expected to adhere to the highest standards of academic honesty and integrity. Academic Dishonesty for which a student is subject to penalty includes **cheating, plagiarism, fabrication, multiple submission, misrepresentation of academic records, facilitating academic dishonesty, unfair advantage, violating known safety requirements** and **ethical misconduct.** This includes holding other students to the same standards and reporting any incidents of alleged violation of the honesty policy to the instructor involved or, if necessary, to the appropriate academic department head. All students are responsible for being familiar with the Academic Dishonesty Policy which may be found in the Texas A&M University-San Antonio Student Handbook (http://www.tamusa.tamus.edu/studenthandbook.html)

University policy prescribes serious consequences for acts of academic misconduct including, but not limited to, a grade of 'F' on the particular paper or assignment or a failing grade in the course. Also, a referral may be issued to the Office of Student Rights and Responsibilities where the sanctions can vary up to possible expulsion from the University. Considering the potential consequences of academic misconduct, it is obviously in students' best interests to avoid even the appearance of such behavior. If you are ever unclear whether a specific act might constitute academic misconduct, please contact your instructor for an assessment of the situation.

All student assignments are subject to analysis by anti-plagiarism software.

Statement prohibiting the use of GenAI for all assignments:

Any use of GenAI is prohibited and constitutes academic misconduct.

- Because a major focus of this course is on developing student's skills and fostering creativity in writing, argumentation, and critical thinking, students must complete assignments for this course entirely on their own.
- Students may not copy from any online sites (e.g. Course Hero, Chegg, etc) or utilize composition technologies (e.g. Grammerly, Auto-Pilot, ChatGPT or other GenAI software, automatically built into software or not).
- Work submitted by students—all process work, drafts, low stakes writing, final versions, and all other submissions—will be generated by the students themselves.
- For the purpose of this course, any use of these sites or tools will be considered academic misconduct and consequences will follow University and course policies.
- If you have any questions or concerns about this policy, contact your instructor before submitting any assignments.

Nonacademic Misconduct:

The university respects the right of instructors to teach and the rights of students to learn. Maintenance of these rights requires campus conditions that do not impede the exercise of those rights. Some examples include the following: physical or verbal abuse or threats; sexual misconduct or harassment; theft of property or services; and disruptive activities (see the student handbook for a complete list).

Sexual Misconduct:

Sexual misconduct of students and employees at Texas A&M University-San Antonio is unacceptable and will not be tolerated. Any member of the university community violating this policy is subject to disciplinary action. See the student handbook for more information.

Please see the Important Policies and Resources Syllabus Attachment for more info on:

- Academic Accommodations for Persons with Disabilities
- Academic Learning Center
- Counseling/Mental Health Resources
- Emergency Preparedness
- Financial Aid and Verification of Attendance
- Writing, Language, and Digital Composing Center
- Meeting Basic Needs
- Military Affairs
- Religious Observances
- The Six-Drop Rule
- Statement of Harassment and Discrimination
- Pregnant/Parenting Students
- Students' Rights and Responsibilities