

Class Requirements for History 105
History of Western Civilization Through the Reformation
Instructor: Mrs. Yvonne Anderson

I. Reading:

1. Text: Kagan, Donald. The Western Heritage, Chapters 1-15
2. *Syllabus for History 105*
3. Outside reading: 1 book

A book report will be required for the outside reading. No specific books are required, but they must deal with a subject relevant to the history of Western Civilization before 1600. A suggested reading list is provided in the *Syllabus*, starting on page 5. If you choose a book not on the list, please check with the instructor. The book report should be approximately 2 to 3 pages long (typewritten, double-spaced) and follow the format given in the *Syllabus* on page 3. The book report will be due on _____. Late reports will not be accepted. (*see next page). It will be worth 25 points.

II. Quizzes:

There will be 5 objective quizzes covering both the text and the lecture material. Each will be worth 50 points. (Quiz #5 will be worth 65 points.) Students who are ill or have transportation problems on the exam day must phone the instructor by the exam time at (760) 744-1150 ext. 2753 to arrange a make-up. The Make-up Exam must be taken the first office hour possible after the in-class exam. Otherwise, students not taking the quiz at the scheduled time will have 10 points deducted. No exceptions!
No electronic dictionaries or other devices are allowed when taking the quiz.

III. Journals (Thought Questions):

Four journals will be submitted, each worth 15 points. These will consist of written answers to selected thought questions from the Study Sheets as well as comments on the audio-visual presentations. These may be hand-written on loose-leaf notebook paper (but the instructor must be able to read them!!) Answers must be done in complete sentences using proper grammar and correct spelling. Answers that are too brief or too general will not receive full credit. (Hint: Include everything you can find in the textbook and your lecture notes. If you aren't happy with your lecture notes you may use the internet or any other source.) All sources must be cited. (For example, which lecture notes, which textbook pages, which internet sites, etc.) All pages must be stapled together, but not placed in any kind of folder.

Each journal segment will be due one week after the corresponding Study Sheet is completed in class. Late journal segments will not be accepted. Please do not even ask!! (*see next page)

*Mailbox option: Students who are ill or have transportation problems on the due date may

mail completed papers to Yvonne Anderson, History, Economics & Political Science Department, Palomar College, 1140 West Mission Rd., San Marcos, CA 92069-1487. As long as the envelope is postmarked by the due date and received within seven days of that postmark, it will be accepted. (Expect the Post Office to close by 5pm.) Be sure sufficient postage is on the envelope. (Papers may not be sent by e-mail.) However, mind the risk involved in this option!! If a paper gets "devoured" and/or lost in the system, a replacement will not be accepted!!

IV. Quiz & Journal Schedule:

Study Sheet 1	=	Quiz #1 & Journal #1
Study Sheet 2	=	Quiz #2 & Journal #2
Study Sheet 3	=	Quiz #3 & Journal #3
Study Sheet 4	=	Quiz #4 & Journal #4
Study Sheet 5	=	Quiz #5 (65 points)

V. Grading:

Quiz plus Journal = 65 points possible Total points possible (inc. book report) =350

Minimum needed for an A	=	59	Minimum needed for an A	=	315
Minimum needed for a B	=	52	Minimum needed for a B	=	280
Minimum needed for a C	=	46	Minimum needed for a C	=	245
Minimum needed for a D	=	39	Minimum needed for a D	=	210

VI. Attendance:

Students are expected to attend class and participate in class discussions. Each student will be responsible for signing the roll sheet for himself or herself each class period. Good attendance *may* result in up to 5 bonus points if all course work has been completed and submitted on schedule.

VII. Miscellaneous:

Office: P-17N
 Phone: (760) 744-1150 Ext. 2753
 e-mail johnnyvonne@cox.net
 Office hours: Monday-Wednesday-Friday 9:00-10:00 a.m.
 Tuesday-Thursday 9:30-11:00 a.m.
 (or afternoons by arrangement)

Please turn off your cell phone after entering the classroom!