Dr. Marianne Holdzkom
Office: SO 3003D
Office Hours: Tuesdays and Thursdays, 11:00-12:00, 3:30-4:30 and by appointment
Phone: 470-578-3723
E-mail: mholdzko@kennesaw.edu
Web page: http://facultyweb.kennesaw.edu/mholdzko/

Course Communication:

By far, the best way to reach me outside of class is via e-mail. Please NO TEXT MESSAGES! I may only respond to you if you are using a proper KSU e-mail address (see paragraph below). Please bear in mind that I check my e-mail several times during the day, but will not check it between the hours of 8:00 P.M and 8:00 A.M. Note that some matters require face-to-face meetings. I will not discuss grades, course standings or other issues of a complicated or personal nature via e-mail. Please, DO NOT E-MAIL ME DIRECTLY FROM D2L!

Electronic Communications:

The University provides all KSU students with an “official” email account. As a result of federal laws protecting educational information and other data, this is the sole email account you should use to communicate with your instructor or other University officials.

INFORMATION ON CAMPUS CARRY:

Students may find information about the new state law and guidelines at the two websites below:

http://www.usg.edu/hb280

http://police.kennesaw.edu/campuscarry.php
Course Description:

This course explores major themes in the social, cultural, political, and economic history of the peoples of North America to 1877. Topics include the intersections of cultures in colonial America, the origin and development of the American republic, the evolution of democratic ideas and institutions, western expansion, slavery, sectional conflict, and emancipation and its aftermath.

Learning Objectives:
HIST 2111 satisfies one of Kennesaw State University's General Education program requirements. Specifically, it addresses the US Perspectives learning outcome. The learning outcomes states: Students will demonstrate a broad understanding of history, political systems, or culture of the U.S.. For more information about KSU's General Education program requirements and associated learning outcomes, please visit http://catalog.kennesaw.edu/preview_program.php?catoid=24&poid=2668

Required Reading:

<table>
<thead>
<tr>
<th>MILESTONE DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Author</strong></td>
</tr>
<tr>
<td><strong>Edition</strong></td>
</tr>
<tr>
<td><strong>Published Date</strong></td>
</tr>
<tr>
<td><strong>ISBN</strong></td>
</tr>
<tr>
<td><strong>Publisher</strong></td>
</tr>
</tbody>
</table>

PLEASE NOTE: The above set of documents is NOT a textbook. I do not assign a textbook in the class. Should you need a narrative to read that will help you to understand lectures, any COLLEGE LEVEL Early U.S. textbook will do.
Assignments: **IMPORTANT!!!!!!**

The reading assignments will be announced on a week-by-week basis. I will announce these readings in class AND post the reading assignments on my website as well as D2L Bright Space on Thursday afternoons by 5:00 P.M. I will also announce your quizzes and discussions one week in advance.

**NOTE:** **IT IS YOUR RESPONSIBILITY TO CHECK THE WEBSITE or D2L ON A REGULAR BASIS FOR THESE ASSIGNMENTS!**

**Attendance:**

Attendance is required in this course. It is the best way to insure that you will do well! For this reason, students may miss no more than five class sessions if they wish to pass the course. I will make no distinction between “excused” and “unexcused” absences. If you must miss a class day due to illness or family emergency, it is your responsibility to get the class notes you missed from a fellow student. I will not, under any circumstances provide students with my personal notes!

A NOTE ABOUT LATESNESS: I know that from time to time some of you will be late for class. Yet I always have a few students who are late for every single class. When you arrive late you disrupt the class and the learning process. You should also know that I will be giving quizzes at the beginning of the class period. **If you arrive late to class on a quiz day, you will not be allowed to take the quiz.** Please be mindful of this and do your best to arrive to class on time. **IF FOR SOME REASON YOU KNOW YOU WILL BE LATE FOR CLASS EVERY DAY, PLEASE TELL ME THIS AT THE BEGINNING OF THE SEMESTER. I CAN MAKE EXCEPTIONS IF I KNOW THE CIRCUMSTANCES.**

**Electronic Devices Policy:**

All cell phones and similar devices should be turned off and put away during class time. I will allow lap tops for note taking purposes only. If I see you using your laptop for any other purpose during class, I will ask you to leave. **UNDER NO CIRCUMSTANCES ARE YOU TO USE YOUR SMARTPHONES FOR**
NOTE TAKING! I do not want to see them in class—at all! Please note that no electronics are permitted in the classroom during examinations.

Examinations:
There will be three examinations, two during the semester and a final exam. I will explain more about the exams in the next few weeks.

Please Note: Material covered in lecture and ALL READINGS IS FAIR GAME FOR EXAMS. Make sure you have good notes and that you keep up with the reading. In addition, there will be quizzes every other week over course material.

A word about leaving the room during an exam: IF YOU LEAVE THE CLASSROOM DURING AN EXAM, YOU ARE FINISHED WITH THE EXAM! YOU WILL NOT BE PERMITTED TO RETURN TO THE CLASSROOM AND CONTINUE YOUR WORK. SO DO WHAT YOU HAVE TO DO (GET A DRINK, GO TO THE BATHROOM, etc.) BEFORE THE EXAM BEGINS! As with all of my other policies, should you have a good reason for leaving the classroom during an exam and you can provide me with documentation of your reason, I will make an exception.

For your information: On quiz days, I give the quiz in the first five to ten minutes of class. After this, I teach. IT IS NOT ACCEPTABLE TO COME TO CLASS, TAKE THE QUIZ AND LEAVE! If you do this without a very good reason (medical emergency, etc) you will receive a 0 on the quiz!

Make-up Exam Policy:
If for any family or medical reason you find it absolutely necessary to miss an examination or quiz, you must contact me before the exam or quiz and have my consent to your absence. Failure to do so will result in a zero for the assignment. In addition, with the exception of extreme cases there will be no early or make-up finals! As with all other exams and quizzes, you must contact me in advance should an extreme emergency arise.

The Department will host a day for makeup exams for students with excused absences at the end of each semester. Students will need to bring an ID to the makeup exam. If I can find no other time to proctor a make-up, we will use
this time. For Autumn Semester 2017 makeups will be proctored Friday December 1\textsuperscript{st} from 1-4 pm SO 3023.

Method of Determining Final Course Grade:

\begin{itemize}
\item 1st Exam: 25 \%
\item 2nd Exam: 25 \%
\item Final: 30\%
\item Quizzes: 20\%
\end{itemize}

Grading Scale:
\begin{itemize}
\item 90-100\% A
\item 80-90\% B
\item 70-80\% C
\item 60-70\% D
\item 60\%-0\% F
\end{itemize}

\textbf{I}—Indicates an incomplete grade for the course, and will be awarded only when the student has done satisfactory work up to the last two weeks of the semester, but for nonacademic reasons beyond his/her control is unable to meet the full requirements of the course. Incomplete grades are only valid after submission of the Incomplete Grade form (signed by both the instructor and student) to the Department Chair’s office.

\textbf{Academic Integrity Statement}

Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section 5. C of the Student Code of Conduct addresses the university’s policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to university materials, misrepresentation/falsification of university records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established
procedures of the Department of Student Conduct and Academic Integrity (SCAI), which includes either an “informal” resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct’s minimum one semester suspension requirement. See also https://web.kennesaw.edu/scai/content/ksu-student-code-conduct.

If you are found cheating on an exam or quiz, you will fail that assignment with a “0.” It’s as plain as that. DON’T CHEAT!

**ADA Compliance:**
Students with qualifying disabilities under the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act who require “reasonable accommodation(s)” to complete the course may request those from Department of Student Success Services. Students requiring such accommodations are required to work with the University’s Department of Student Success Services rather than engaging in this discussion with individual faculty members or academic departments. If, after reviewing the course syllabus, a student anticipates or should have anticipated a need for accommodation, he or she must submit documentation requesting an accommodation and permitting time for a determination prior to submitting assignments or taking course quizzes or exams. Students may not request retroactive accommodation for needs that were or should have been foreseeable. Students should contact the office as soon as possible in the term for which they are seeking accommodations. For more information please visit their website, sss.kennesaw.edu/sds.

Contact information is as follows:
SDS Email: sds@kennesaw.edu
Primary number for Kennesaw campus: 470-578-2666
Primary number for Marietta campus: 678-915-7244

**Suggestions to help you in the course:**

It is very important that you attend lecture and take good notes. Simply sitting and staring at me will not do you any good. Be prepared to be attentive and to take a boatload of notes! 😊
It is my job to teach you and in order to do that well, I will not tolerate disruptive behavior in class. Talking to your neighbor, reading newspapers, working on assignments for other classes, any activity with your cell phone or any other electronic gadget, and sleeping are all disruptive behaviors. I will not tolerate what I call “In and Out” class attendance. It is disruptive to the learning process to have students leaving class during lecture or discussion in order to answer cell phone calls or go to the rest room. You are expected to take care of these things before class begins and remain in the classroom for the duration of the class. This is basic professional courtesy. As with lateness, if you have any reason on any given day when you might need to leave and return to class, please speak to me before class begins.

If you do not understand a course requirement or course material, please ask about it. You will have several opportunities to do this. You can ask questions at any time during lecture or discussion. I will also be available to you in my office during the listed times.

If you do not understand the grading of your exam, please seek clarification at the earliest opportunity. E-mail messages are not appropriate. Such matters should be discussed face to face.
IMPORTANT DATES FOR YOUR CALENDAR

- Thursday, August 24th — Quiz 1
- Thursday, September 7th — Quiz 2
- THURSDAY, SEPTEMBER 14TH — 1ST EXAM!!!
- Thursday, September 21st — Quiz 3
- WEDNESDAY OCT 4TH : LAST DAY TO WITHDRAW WITHOUT PENALTY
- Thursday, Oct. 5th — Quiz 4
- Thursday, Oct. 19th — Quiz 5
- THURSDAY, OCTOBER 26TH — 2ND EXAM!!!
- Thursday, Nov. 2nd — Quiz 6
- Thursday, Nov. 16th — Quiz 7
- Tuesday, Nov. Nov. 21st and Thursday, Nov. 23rd — Fall break. No classes!
- Thursday, Nov. 30th — Our last class meeting. 😊
- Monday, Dec. 4th — Last Day of classes for Autumn Semester, 2017!!!!! 😊

FINAL EXAM: THURSDAY, DECEMBER 7TH, 1:00-3:00

THIS SYLLABUS IS SUBJECT TO CHANGE!