C O U R S E   S Y L L A B U S
University of Florida
Department of Anthropology
ANT 3620 – Language and Culture – On-line
Spring / 2017

Instructor:	Deborah Andrews, M.A., J.D. On-line office hours: Wed. 11 am to 2 pm
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Teaching Assistant:	Christina Callicott, M.A. c.callicott@ufl.edu
Email instructions	For all emails, put the course number in the header. Review this syllabus first to determine if the answer to your question is addressed. In the content of the email, specifically state the particular assignment that is at issue. Proofread your email for clarity prior to sending it to the TA or professor. For grading questions, first contact the TA if the TA submitted the grade.

Course Description

The course focuses on the anthropological aspects of language and human culture. This course will explore concepts in language from the origins of language through technological changes affecting language and communication. We will study various concepts related to language including origins, structure, cognition, communication forms, identity, politics, law, technology and ethnography, among other things. The intent of this course is to provide a broad overview of information and issues related to language and culture.

Course Goals
1. To understand the basics of the study of languages through an anthropological perspective;
2. To understand how the use of language has a symbiotic relationship with culture;
3. To identify the ways in which the student uses language in daily life; and
4. To understand how language enables, structures, and constrains our interactions.

Course Objectives
1. To introduce students to the anthropological concept of language;
2. To provide students with the tools to understand how language and culture influences one another;
3. To introduce students to the ways in which languages develop and change over time; and
4. To help students understand linguistic variation.

Student Objectives
1. To identify the key terms of the anthropological study of language (quizzes);
2. Discuss and apply the terms to real life situations through small scale ethnographies; (class discussion board and assignments); and
3. Compare and contrast the body of knowledge created through the small-scale ethnographies (project).

Required Texts / Readings

Readings will be provided through Course Reserves. There is no textbook for this class.

Course Syllabus:
This is the syllabus for the course and is intended to be the general outline and requirements for the course. All students are expected to read and understand this syllabus. While this syllabus contains some information about the assignments, it does not contain the complete information for each assignment or requirement. Additional information will be announced by the professor with more details about the requirements of each of the assignments. All students are responsible for keeping up with the announcements, emails, and additional instructions posted by the professor for each component of this course.

Course Format: Canvas
This is an on-line course that uses Canvas. You will find the course syllabus, modules, reading assignments, quizzes, discussion boards, videos, lectures, grades, and course updates and announcements on Canvas. You are encouraged to contact your TA or course instructor during office hours for any questions, issues, comments, or problems. Please review the syllabus and information posted on Canvas before making an inquiry. If you have any technical problems using the eLearning website, contact the UF Helpdesk at helpdesk@ufl.edu or 352-392-4357.

Course Requirements:	Weight
Discussion Boards	35%
Individual Assignments	20%
Quizzes	25%
Final Project	20%
TOTAL	**100%**

Module Quizzes

There are twelve module quizzes to assess content knowledge and assimilation. These quizzes reflect the content of the assigned readings and videos. The quizzes are usually due on Friday by 11:55 pm, but check the dates. The quizzes consist of 15 questions and must be completed in 15 minutes. Once the quiz starts, you cannot start over or re-take the quiz. The quizzes are randomized and taken from a pool of questions. All quizzes must be taken by the due date, and late quizzes will not be available.

Discussion Board

You are required to submit responses to discussion boards. Your grade for this component of the course will be derived from the quality of your participation and your use of the anthropological concepts from the readings for the week. **In order to achieve full credit you must post at least 100 words.** Additional minimum requirements will be announced for specific discussions. Discussion boards require a response to two other posts, so pay close attention to the instructions. **Each response to other students must be a minimum of 40 words.**

For discussion boards, you are expected to take your posts seriously, and review and edit your posts before sending them. Be sure to read all messages in a thread before replying. Always provide a proper reference when using or quoting another source. **Respond to posts that have less than 5 previous replies.** Do not repeat another post. You must be original, thus it may be helpful to post early. Avoid short, generic posts such as "Great post!" or "I agree," since they are not included in the minimum word count. If you agree or disagree, explain why in a respectful way.

There are two due-dates for each discussion: the original post and the two responses. Pay attention to the due dates for discussion boards, since they vary somewhat. The original post has one due date, and the responses have a different due date, although you can submit on the same day so long as there are sufficient posts to respond to. Do not wait until the last minute to complete discussion board.

Individual Assignments

There are individual assignments, as described in the on-line modules. The assignments are submitted in essay form and are related to the theme for the week. You will be graded based on the quality of the content, following the instructions, and demonstrating a grasp of the topics for the week. The specific instructions for each assignment are described in the weekly modules, since each assignment has its own requirements. Assignments must be completed by 11:59 p.m. on the due date, which is usually a Sunday. Most assignments must be uploaded in docs or docx format and may be processed through anti-plagiarism software. If you upload your assignment in an incorrect format such as pdf or googledocs, the assignment will be considered late and will not be graded until it is uploaded in the correct format. There is a 10% daily deduction for uploading in the wrong format until it is corrected.

For all assignments, university-level writing is required and grammar counts. References must be used as applicable, in an acceptable style, such as MLA, APA, or Chicago Rules. Pasting website links is NOT an acceptable citation form (although some assignments require you to post a link. The point is that the link alone is not a proper citation style. Internal parenthetical citations must be used, as well as listing the full reference at the end of the essay. Appropriate reference resources are also required, and sites such as Wikipedia or other on-line encyclopedias or dictionaries are NOT acceptable at the university level.

Final Project

Your final project will be to compile and organize patterns you found as a group. Over the semester, you will be compiling patterns observed in different settings, with different participants, through the discussion boards and assignments. As a group, you will select a topic and synthesize the assignments submitted by

your group members for that topic and present it in an audiovisual format. With a group, you will use this information to present a coherent analysis of findings. You will submit your findings in three different forms: 1) discussion board, 2) infographic, and 3) website/blog.

In addition to the group submission, each of you will evaluate every member in your group and submit your evaluations individually on Canvas. Your evaluations can affect the final project grade for the group members. Additional information is posted on Canvas, along with the various deadlines associated with the components of the final project.

Extra Credit:
Extra credit opportunities may be announced during the semester. Do not send emails asking for extra credit assignments, especially at the end of the semester. All students have equal access to any extra credit, so do not ask for special favors. **I do not assign new extra credit projects at the end of the semester simply to improve grades, so do not ask for it.**

Continuity of Instruction:
In the event of disruption of normal classroom activities due to an emergency such as hurricane, pandemic or other unforeseen event or combination of events, the format of this course may be modified in order to enable completion of the course requirements. In that event, you will be provided an addendum to this syllabus that will supersede this version. It is your responsibility as a student participant to be proactive during any emergency to find instructions that I will post on e-learning.

Grading Standards

GRADING SCALE
Letter grades are assigned based on the total percent of points according to the following scale:
A = 90 or above
B+ = 87-89.9
B = 80-86.9
C+ = 77-79.9
C = 70-76.9
D+ = 67-69.9
D = 60-66.9
E = 59.9 or below

Assignment grades are not reviewed except under documented or extraordinary circumstances. Any request for a re-grade must be sought within 7 days of the release of the grade. Requests for regrading may result in the grade being lower, higher, or the same. Due to privacy restrictions, I will not discuss your final grade via e-mail. You will be able to see your grade percentage on Canvas and can determine your grade from this grading scale. **Do not ask to have your grade changed to the next higher grade, even if you are close to the next grade**.

Additional information on UF grading policy can be found at:
https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx

Policy on late work and/or missed exams and quizzes

This is an on-line class, so deadlines must be adhered to. You are responsible for making sure that you have functioning internet connection and computer access. Computer crashes and internet difficulties are not legitimate excuses for missing a deadline for an on-line course. Back up your work regularly in the event

you need to use another computer. DO NOT WAIT UNTIL THE LAST MINUTE TO TAKE A QUIZ, USE DISCUSSION BOARD, OR SUBMIT AN ASSIGNMENT.

Missed exams and quizzes may be taken late only in the event of documented, approved excuses. Documented illness or injury, with a written medical note, are approved excuses. The documented death of a close family member (parent, grandparent, sibling, child, aunt, uncle or cousin) is excused so long as the dates coincide (three day funeral leave). Mandatory University of Florida events are also excused with advance notice and approval. Since this is an on-line class, the dates must coincide. Requests for other excused lateness must be made within 7 days of the due date to be considered. All requests must be accompanied by documentation.

Other than this stated exception, this policy is non-negotiable. **Do not wait until the end of the semester to ask for extensions!** You must submit your work within the extension date, which is 3 days for funerals, the days listed in the doctor's excuse for illness, and the length of the University-approved function. If the excuse approval is pending, still turn the work in since extensions are limited in time.

There are no do-overs for assignments. If you submit an assignment and receive a grade, do not ask for a do-over. All requests for re-grading must be submitted within seven days of receiving the grade. If the TA graded the assignment, contact the TA first, before contacting the professor. Re-grading can result in the grade either being lowered, raised, or remain the same.

Requirements make-up exams, assignments, and other work are consistent with university policies that can be found at:
https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx

University of Florida Policies

Honesty:
As a result of completing the registration form at the University of Florida, every student has signed the following statement: "I understand that the University of Florida expects its students to be honest in all their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion from the University."

Claiming One's Own Work
Each student is honor-bound to submit under his or her name or signature only his or her own work; to **fully acknowledge** his or her use of any information, ideas, or other matter belonging to someone else, and to **properly document the source** in question; and to offer for credit only that work which he or she has completed in relation to the current course. Plagiarism takes many forms, including, but not limited to, using the exact words without proper attribution or quotation marks, changing a few words and not referencing the source, failure to include a full citation in an acceptable format such as MLA, APA, or Chicago Rules, or providing the wrong citation. At the university level, all students are expected to know how to properly cite to references. For example, simply pasting website links is unacceptable. All citations must include the author's name, title of the source, the date, name of the source (such as book or journal name), the volume, and the page number. Plagiarized papers will, at the least, receive a zero.

Violations of Academic Integrity

There are several types of violations; these include but are not limited to: cheating; fabricating and falsifying information or citations; submitting the same work for credit in more than one course; plagiarizing; providing another student with access to one's own work to submit under this person's name or signature; destroying, stealing, or making inaccessible library or other academic resource material; and helping or attempting to help another person commit an act of academic dishonesty. **Failure to provide proper citations is plagiarism. Using another student's work is plagiarism. Using statements from a source, and only changing a few words is plagiarism.** All students are expected to understand the details of what constitutes plagiarism, and should be familiar with the University's policies, found at the link below. Plagiarized assignments may be submitted to the university for disciplinary action, and **a zero may be assigned for the assignment or the entire course.**

Please review the University policy on academic integrity.
https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/

In addition, this video link provides an overview of plagiarism and policies.
https://mediasite.video.ufl.edu/Mediasite/Play/adaa44500eaf460a84f238e6b9a558f9

Class Behavior Rules
> **Harassment and Discrimination**

"Harassment" is defined as conduct that (1) is of any type (written, oral, graphic, or physical) (2) is directed towards or against a person because of their personal status (i.e. race, religion, sex, sexual orientation, political affiliation, national origin, age, disability, marital status, pregnancy or others) and that (3) unreasonably interferes with the individual's work, education, or participation in activities or programs at UF or creates a working or learning environment that a reasonable person would find threatening. "Discrimination" is defined as a conduct that (1) adversely affects any aspect of an individual's employment, education, or participation in activities or programs at UF, and (2) is based on one or more personal characteristics listed above. Any student who feels their rights have been violated are asked to confront the offending party, should that not resolve the issue, or the student is uncomfortable with confronting the offending party they may file a complaint with UF Department of Human Resources.

> **Netiquette**

Since this is an on-line course, the communications will be written and it is expected that all students respond in an academic, professional, and polite manner. You should treat everyone with respect. It will be helpful to use clear and concise language, and correct spelling and grammar. Use full sentences in your communications. Remember that using all CAPS can be interpreted as yelling. Be careful with personal information.

ACCOMMODATIONS FOR DISABILITIES

Students requesting classroom accommodation must first register with the Dean of Students Office. The Disability Resource Center will then provide documentation that you must give to Professor Andrews. You must provide this documentation at the beginning of the semester. The student is responsible for complying with this requirement. **If the documentation is not provided in a timely fashion, prior grades will not be reconsidered.**

Students who wish to find out if they are eligible for services can contact the Disability Resource Center at www.dso.ufl.edu/drc, call 352-392-8565, or stop by their office at room 0001, Building 0020 (REID HALL). The student has the responsibility to provide the instructor with the documentation in advance of the applicable assignments.

UF Counseling Services
Resources are available on-campus for students having personal problems or lacking a clear career and academic goals which interfere with their academic performance. These resources include:
1. University Counseling Center, 301 Peabody Hall, 392-1575, personal and career counseling;

2. Student Mental Health, Student Health Care Center, 392-1171, personal counseling;

3. Sexual Assault Recovery Services (SARS), Student Health Care Center, 392-1161, sexual counseling;

4. Career Resource Center, Reitz Union, 392-1601, career development assistance and counseling;

5. Reading & Writing Center, Broward Hall, 392-0791, writing assistance, study skills, test preparation.

For further information: http://www.counseling.ufl.edu/cwc/Default.aspx

Course evaluations
Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at https://evaluations.ufl.edu. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu/results/.

Software Use
All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate.