

Hi,

I am teaching your Fall 2011 online Introduction to Sociology (Soc 131) course at HFCC. This message contains basic information about the class, which starts Thursday, August 25.

The only textbook is “Sociology: Understanding a Diverse Society” (4th Edition) by Margaret Andersen & Howard Taylor. (Do not buy Sociology: The Essentials, which is by the same authors).

Get the book from HFCC’s bookstore. Students who have purchased the book from online dealers sometimes do not receive it until weeks into the course or end up with the wrong edition.

This is a 100% online course. You need to have regular access to a reliable computer and internet connection. If your computer or internet connection is not reliable, it is recommended that you drop this online course and register for a classroom section of Soc 131.

You will be required to use UCOMPASS as an online system to access course materials.

Your UCompass username for this course is the same as your WebAdvisor username

Your UCompass password is your birth month and day (for example, March 18 = 0318)

The web address (URL) to access this course, Sociology 131, is

<http://henryford.ucompass.com>

Located to the left of the screen on the login page (<http://henryford.ucompass.com>) are menu option links such as an Online Orientation, Computer Requirements, Username and Password, and Tech Support Contacts. Please review these links before logging into the course for the first time.

While you will have access to information on the login page, you will not have access to the course until the **FIRST DAY THE SEMESTER BEGINS—THURSDAY, AUGUST 25, 2011.**

Upon entering the course for the first time you’ll notice that to the left of the screen are a series of buttons and to the right is the course announcement. Read the announcement each time you enter. I will be placing important announcements related to course business on a regular basis.

Also get in the habit of checking your UCompass email account on a regular basis. Your UCompass email account is to be used for all course correspondence. My email address, to be used for all course correspondence, is [bsmith@henryford.ucompass.com](mailto:bsmith@henryford.ucompass.com)

INSTRUCTIONS FOR WHAT TO DO can be found by clicking on the COURSE MATERIALS button and then on PACKETS. Each packet covers two weeks and contains an Instructions Page with detailed information on what you need to do.

The course syllabus contains instructions, policies, and due dates for the entire semester.

ITEMS THAT ARE DUE ON A REGULAR BASIS, along with their deadlines:

8 Discussion Boards, worth 10 points each, due Mondays at 10:00 a.m. Participation in the first discussion board must be completed by Monday, September 12 at 10:00 a.m.

3 Assignments, worth 60 points each, due every 4th Monday at 3:00 p.m. Assignment 1 will be due Monday, September 19 at 3:00 p.m.

There are also four exams, each worth 60 points, given every 4<sup>th</sup> week. Exam One will be due Sunday, September 25 at 10:00 p.m.

This 100% online course offers great convenience: there is no specific time you need to be online and you can complete work on your own schedule. But with that flexibility comes a lot of responsibility. Students who earn high grades in this course are those who manage their own time and meet due dates. Those who wait until the last minute to complete things usually fail.

Because the due dates in the course are very generous – such as a full month to complete an assignment – late submissions of materials is not accepted. If you miss a due date, you receive a zero on that item.

This course is 100% online – all work is submitted via the UCompass site. Students, however, may be required to provide an on-campus writing sample to verify that they are doing their own work.

This letter gives you basic information to log in and get started when the semester begins on Thursday, August 25. If you have questions email [bsmith@henryford.ucompass.com](mailto:bsmith@henryford.ucompass.com).

Sincerely,

Brian Smith, Sociology  
[bsmith@henryford.ucompass.com](mailto:bsmith@henryford.ucompass.com)