

**Cleveland State University**  
**Fall Semester, 2009**  
**Maxine Goodman Levin College of Urban Affairs**  
**Department of Urban Studies**

***Course Syllabus***  
***UST 202, Section 505***  
***Topic: Cleveland, Past, Present, and Future:***  
***The African American Experience***

**Instructor:** Dr. Wendy Slone  
**Office:** UR 316  
**Office Telephone Number:** (216) 875-9972  
**Meeting Time:** NONE. This course is entirely web-based  
**E-mail Address:** Utilize Blackboard e-mail function.  
**Office Hours:** By Appointment Only.

**Course Description:**

This course is designed to examine Cleveland's political, economic, and racial history as typifying older American industrial cities. We will consider current data and trends, and speculate on the future role of African-American's in Cleveland.

Many of the topics covered in this class may be controversial, and challenge peoples' opinions relative to the material presented in the course. Therefore, do not take differences in opinion personally. Having respect for people having differences in opinion is fundamental to having open educational discourse.

**General Education Requirement:**

UST 202 meets the criteria for the *African-American Experience* GenEd 08 requirement and the skill areas of *critical thinking and information literacy*.

**African-American Experience Criteria:**

1. This course has a primary focus on the contemporary experience of African-Americans and maintains the perspectives, experiences and/or achievements of African-Americans themselves as central to the course.
2. This course provides students with knowledge of how the field of Urban Affairs studies and analyzes the African-American experience.
3. This course provides students with a theoretical and empirical framework for understanding inequality and the distinguishing aspects of the African-American experience.

## **Skill Area: Critical Thinking Criteria**

1. This course requires that at least 15% of the student's grade in the course is based on an evaluation of critical thinking.
2. This course requires students to attain skills beyond lower-level knowledge, thereby requiring skills that involve the use of content knowledge (e.g. finding information to solve a problem).

## **Skill Area: Information Literacy Criteria**

1. At least 15% of the student's grade in the course is based on an evaluation of information literacy
2. This course requires students to evaluate the accuracy, authority, currency, objectivity, and reliability of information sources.
3. This course requires students to address the ethical and legal uses of information.

Information literacy skills require students to address ethical and legal uses of information. At times you may want to quote, or state directly what an author has said. Remember to set off quotations in quotation marks and to document them according to the APA style. If you derive your paraphrased statement from several authors, use a single pair of parentheses and a series of references separated by colons for example, (Johnson, 1999; Perry, 2004; Smith, 2006). *Plagiarism may result in the student receiving a failing grade for the piece of work involved.*

## **Penalties for Plagiarism:**

The penalties for plagiarism are found in full in the Student Handbook under Academic Regulations (Policy on Academic Misconduct) at the following link: <http://www.csuohio.edu/studentlife/conduct/acadegres.html>

## **Writing Center Page on Plagiarism:**

If you require additional information regarding plagiarism you may also refer to the Writing Centers page on plagiarism, which can be accessed at the following link: <http://www.csuohio.edu/writingcenter/Plagiarism.html>

## **Paraphrasing:**

Paraphrasing should be used to support your thinking and should form the bulk of your evidence. A paraphrase is a restatement of the author's words or ideas. Paraphrasing adds weight to the argument you are presenting. Where possible maintain the intent of

the original passage, or if synthesizing the work of several authors use the style indicated above.

*For Students with difficulty writing it is suggested that you utilize the Writing Center located in Main Classroom 321. You may submit your work to the plagiarism detection service at [www.turnitin.com](http://www.turnitin.com) to ensure the legal and ethical use of other's work. Please contact the Writing Center Director if you need the password and ID number ([m.murray@csuohio.edu](mailto:m.murray@csuohio.edu), extension 6982).*

## **Course Objective:**

The purpose of this course is to trace aspects of African-American life in Cleveland, with emphasis on the economic, political, cultural, social, housing, and poverty issues facing African-American communities in Cleveland. By participating in the course, the student is expected to gain a better understanding of:

- (1) Issues and challenges of African-American communities in Cleveland,
- (2) African-American urban history,
- (3) Appreciation of diversity, and
- (4) Enhanced writing, research, critical thinking, and analytical skills through writing assignments, group discussions, virtual in-class presentation, and exams.

Because this course is entirely web-based, issues relative to course readings, discussion responses, written assignments, and final exam will occur on-line via Blackboard. Therefore, it is imperative students' taking the course are familiar with computers and the Internet.

## **Course Requirements:**

Students' are required to meet the following criteria for this course:

- (1) Prepare/submit all written assignments, discussion responses, virtual in-class presentation, and final exam under the appropriate tab via Blackboard on time. Late assignments will not be accepted without two week prior approval from the instructor, and then only in cases of extreme circumstances with supporting documentation;
- (2) Read all readings assigned for the course;
- (3) Edit written assignments extensively before submission.

This course is entirely web based. This course will not utilize lectures for instruction, and therefore requires students' ability to:

- (1) Develop work plans to time effectively time manage for there course load,
- (2) Utilize scholarly literature i.e., journals, Internet, etc.,
- (3) Research/collect relevant data/material,
- (4) Complete/submit the writing assignment developed for this course.

**Questions regarding the course should be submitted to the instructor via Blackboard e-mail only. The instructor will not respond to e-mails submitted to her university (campus) e-mail address.** Students' requiring additional assistance must make an appointment with the instructor by requesting an appointment via the instructors Blackboard e-mail address. Students must indicate the purpose/object of the meeting in the e-mail if they need to request a meeting.

### **Writing Across the Curriculum Requirement Criteria:**

This course also fulfills the Writing Across the Curriculum (WAC) requirement. The criteria for meeting the WAC requirement are:

1. The course requires students to write between 3,000 and 5,000 words (10-20 pages, double-spaced, in 12-point font, with 1" margins) in writing assignments (which may include drafts).
2. Final versions of at least one assignment should total at least 2,000 words (eight pages).
3. The course teaches students writing-to-learn strategies that foster students' experiences in learning, and writing-to-communicate strategies that foster students' respect of readers' experiences. Planning assignments (e.g. reading logs, pre-writing strategies) and peer reviews will be included in class assignments.
4. Students will be assigned writing complex enough to require substantive revision for most students. Students will be given feedback to assist them in preparing subsequent papers or drafts of papers. This feedback will consist of more than mechanical correction of punctuation and grammar.
5. The course provides instruction in discipline-appropriate forms of texts, arguments, evidence, style, audience, and citation. Students will be required to use the American Psychological Association (APA) style. The CSU Library website lists citation guides including links to the APA style guide:  
<http://www.ulib.csuohio.edu/research/vrd/citations.html>;  
or go to the APA website, <http://www.apastyle.org/>
6. There will be writing assignments throughout the semester.
7. The course will address the needs of students regarding library competency.
8. In order to receive a C or better in the course, students must write at a satisfactory skill level (C or better). If the student's writing is weak, but shows understanding of the course material, the student may be assigned a D, in which case WAC credit will not be received for the course.

## Writing Assignments:

**All writing assignments (i.e., concept paper and book reviews only) must be submitted as an attachment using Word 2000 or as a rich text file, and not Vista.**

\*Students electing to submit a draft of their written assignments must do so two weeks prior to the final paper submission date. The drafts must be submitted as an e-mail attachment to the instructor via Blackboard.

### **I. Concept Paper**

Students' are to submit a **minimum of 10 pages (3,000 word) or a maximum of 15 pages (3,500 word)** concept paper discussing the history of an issue affecting African-American life in urban American cities. **You may choose from the following five (5) topics for this assignment.**

- (1) **Leadership, Politics, and Institutions in the African-American Community;**
- (2) **Class and Culture in the African-American Community;**
- (3) **The impact of Poverty on African-American Communities;**
- (4) **Public Housing and the African American;**
- (5) **Hip Hop Generation: Young Blacks and the Crisis in African-American Culture.**

**Students are required to use a minimum of five (5) legitimate reference resources, four (4) of which cannot be from material assigned in this course.**

Legitimate reference resources include the use of: scholarly journals/articles, books, data cited from databases (i.e., U.S. Census, etc.), and reports (i.e., United States General Accountability Office, etc.). Citations from Internet sources that are merely web pages constructed by individuals airing their personal views are unacceptable sources. However, legitimate websites accessing refereed academic journals/reports (i.e., articles published in The Urban Institute, Journal of Urban Affairs, etc.) are legitimate resources.

Utilization of information/data or articles found on websites such as Wikipedia or [www.lydiaspeakeshermind.com](http://www.lydiaspeakeshermind.com) are not acceptable for this assignment. One way to determine if a website is acceptable or not is to ask yourself, "If the Internet did not exist, would I be able to find this article in the university library?" Newspaper or magazine articles may be used for this assignment provided they are in-depth articles on the issue, and not just commentaries or editorials. A maximum of two (2) newspaper or magazine articles are acceptable.

## **II. Research Papers**

Students are to submit ***(2) research papers***. The research papers must contain a **minimum of 10 pages (3,000) or a maximum of 15 pages (3,500 words)** discussing African-American life in Cleveland. **You must chose two topics (one for research paper #1, and one for research paper #2)** for this assignment.

- (1) Racial Discrimination,
- (2) Evolution of African-American Political Power,
- (3) Impact of Poverty on the African-American Community, and
- (4) Civil Rights and the African-American

**Students should adhere to the following guidelines for the two assignments; however, your papers should not read like items on a checklist, but instead should be incorporated into a fluid narrative discussing. The minimal requirements for the research papers include:**

- (1) Discuss the primary social issue(s) associated with the topic selected;
- (2) Clearly identify the research question or hypothesis you are presenting in your paper;
- (3) Indicate the historical setting or social context within which the issue occurs;
- (4) Discuss the current status of public policy relative to the issue, if applicable;
- (5) Discuss the type of analysis/research, if applicable, being conducted on the subject [i.e., quantitative (statistical) or qualitative (interviews)];
- (6) Discuss the political, social, and cultural implications associated with the topic, if applicable;
- (7) Your critical analysis of the topic as it relates to the literature reviewed for the project;
- (8) Supporting evidence from legitimate reference sources to support item #7 (your critical analysis of the topic).

## **Class Assignments:**

### **I. Weekly Discussion Question Responses**

Students are responsible for responding in writing to the assigned weekly discussion questions. **Responses for the discussion questions must be between 150 – 200 words in length (two full paragraphs)**, and must be submitted under the appropriate weekly discussion tab in Blackboard to receive credit. FYI: Keep in mind three sentences does not constitute a paragraph. A good paragraph should consist of a minimum of 5-6 sentences.

Students' are required to participate in the weekly on-line discussion questions to promote ***Writing-to-Learn*** exercises, which are intended to promote learning at a deeper level than memorization or recitation. Utilizing Blackboard, **students should login every Thursday and submit their discussion question responses no later than 8:00**

**p.m. every week. Students may submit their discussion question responses early if they are reading ahead or anytime prior to the due date/time. Late discussion question responses will not be accepted, even if it is submitted on the due date (i.e., if you submit your discussion response at 8:01 p.m. on the due date it is considered late and will not be accepted).**

**Students' first discussion question response will be due Thursday September 3, 2009.** *\*All discussion responses must be submitted as text under the discussion tab located under the main course menu found on my Blackboard home page. Students' that fail to submit their weekly discussion entries under the discussion tab will not receive credit.*

**Articles used for the discussion questions are available on Electronic Course Reserve** (ECR) at the CSU library and can be accessed at the following link: [http://www.scholar.csuohio.edu/screen/m\\_course.html](http://www.scholar.csuohio.edu/screen/m_course.html). You can search for the articles using the course and section number or by my last name (Slone) and selecting the appropriate course/section number.

## **II. Virtual In-Class Presentation**

Students are required to submit a formal Power Point presentation for the virtual in-class assignment. The Power Point presentation should consist of no more than (10) ten slides and should summarize the information from the topic they selected to explore for their concept paper, to illustrate their knowledge and understanding of the topic. Students must submit their virtual in-class presentation as an attachment under the appropriate tab in Blackboard. *Student's presentations must include a title slide indicating the name of your presentation, the student's name, and the course/section number. The title slide does not count toward the maximum (10) slide requirement for this assignment.* Sources cited in your presentation should be cited at the bottom of the corresponding slide and should be done so using 10-font size. For example, (Source: U.S. Census Bureau, 2000). *Student's Power Point presentation should not be submitted using the Vista application of this software program.*

## **Written Assignment Evaluation:**

A grading rubric will be utilized to evaluate written assignments. Evaluation of student papers is based on the following criteria:

### **Higher Order Concerns**

- (1) **Focus** – The hypothesis or main point of your paper needs to be stated clearly at the beginning of the paper.
- (2) **Development** – The research i.e., literature, data, etc. utilized to support your hypothesis. More specifically, students' incorporation of quotes, paraphrases, examples, inferences, reasoning, opinions, and forecasts relative to supporting their hypothesis.

- (3) **Organization** – The organization/structure of the paper. More specifically, is the paper organized so that the paragraphs proceed from one to another in a logical style using appropriate transitions? Is the paper well organized? Did the student adhere to the APA style format suggested for this course?

Lower Order Concerns

- (1) **Style** – Style can be considered in terms of sentence patterns and diction. Are the sentence patterns varied (preferred) or all the same? Variety in style makes for a far more interesting read. Is the diction appropriate (wording, choice of words) for an upper level college assignment? Is the diction appropriate for the discipline?
- (2) **Mechanics** – Refers to the punctuation, spelling, and grammar. **Students should make sure they proofread their paper prior to submission. Points will be deducted for inappropriate punctuation, improper use of grammar, and misspelled words.**

**Exam:**

**Final Exam:** The **date for the final is Thursday, December 10, 2009.** *The final exam will cover all the material presented for the semester from the textbook, and weekly discussion question readings.* The final for the course will be posted on Blackboard under the assessment tab located under the course menu. Students' should complete the final exam on-line under the assessment tab. Grades for the final exam will be posted on Blackboard once the exam is complete. **The final will only be available for students' to take from 1:00 p.m. to 2:30 p.m. on Thursday, December 10, 2009 only.**

*NOTE: Students' are permitted to use class materials to complete the final exam. No study guide will be provided for the final exam because students' are able to use their books and notes from the class.*

**Grading:**

The following is a breakdown of the letter grades that will be distributed in this course. **No grade of "incomplete" will be given under any circumstance.**

94 – 100	A
90 - 93	A-
87 – 89	B+
83 – 86	B
80 – 82	B-
77 – 79	C+
70 – 76	C
60 – 69	D
59 – Below	F

**FYI:** The concept paper, research papers, weekly discussion question responses, virtual in-class presentation, and final exam add up to a total of 600 possible points for the semester. The grade breakdown listed above is based on the accumulation of the total number of points students' actually received divided by 600, which is the total number of points possible (100 points for each of the six required assignments). Students' must keep in mind the final breakdown of grades is based on the overall spread of scores achieved by the class for the semester. **Below is a summary of the grade weight for the six course assignments.**

### **Grade Weight for the Six Course Assignments:**

- (1) Concept Paper      100 points
- (2) Research Paper #1 100 points
- (3) Research Paper #2 100 points
- (4) Ten Weekly Discussion Question Responses 100 points
- (5) Virtual In-Class Presentation 100 points
- (6) Final Exam\*      100 points

**\* Note: The final exam will consist of 25 multiple choice questions; however, the exam is based on a total of 100 possible points. Each question is only worth one point, but the total score (i.e., 25 out of 25 equal 100 points). The final exam will be based on the material presented in the course.**

### **Class Schedule:**

This course is entirely web-based and students are required to log into Blackboard on a regular basis to post assignments, check announcements, and stay apprised as to what is going on in the class.

### **Required Text Books:**

#### Primary Textbooks:

- (1) *A Ghetto Takes Shape: Black Cleveland, 1870 – 1930* by Kenneth L. Kusmer, published in 1976. The textbook utilized for this course can be purchased at the Cleveland State University bookstore.
- (2) *Cleveland: A Metropolitan Reader* by W. Dennis Keating, Norman Krulmholtz, and David C. Perry (editors), published in 1995.

#### Supplemental Textbook (Optional):

- (1) *Race and Ethnicity in the United States: Issues and Debates* by Stephen Steinberg (editor), published 2000 by Blackwell Publishers.

The textbooks utilized for this course can be purchased at the Cleveland State University bookstore.

## Reading Assignments:

Students are responsible for reading all the chapters assigned from the textbooks and ERC articles for the weekly discussion questions. Below is a listing of the reading assignments for the course. **Additional supplemental readings may be added at a later date if needed. Refer to the announcement tab under Blackboard for listing of any additional readings.**

Week	Reading and Assignment Schedule
1 8.27	Introduction and class organization. <b>IAT Exercise:</b> Go to the website <a href="https://implicit.harvard.edu/implicit/">https://implicit.harvard.edu/implicit/</a> . Read the instructions and take the racial preference test. Record you test results under the discussion tab on Blackboard. Do not be upset by your test results, we are all very likely to harbor some racial preferences that we are unaware of or may not be comfortable acknowledging.
2 9.3	Kusmer, chps. 1 & 2 (pages 3 – 34) ERC Article: 30 Years After the Kerner Report <b>Weekly Discussion Response, IAT Test Result: Due Today</b>
3 9.10	Kusmer, chps. 3 & 4 (pages 53 - 90) ERC Article: Middle Class Blacks are their Brothers Keeper <b>Weekly Discussion Response, 30 years after the Kerner Report: Due Today</b>
4 9.17	Kusmer, chps. 5 & 6 (pages 91 – 154) ERC Article: The Real Deal on Black Unemployment <b>Weekly Discussion Response, Middle Class Blacks are their Brothers Keeper: Due Today</b>
5 9.24	Kusmer, chps. 7 & 8 (pages 157 – 189) ERC Article: And the Last Shall be First Racial Diversity, Distributive Justice, and Affirmative Action <b>Weekly Discussion Response, The Real Deal on Black Unemployment: Due Today</b>  <i>*Research Paper #1 Due Today</i>
6 10.1	Kusmer, chps. 9 & 10 (pages 190 – 234) ERC Article: Black Picket Fences Privilege and Peril among the Black Middle Class <b>Weekly Discussion Response, And the Last Shall be First Racial Diversity, Distributive Justice, and Affirmative Action: Due Today</b>
7 10.8	Kusmer, chp. 11 (pages 235 – 274) Keating et al., Black Civil Rights (pages 119 – 132)

		ERC Articles: (1) Driving while Black; A Statistician Proves that Prejudice Still Rules the Road, (2) Data Show Blacks targeted by Cleveland Police, <b>Weekly Discussion Response, Black Picket Fences Privilege and Peril among the Black Middle Class: Due Today</b>
<b>8</b>	<b>10.15</b>	Keating et al., Cleveland: The Making and Remaking of an American City, 1796 – 1993 (pages 29 – 48)  ERC Articles: (1) Traffic Tickets for one and all, (2) City Police Stop Blacks more often, Study says. <b>Weekly Discussion Response, (1) Driving while Black; A Statistician Proves that Prejudice Still Rules the Road, (2) Data Show Blacks targeted by Cleveland Police: Due Today</b>  <i>*Concept Paper Due Today</i>
<b>9</b>	<b>10.22</b>	Keating et al., Between Spires and Stakes: The People and Neighborhoods of Cleveland & The Impact of Poverty on Cleveland Neighborhoods (pages 177 – 227)  <b>Weekly Discussion Response, (1) Traffic Tickets for one and all, (2) City Police Stop Blacks more often, Study says: Due Today</b>
<b>10</b>	<b>10.29</b>	Keating et al., Politics and the Development of Public Housing & Housing Dynamics of the Cleveland Area, 1950 – 2000 (pages 228 – 262)  ERC Article: How the Media Compound Urban Problems. <b>No Weekly Discussion Response Due Today</b>  <i>*Virtual In-Class Presentation Due Today</i>
<b>11</b>	<b>11.5</b>	Keating et al., Black Cleveland and the Central-Woodland Community, 1865 – 1930 & Cleveland: The Evolution of Black Political Power (pages 263 – 299)  <b>Weekly Discussion Response, How the Media Compound Urban Problems: Due Today</b>
<b>12</b>	<b>11.12</b>	Keating et al., The Cleveland Economy: A Case Study of Economic Restructuring (pages 51 – 84)  ERC Article: White Privilege Shapes the U.S.  <b>*No Weekly Discussion Response Due Today</b>
<b>13</b>	<b>11.19</b>	IAT Retake: Go to the website <a href="https://implicit.harvard.edu/implicit/">https://implicit.harvard.edu/implicit/</a> . Read the instructions and retake the racial preference test. <b>Weekly Discussion Response, White Privilege Shapes the U.S.: Due Today</b>  <i>*Research Paper # 2 Due Today</i>

<b>14</b>	<b>11.26</b>	<b>Thanksgiving Break: Have a great holiday.</b>
<b>15</b>	<b>12.3</b>	<b>Weekly Discussion Response Due Today: IAT Retake:</b> Record and compare your test results from the beginning of the semester and now.
<b>16</b>	<b>12.10</b>	<b>Final Exam</b>

### Course Calendar:

Written assignments (i.e., concept paper and research papers), weekly discussion question responses, final exam, and virtual in-class presentation for UST 202 are due on the following dates.

#### Written Assignments Due Dates

<b>Due Date</b>	<b>Written Assignments</b>
September 24, 2009	Research Paper #1
October 15, 2009	Concept Paper
November 19, 2009	Research Paper # 2

\*Draft papers must be submitted at least two weeks prior to the due date as an e-mail attachment to the instructor in Blackboard.

#### Class Assignments

<b>Due Date</b>	<b>Class Assignments</b>
Every Thursday: Beginning September 3, 2009 Ending: December 3, 2009	Weekly Discussion Question Responses
October 29, 2009	Virtual In-Class Presentation

#### Text Book & ERC Reading Schedule

<b>Reading Schedule</b>	<b>Chapters</b>
Weekly as Assigned	

#### On-Line Final Exam Test Date

<b>Date Available On-Line</b>	<b>Test</b>
December 10, 2009	Final Exam

### APA Style Tips:

Student papers must include documentation of at least five (5) scholarly (i.e., periodicals, government documents, books, Internet sources, etc.). However, the bases of your paper needs to come from scholarly literature and not solely from the Internet. All of your research statements must be documented in the reference section of your paper.

The APA style utilizes in-text citations that refer to a list of sources. The following are a few examples of the APA style:

**In Text Citations:**

(1) **Direct Quotations**

- (A) As Smith (2004) noted,
- (B) As Berry and Simmons (1985) indicated,
- (C) In the book, *Understanding Politics* (2007).

(2) **Internet Citations within the Text of your Paper:**

- (A) In the article “Policy Implementation and Practices,” Dr. Smyth indicate... (State of Ohio, 2008).
- (B) According to a report by the United States Census... (U.S. Census, 2004).

(2) **Summary or Paraphrase:** Include the author(s) last name and the date either in a single phrase or in parenthesis at the end of the sentence. For example:

- (A) Kelp and Johnson (2001) argued that.... (Kelp and Johnson, 2001).

**Referencing Citations from the Internet in your Reference Section**

(1) **How to Cite Internet Citations in your Reference Section. (Not to be used in the body of your text. ONLY use in REFERENCE SECTION):** Cite material from a web site by giving the web address in parenthesis (<http://historyofclevlen.org>). If you are referring to the entire site, you do not need a bibliography entry. If you are referring to a specific document from the web site, provide a bibliography entry in the list of references. For example:

- (A) “Public Policy Theories.” Retrieved June 15, 2008 from Electronic Library Database on the World Wide Web: <http://www.stateofohio.gov>.

**Citation Help:** For additional help in utilizing APA citations refer to <http://www.apastyle.org/electref.html> or go to the CUS library home page virtual reference site and click on the drop down list to citation guides (<http://library.csuohio.edu/>).

**Where to do Research:** Two excellent ways to access scholarly periodic literature is on the CSU library home page, from the CSU home page, refer to:

- (1) Find articles,
- (2) Journals and Subject Portals.

**Submission of Assignments:**

This class is being taught entirely on-line, therefore it is imperative students manage their time and develop a work plan for the course to ensure you meet deadlines established for the submission of assignments, and exams. Students’ should:

- (1) Prepare and submit all assignments, discussion responses on time utilizing the appropriate tabs located under the course menu found on Blackboard (i.e., assignment, group discussion, etc);
- (2) Send all correspondence/questions to the instructor that are not course assignments via Blackboard e-mail;
- (3) Submit written assignments, discussion question responses, virtual in-class presentation, and exams utilizing the appropriate tabs under the course menu via Blackboard.
- (4) Log on to Blackboard at least once a week to check for changes, updates and/or additional information relative to the class. *Students' should pay special attention to the announcements and informational e-mails posted for the class. Periodically, the instructor may send e-mails to the class for informational purposes only. The informational e-mails will not require student's response. For example, students may receive e-mails with subject headers such as: Submission of Assignments: Please Do not Respond to this e-mail. The instructor will use informational only e-mails when the entire class can benefit from having additional information on topics relative to the class.*
- (5) **Written assignments (i.e., concept paper/research papers) and virtual in-class presentation must be submitted as an attachment using Word 2000 only, to the appropriate assignment tab located on the course menu in Blackboard. Written assignments not submitted as an attachment to the appropriate assignment tab or using Word 2000, or rich text will not be accepted.**

## **Blackboard Policies:**

Please see the course on Blackboard for changes and/or additional information.

**Use of Blackboard Technology in your Workplace:** For those of you that have permission to do your class work at your place of employment, keep in mind that many employers have safeguards in place that may prevent you from being able to optimize your use of Blackboard.

### **How to Access Blackboard:**

Students are automatically enrolled in Blackboard when they register for the class.

### **Submitting Weekly Discussion Responses on Blackboard:**

From the course menu in Blackboard, select the discussion tab and type in your weekly discussion response. Do not submit an attachment for your weekly discussion response. If students have problems entering their weekly discussion response, contact the University Help Desk. If students are still having a problem, notify the instructor before the due date so an alternative submission format can be discussed.

Students should make sure they include their name and reference the week for which they are submitting their weekly discussion response. **For example: Slone, week 1 discussion response: Middle Class Blacks are their Brother's Keepers.**

### **Submitting Written Assignments on Blackboard:**

From the course menu in Blackboard, select the assignment tab and follow the directions to attach your assignments under the appropriate tab (i.e., under the assignment tab located on the course menu select appropriate assignment tab i.e., Concept Paper, Research Papers, Virtual In-Class Presentation, etc., and attach your paper or presentation). Attaching your papers or virtual presentation under the assignment tab is just like sending an e-mail attachment. If students have problems attaching their assignment, contact the Help Desk. If students are still having a problem, they should notify the instructor before the due date so an alternative submission format can be discussed.

- (1) YOU MUST NAME THE FILE WITH YOUR NAME,**
- (2) YOU MUST INCLUDE A TITLE PAGE,**
- (3) PUT YOUR LAST NAME, PAGE NUMBER, AND COURSE NUMBER AND COURSE SECTION ON THE PAGES OF YOUR ASSIGNMENTS IN THE FOOTER OR HEADER ALONGSIDE THE PAGE NUMBER.**

**For example: (page) #, Last name, UST 202, Section 505.** Points will be deducted if you do not include a title page, number on your pages, include your last name, and course number in the footer of every page.

### **Late Assignments:**

**No late assignments will be accepted without at least two-week prior permission of the instructor.** The instructor will only grant permission for the submission of late papers based on extreme circumstances. **(Last minute requests for the submission of assignments will only be accepted in cases of extreme emergencies).** Excuses such as, “I got behind in my other classes, etc.) will not warrant an extension for the submission of late written assignments, discussion question responses, or the submission of the final exam. Students are expected to complete all assignments on time. No grade of “incomplete” will be given under any circumstances.

### **A Word of Warning:**

Successful completion of an Internet based class requires students to:

- (1) Develop a work plan (schedule) for the semester to meet the demands of the course. Once a work plan is developed, students should adhere to the plan.
- (2) Stay focused.
- (3) Keep in mind the instructor will not give incompletes for the course, so you should submit papers, etc. on time to avoid penalties.
- (4) If there is an issue, notify the instructor immediately.
- (5) If you fail to withdraw from the course by the designated drop date listed on the university calendar the letter grade of “F” will be assigned at the end of the semester, unless prior arrangements have been made with the instructor to complete the requirements for the course during the semester the student is enrolled.

## Cleveland State University Important Dates to Remember:

### Fall Semester 2009

First Saturday Class	Aug 22
First Weekday Class	Aug 24
Last Day to Add (at 8:00 pm)	Aug 28
Labor Day (University Holiday)	Sep 7
Last Day to Drop (at 8:00 pm)	Sep 4
Columbus Day (University Holiday)	Oct 12
Midterm Grades	Oct 12-18
Last Day to Withdraw (at 8:00 pm)	Oct 30
Veterans Day (no classes - offices open)	Nov 11
Thanksgiving Recess (no classes on Saturday)	Nov 26-29
Last Day of Classes	Dec 4
Final Exams	Dec 7-12
Commencement	Dec 13
Fall Incomplete Deadline	May 7

**\*The final exam is on December 10, 2009.**