

Anthropology 161
Introduction to Language
and Linguistics

Spring 2020

Diane Levine

Office Hours on-line: Thursday 9:30- 10:30 am or by appointment.

Office Hours face-to-face: By appointment on Campus (Location TBA).

Office Hours by Skype or Facetime: By appointment

E-Mail Policy: **levinedp@piercecollege.edu** . You must use your Pierce College official email address. However the most convenient way for you to email me is through the email function of Canvas.

When you write an e-mail to me, please use punctuation and capitalization. E-mails that are written with no capital letters and/or punctuation will be returned without a response. Emails asking questions that are answered in this syllabus will be answered with the response "See the syllabus".

If you do not complete the Lesson 1 quiz AND submit the Lesson 1 writing assignment by the end of the second week of school, I will assume that you are not active in this class. I will exclude you from the class. If you have not submitted any writing assignments, completed any exams or quizzes, or participated in a discussion group for a period of 2 weeks at any time during the semester, I will assume that you are no longer active in the class and will exclude you for nonparticipation. While it is my intention to drop nonparticipating students, I take no responsibility if I fail to do so.

Thus you should officially drop the class if you decide to stop participating. If you stop participating and fail to officially drop through the Admissions Office, and I fail to exclude you, you will receive a final grade of "F" in the course. (See the section below about the policy limiting the number of attempts you may make on a class.)

There are three drop dates for this class. Look at the college calendar for

- Last day to drop class and receive a refund of fees
- Last day to drop class without a "W" appearing on your transcript
- Last day to drop class with a "W" appearing on your transcript (This counts as an "attempt".)

Students have 3 attempts to pass a class. If a student gets a "W" or grade of "D", "F", or "NP" in a class that will count as an attempt. If a student drops a class by the "Drop Classes without a W" date early in the semester, it is not counted against the three (3) attempts that a student has to pass the class.

Example: Students will not be allowed to register for any course at any college within the LACCD if there are three recorded attempts for that course in any combination of W, D, F, or NP grades. If you must drop a course, drop before the specified deadline for dropping a class without a grade of "W".

See a counselor early in the semester before making decisions that could affect your educational plan. Visit:

http://www.piercecollege.edu/offices/counseling_center/

Be sure you are academically ready for classes in which you enroll. Read the description of the course in the schedule of classes and catalog. We have many support services available that can help you assess your readiness for courses. You can talk to a counselor for more information about these services.

A Note about Online Access

Make sure that you have easy and reliable online access and check to make sure that your computer system is adequate. Have a backup computer available in case of problems. **Technical difficulties will not be an acceptable excuse for missing or failing to take an exam, submitting an assignment, or failing to receive an announcement.**

I may be an expert in anthropology and linguistics, but I am definitely not an expert on computer systems. I will not be able to assist you in solving computer-related problems. If you are having technical problems Canvas, you can contact the college's Tech Support at <onlinehelp@piercecollege.edu>.

Also, many if not most of the students in the class are quite knowledgeable in

computer issues, so you might want to post questions about technical issues in the discussion group.

Plagiarism and Cheating

Cheating includes such things as:

- Copying material from the work or exam of another student. Using concealed material during an exam.
- Having your material written for you by someone else (including the purchase or copying of term papers online).

Plagiarism includes:

- Quoting phrases or sentences without quotation marks and documentation.
- Paraphrasing the information of others without documentation.

Plagiarism or cheating in any form is a serious offense and will result in an automatic grade of F for the paper or exam, a possible F for the course, and a recommendation for disciplinary action on the part of the Dean of Student Services. Please be forewarned that in this age of digital technology it is extremely easy to find the source of unusual sentences containing data that is not common knowledge.

Grade

Your grade will be based on all of the graded activities for the semester weighted as follows:

Quizzes	20%
Softchalk Activities	20%
Exams (Mid-terms and Final)	30%
Writing Assignments	30%

Those with 90% and above will get an A; 80% and above a B; 65% and above a C and 50% and above a D.

Grades will be changed only if a clerical error has been made. An error must be brought to the attention of the instructor no later than one year after the end of the semester. No retaking of exams and no additional assignments will be allowed after the end of the semester. Incompletes will only be given in extremely pressing circumstances, when only one element of the course grade needs to be made up and when all other work in the course is C or better.

You can check your grade on Canvas. However, there are two options:

- (1) You can see your grades on your graded assignments, excluding those that

you haven't done which are graded 0.

(2) Or you have the option to click to see your true grade, which includes the calculation of the missing assignments as 0.

I will be using this calculation to assign grades at the end of the semester.

It is very important that you toggle between the two options. If you have earned all A's on the SoftChalk activities, but have not done some of the writing assignments, you are NOT earning an A.

Forum Posts

Each week I'll post a question or other prompt. You should answer it based on the reading you've done, the PowerPoints you've watched, or the language you've heard in your community – depending on what the question calls for. After you've posted your response, you will be able to read other students' responses. Then you need to comment on at least two other students' responses.

Forum posts will be graded on insightfulness, originality, and evidence of critical thinking. A comment like "This is a very interesting topic" does not add anything to the discussion. Comments posted after the deadline will not be graded. (The deadline is generally 11:59 pm (Pacific Time) on the Saturday after the week in which it is assigned.)

The Forum Posts will be graded on a 10 point scale and will be 30% of your grade.

SoftChalk Activities

SoftChalk activities (crossword puzzles, drag and drop, word search and matching) allow unlimited attempts. However, your score is affected by the number of incorrect answers, so guessing is penalized. The best score will be your final score. So keep doing them over and over again until you get a perfect score. But you must do them before the deadline in order for your score to count. (The deadline is generally 11:59 pm (Pacific Time) on the Saturday after the week in which it is assigned.)

Chapter Quizzes, Unit Exams, and Final

You will take a chapter quiz each week. Your quiz is made up of 10 multiple choice questions generated randomly from a test bank. (This means that each student's quiz is unique.) The quiz is timed; you have one chance to do it and you are limited to 10 minutes. Be sure to save and submit your work. Each quiz is worth 10 points; use the Review of Terms and Concepts at the end of each chapter to study for the quizzes.

There will also be a phonetics quiz after you have studied Chapter 2. (This is in addition to the Chapter 2 content quiz.) In this quiz you will listen to me speak a number of words; you will choose the correct phonetic spelling of each word from among several choices. For this quiz your computer must have a speaker that you can clearly hear. Be sure to use headphones or use your computer in a very quiet place (but not the library where the sound will disturb others).

All of the quizzes together are worth 20% of your grade.

The unit exams and final consist of objective questions, drawn randomly from the instructor's test bank. They will be timed; you have one chance to do it.

- There are no makeup exams or quizzes. If you miss an exam or quiz you will receive a grade of 0. These deadlines are absolute. Do not wait until an hour before the deadline to begin an exam or quiz. (The deadline is generally 11:59 pm (Pacific Time) on the Saturday after the week in which it is assigned.)
- If your computer crashes or you have an emergency and cannot complete the exam on time, you will be assigned a 0. **Do not ask for an extension or exception. I am unable to extend the deadline for a specific student.**
- Your grade and the answers will be available online after the exam has closed. If you find an error in the grading of an exam or quiz, other than the final exam, you must report the error to me no later than the start of the final exam. Corrections in the score will not be made after the final exam begins.
- The midterms and final are worth 30% of your grade.

In the week following the final I will post your course grade on your transcript on the District web site. You can also see your grade on Canvas.

Student Learning Outcomes

Upon completion of the course the student will be able to perform a real-world task requiring knowledge of language and linguistics that demonstrates meaningful application of essential knowledge and skills. Examples of essential knowledge and skills at the introductory level may include but are not limited to: a) Interpreting the cultural use of language in comparative terms, b) Demonstrating a perspective of cultural relativism, c) Appraising case studies around the use of language around the world.

The Nature of On-Line Classes

The on-line educational experience can be a good one, but it can also end up being a disaster. Here are some things that you need to ponder before you decide whether or not you want to continue in this course:

- Many students enroll in on-line classes because they believe that it is an easy way to complete a class with a good grade. This is not always the case. In this on-line course you will probably end up putting in as much time, or even more time, than you would if you took a face-to-face course.
- It is also imperative that you have access to a good computer with a reliable internet connection and that you are familiar and comfortable with using both. The instructor cannot give technical support!

However, there are many advantages to an on-line course.

- First, you can work at your own pace--within defined periods of time. You will have deadlines for completing each lesson, but how much time you take to do this will vary.
- Secondly, you can sign onto the web site at any time, 24/7. Whether you are a morning person and like 8:00 a.m. classes or you prefer to study late at night, the choice is up to you. Some people who work nontraditional hours may want to do their course work at 3:00 a.m. Or parents with young children may like to work during their child's nap. You control the day and time, except you have to meet the deadlines.
- Finally, many students have different learning styles. Some thrive in a lecture environment and learn best when listening to an instructor and taking notes. Others learn best in a self-paced computer-learning environment. This class is a good fit for the latter kind of student.

The most important requirement of being successful in an on-line class is that you have to be self-disciplined, which many students find difficult. There will be no instructor looking over your shoulder pushing you along. In an on-line class it is very easy to get involved with other parts of your life and simply forget to do the week's work. This is why more students drop out of on-line classes than out of on-campus classes.

Enrollment in this class is very limited. Please do not take up a place in the class unless you are sure that you have the time and motivation to work in this environment. You may certainly drop out part way through the semester, but then you have taken up a place that could have been occupied by someone else who needed the class and could not get in.

Class schedule and reading assignments—

Text: A Concise Introduction to Linguistics, 5th Ed., Bruce M. Rowe and Diane P. Levine

Dates	Chap	Topic	Important Dates
Week of		Unit #1	
Feb 9	1	Introduction /The Nature of Communication	College closed Feb 14
Feb 16	2	The Phonological Component—Phonetics	College closed Feb 17
Feb 23	3	The Phonological Component—Phonology	
Mar 1	4	The Morphological Component	
		Unit #2	
Mar 8	5	The Syntactic Component	Unit #1 Test begins
Mar 15	6	Semantics	
Mar 22	7	Pragmatics	
Mar 29	8	Sociolinguistics	College closed Mar 31
Apr 5			Spring Break Apr 6-12
Apr 12	9	Anthropological Linguistics	
		Unit #3	
Apr 19	10	Language Acquisition	Unit #2 Test begins
Apr 26	11	Sign Language	
May 3	12	Writing Systems	
May 10	13	Nonverbal Communication	
May 17	14	Historical Linguistics	
May 24		Study Week	College Closed May 25
May 31		Final Exam begins June 2	Due June 8

Here is some information that the college would like you to have:

Attendance Policy:

We will respect Los Angeles Pierce College's attendance policy:

"Only students who have been admitted to the College and are in approved active status may attend classes. Students are expected to be in class on time and to remain for the entire class period. Medical appointments, work, job interviews, childcare responsibilities, etc. should be arranged so as not to occur during class time. Please do not make requests for exceptions. Any student who has unexcused absences equaling one week's worth of class time prior to census date may be excluded. Students may drop the class online, before the last day to drop. Students should never rely on the instructor to exclude them." (General Catalog, p. 21)

Additionally, be sure to follow the course schedule for reading and class assignments; Students are individually responsible for any information and announcements that are missed due to absence or tardiness. Please ask another student for notes.

Dropping the class: It is your responsibility to drop the class if you discontinue coming to class; however, you may be dropped by the instructor if you are not attending class.

Foster Youth:

We are making a special effort to support current and former foster youths at Pierce College. If you are a current or former foster youth you may qualify for other support services to help you achieve your educational goals. Please contact our Guardian Scholars Program at (818) 710-3323 or send us an email at guardianscholars@piercecollege.edu so you can get the support you are eligible for.

Religious holidays:

There are a variety of religious holidays occurring during the semester. While these are neither Federal nor State sanctioned holidays, they ARE days of religious observance that may impact some students in the class. If you plan to miss a class period, an assignment due date or an exam because you will be practicing your religion on a particular day, you need to notify your instructor of this fact by the end of the second week of the semester. Official notification will take the form of a note, written and signed by the student, which specifies the anticipated date(-s) of absence. A student who provides this information by the deadline will be able to reschedule missed exams or work, and their absence will not adversely affect their attendance record. Failure to provide proper notification

by the end of the second week will negate the student's option to reschedule or receive credit for missed activities.

Campus Safety:

In Case of Emergency: When on campus, call 818 710-4311 for immediate response from the Campus Sheriff. Do not call 911, as this will result in a substantial delay. Please program the Emergency Sheriff's number into your cell phone contacts.

Special Services:

Students with disabilities, whether physical, learning, or psychological, who believe that they may need accommodations in this class, are encouraged to contact the office of Special Services as soon as possible to ensure that such accommodations are implemented in a timely fashion. Authorization, based on verification of disability, is required before any accommodation can be made.
818.719.6430 Student Services Bldg, 1st floor

Classroom Behavior

Disobedient, disruptive or disorderly behavior exhibited by any student may result in disciplinary action in accordance with District policies and procedures. Action may include, but is not limited to expulsion from class.

Plagiarism and Academic Dishonesty



The faculty and administration of Pierce College are committed to the belief that honesty and integrity are integral components of the academic process. The College expects students to be honest and ethical at all times in their pursuit of academic goals. Students who violate the code of academic conduct by which the College maintains its academic integrity will be dealt with in a manner reflecting the seriousness of these violations.

I. Violations of academic honesty and integrity occur when a student participates in any act in which he/she uses deception or fraud while performing an academic activity. Violations include, but are not limited to, the following: Using study aids such as calculators, tape recorders or notes, when not authorized by the instructor. Cheating on examinations, assignments or experiments (allowing another student to copy one's answers or copying the answers of other students; exchanging information by any means, including verbal exchanges, sign language, hand signals, secret codes, passed notes, creation of a distraction for

the purpose of cheating; changing answers on a previously scored test, assignment or experiment; inventing information and/or data.) Allowing another student to assume one's identity in order to fulfill an assignment or take a test. Submitting for a grade the words, ideas, and/or written work (including laboratory notes and drawings) of another person without giving due credit to that person. This includes purchased papers or papers written by other students. Falsifying or attempting to falsify attendance records and/or grade rosters.

Conspiring with other students to commit any of the above behaviors.

II. Consequences for any offense against academic honesty and integrity may include: An "F" or a "0" on the examination or assignment. Suspension from the class and other sanctions and/or penalties authorized by the Board of Trustees for violations of the District Code of Conduct. A record of the student's violation placed in the student's disciplinary file. Students are required to be honest and complete their own work at all times (homework, class work, quizzes, tests, etc.). Additional information about plagiarism can be found at www.plagiarism.org or through various websites on the Internet.

Essential Resources

Academic Counseling Services – 818.719.6440 Student Services Bldg, 1st floor

Academic counselors are available to assist you with many of your educational needs such as help in clarifying your values and goals; develop a student education plan (SEP); interpret articulation agreements with other colleges and universities, and much more.

ASSIST.org – www.assist.org

ASSIST is an online student-transfer information system that shows how course credits earned at one public California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California's public colleges and universities and provides the most accurate and up-to-date information about student transfer in California.

Associated Students Organization – 818.719.6411

The Pierce College student government organization supports the growth of Pierce College through active involvement with students, faculty, and staff. Our goal is to create a better environment for an overall academic experience through leadership and club participation.

Book Store – 818.710.3303 College Services Bldg

The Pierce College Bookstore provides for the sale of books and supply requirements connected with the academic programs of the college. Text book information is available online at www.piercebookstore.com.

Career Center – 818.710.4126 Student Services Bldg 1st floor

The mission of the Pierce Career Center is to educate and to serve the students of Pierce College in the career education, planning and development processes. Career Center services and resources provide assistance to students with the exploration of career options, the cultivation of a comprehensive employment and education plan, and the enhancement of job search techniques and strategies.

Center for Academic Success – 818.719.6414 Library Learning Crossroads Bldg, 1st floor

The CAS is committed to helping students in need of academic support acquire the skills and tools necessary to meet their individual academic, vocational, or personal goals. All tutoring services are free to currently enrolled Pierce College students.

Copy Tech – 818.710-3303 Bookstore Complex

Pierce College's High-Tech Document Production Center where students can make it, print it, and copy it, at the CopyTech.

Copy Tech also issues picture ID cards to new students upon presentation of proof of enrollment (registration/fee receipt.)

Equal Opportunity Programs and Services – 818.719.6422 Student Services Bldg, 2nd floor

EOP&S is a state-funded support program designed to assist qualified low-income and educationally disadvantaged students in completing their educational goals with the assistance of financial and student support services. It is an invitational program open only to those who qualify and commit to participate in the program.

Financial Assistance – 818.719.6428 Student Services Bldg, 1st floor

If you need help paying for books and other college expenses, please contact the

Financial Aid Office. Visit them on the web at:

http://www.piercecollege.edu/offices/financial_aid

GAIN/CalWorks – 818.719.6400 Student Services Bldg, 2nd floor

The GAIN/CalWORKs program serves all CalWORKs students attending Pierce College. A variety of services designed to support your educational, career and personal goals is offered, such as advocacy for child care, student education plans (SEP), work-study opportunities, child care in the campus Child Development Center for eligible children, and much more.

Health Center – 818.710.4270 Student Services Bldg, 2nd floor

The Pierce College Student Health Center is committed to delivering expert medical care to students. Each student is given professional and cost effective medical attention. All registered students, regardless of insurance, are eligible for the same no charge or low cost care. Personal Counseling is also available to all currently enrolled students. The Pierce College Student Health Center is committed to providing care to support your academic and personal well being.

Library – 818.710.2833 Library Learning Crossroads Bldg, 2nd floor

The Pierce College Library serves all currently enrolled students, college faculty and staff, and members of the community. The library is a comfortable place to study, to investigate a topic of interest, or to enjoy reading a current book, periodical, or magazine. Please feel free to ask for assistance in using the library; a reference librarian is available to help you with your research questions.

Pass-No-Pass Courses

Did you know you can take courses on a pass-no pass basis? Pass-No Pass is a great way to maintain your GPA while you take classes that you may not be particularly strong in. Any questions about Pass-No Pass check with an academic counselor.

Special Services – 818.719.6430 Student Services Bldg, 1st floor

Students with disabilities, whether physical, learning, or psychological, who believe that they may need accommodations in this class, are encouraged to contact the office of Special Services as soon as possible to ensure that such accommodations are implemented in a timely fashion. Authorization, based on verification of disability, is required before any accommodation can be made.

Transfer Center – 818.710.4126 Student Services Bldg, 1st floor

The mission of the Pierce College Transfer Center is to help students successfully transfer to a four year institution. The Transfer Center offers aid to students in the transfer process to ensure a smooth and positive transition.

Veterans Office – 818.710.3316 Student Services Bldg, 2nd floor



The mission of the Pierce College Veterans Office is to provide a supportive environment for veterans and to assist them with the services they need to receive VA benefits and to successfully complete their educational goal at Pierce College. The Veterans Office is designed as a liaison between you as a veteran and the

Veterans Administration. Our Veterans staff will forward all documents required by the Veterans Administration directly to the Muskogee Regional Office.

Our email contact is pierce-veteran@piercollege.edu

Student Health Center—818.710.4270 Student Services Bldg, 2nd floor

Medical and mental health services are available to all currently enrolled students at the Student Health Center. There is no cost to students to see any of the medical and mental health providers during extended office hours. We are now Family PACT providers too. Call 818-710-4270 to make an appointment or to ask a question. Located on the 2nd floor of the Student Services Building. Like us on Facebook at Pierce College Student Health Center, follow and tag us on Instagram @PierceSHC or visit our website: www.piercollege.edu/offices/health_center