

PCO 4272: ADVANCED SEMINAR IN PSYCHOLOGY OF WOMEN

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<p style="text-align: center;">Availability</p> <p>To accommodate the fully online format of this course, we are available to students via the email addresses listed above and will respond to emails within 24 hours (not including weekends or holidays).</p>	
<p>Please monitor the “Announcements” link on E-Learning (http://lss.at.ufl.edu/) for announcements and changes to the course and the content of this syllabus</p>	

COURSE OVERVIEW**Course Description**

This course is an advanced seminar that covers a range of psychological theories and research related to the psychology of women and women’s experiences. The course also encourages students to think about the intersections of gender, class, ethnicity, race, sexual-orientation, and other dimensions of diversity.

Course Structure

This course is fully online and it does not have specific meeting times. But, this course is not self-paced which means that students must follow specified deadlines throughout the course. Thus, students must complete all module tasks and assignments by their due dates (listed in the “Course Schedule Outline and Due Dates” at the end of this syllabus).

The course is based in E-Learning: <https://lss.at.ufl.edu/>

Instructions for using E-Learning and the programs that will be accessed for this course are available upon logging into the course E-learning site. Students may log in to E-learning using their gatorlink username and password.

This course is organized into a number of modules. For each module, the required activities include reading assigned chapters and articles, viewing online course content, completing quizzes, and completing additional assignments and activities. This variety of required activities is designed to introduce students to theory and research in each topic domain, to encourage students to think critically and integratively about this information, and to help students connect this knowledge with real-life experiences.

The course is structured for students to experience a combination of individual and group learning. Many of the class activities will have a component that must be completed individually as well as a component that must be completed in a group format. Students will be assigned to small groups. Small groups will engage in interactive discussions and work together throughout the semester.

Class Materials and Requirements

Textbook – Yoder, J. D. (2013). *Women and gender: Making a difference* (4th ed.). Cornwall-on-Hudson, NY: Sloan.

Read and Turn In Articles – These articles are required reading and listed in each module; they are also listed in the “Course Schedule Outline and Due Dates” at the end of the syllabus. Module 1 includes required tutorials for how to find, download, and turn in these articles.

Computer and Internet – This course is fully online and therefore requires a computer and high speed internet access, and access to E-Learning. Students are responsible for maintaining access to E-Learning. Please review the information on system setup for use of E-learning: https://lss.at.ufl.edu/services/els/stu_intro.shtml. The minimum UF computer requirement can be found at: <http://training.helpdesk.ufl.edu/computing.shtml>.

COURSE REQUIRED ACTIVITIES**1. Readings from Textbook: Content covered in Module Quizzes**

- a. In most modules, students are responsible for reading one or more chapters from the textbook, *Women and gender: Making a difference* (4th Ed). These readings are listed within each module and in the “Course Schedule Outline and Due Dates” at the end of the syllabus.
 - i. The content of textbook readings for each module will be included in that Module Quiz.

2. Read and Turn In Articles: Total Points = 100 (10 Articles x 10 points each = 100 points and content covered in Module Quizzes)

- a. There are 10 Read and Turn In Articles throughout the course.
 - i. For most modules, in addition to the textbook readings, students are responsible for reading an assigned scholarly article that supplements the textbook reading. These readings are listed within each module and in the “Course Schedule Outline and Due Dates” at the end of the syllabus.
 - ii. Students are to use the UF library online resources to retrieve a pdf copy of the assigned article and to turn in this article. Module 1 includes required tutorials for how to find, download, and turn in these articles.
 - iii. The content of each module’s article will be included in that Module Quiz.
- b. There are **NO MAKE-UP READ AND TURN IN ARTICLES** because students can begin to turn in all of these articles from the first day of class. We recommend that you get a head start by downloading and submitting all of your Read and Turn in Articles on the first day of class.

3. Online Course Content: Content covered in Module Quizzes

- a. Each module includes online course content such as lectures, videos, or other online activities. Students are responsible for viewing and completing all of this online course content.
 - i. The assigned Online Course Content for each module will be included in that Module Quiz.

4. Module Quizzes: Total Points = 480 (12 Module Quizzes x 40 points each = 480 points)

- a. There are 12 Module Quizzes – one quiz per module – throughout the course.
 - i. Module Quizzes cover all assigned readings for the module (i.e., textbook and Turn In Article) as well as the Online Course Content.
 - ii. Each quiz is 20 questions and worth 40 points.
 - iii. Each quiz will be available during the specific dates and times listed in the “Course Schedule Outline and Due Dates” at the end of the syllabus. Once a quiz is started within this time frame, it must be completed within 35 minutes. This means that students cannot begin a quiz and come back to it later; once started, the quiz must be finished within 35 minutes. This also means that to submit a quiz prior to the 11:59pm due date, students must start the quiz no later than 11:24 (and much earlier to be safe) in order to get the full 35 minutes.
 - iv. Quiz grades will be available shortly after each quiz closing date and time.
- b. There are **NO MAKE-UP QUIZZES** in this course for any reason. Students may choose to take the Extra Quiz offered at the end of the course to replace their lowest quiz grade. Thus, if a quiz is missed due to an illness, emergency, or technical problems, the zero grade on that quiz may be replaced by taking the Extra Quiz.

5. Get Involved Assignments: Total Points = 300 (10 Get Involved Assignments x 30 points each = 300 points)

- a. There are 10 Get Involved Assignments throughout the course.
 - i. Most modules include an assignment that provides an experiential complement to the topic of focus.
 - ii. Detailed instructions for how to complete and submit each assignment are provided in the assignment description in each module.
- b. There are **NO MAKE-UP GET INVOLVED ASSIGNMENTS** because students have several days to turn in the assignment for each module.

6. Discussion Boards: Total Points = 120 (3 Ratings x 40 points each)

- a. For each module, students are required to participate in a discussion board within their small group, by submitting:
 - i. At least one original substantive post due by 11:59pm on the due date noted in the “Course Schedule Outline and Due Dates.”
 - ii. At least one response to posts made by other students due by 11:59pm on the due date noted in the “Course Schedule Outline and Due Dates.”
 - iii. Original posts are due prior to response posts to ensure that original posts are available in a timely manner for other group members to respond to.
- b. There are **NO MAKE-UP DISCUSSION BOARDS** because students have several days to participate in the discussion board for each module. This means that original or response posts submitted after their due dates and times earn 0 points.
- c. At three time points across the course (during Modules 4, 8, and 12), each student’s discussion board participation for the specified modules is evaluated by the instructor and/or TA using the following rubric.
 - i. Students should follow the Discussion Board Participation Guide and Grading Rubric below to inform their participation in discussion boards.

Discussion Board Participation Guide and Grading Rubric

Poor or late	Average	Excellent	Evaluation Dimension
0	1	2	
			1. Accuracy and clarity of understanding: Do the student’s posts demonstrate that s/he had done the assignments and understood key concepts? Do the student’s posts provide sufficient detail to communicate her/his points clearly and specifically?
			2. Integration of other course material: Do the student’s posts clearly document integration of supporting information from the readings, online course content, or other relevant materials from the course (e.g., “In Chapter 3, Yoder discussed...” or “In the film Killing us Softly, the point was made that...”)?
			3. Thoughtful and self-reflective: Do the student’s posts reflect thoughtful engagement with the material and thoughtful reflection on and evaluation of her/his own experiences and points of view?
			4. Facilitative and Respectful: Do the student’s posts facilitate and deepen the discussion? Do the student’s posts communicate professionalism and respect for other students and their points of view?
			5. Writing quality: Do the student’s posts reflect good writing including clear communication, free from spelling errors and grammar problems, etc.

GRADING OVERVIEW AND GRADING SCALE

Grade	%	Points
A	94-100%	940-1,000
A-	90-93.9%	900-939
B+	87-89.9%	870-899
B	83-86.9%	830-869
B-	80-82.9%	800-829
C+	77-79.9%	770-799
C	73-76.9%	730-769
C-	70-72.9%	700-729
D+	67-69.9%	670-699
D	63-66.9%	630-669
D-	60-62.9%	600-629
E	Below 60%	Below 600

Task	Total Points
Read and Turn In Articles	100
Quizzes	480
Get Involved Assignments	300
Discussion Boards	120
Possible points in course	1000

*Course grade of C- or below will not qualify for major, minor, Gen Ed, Gordon Rule or College Basic Distribution credit. For information on UF grading policy, see <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Professional Conduct

Much of the learning in this class will come from group interactions (e.g., viewing class assignments, engaging in discussion boards). You are expected to approach your participation in these interactions seriously, thoughtfully, and professionally. This means completing all assigned readings and assignments on time, being engaged in discussion boards, being respectful and attentive toward your colleagues, and generally being well prepared and active in the learning process.

Time Management and Planning for Online Courses

This course is fully online and it does not have specific meeting times. But, this course is not self-paced and there are specified deadlines throughout the course. Therefore, you are responsible for appropriate planning and time management in order to complete all module tasks by their due dates. Procrastination and last minute completion of assignments and quizzes will result in low quality performance and poor grades.

Online learning offers great flexibility and independence and therefore can be very rewarding. Online learning can also present challenges when personal initiative and good time management are not employed. This means that how much you get out of an online course is very much related to how much you put into it. Below are some tips for success in online courses:

- Read the syllabus and all online course materials carefully. This information can help you plan and prepare for the course.
- Schedule "class times" for yourself. Remember that you are responsible for your own learning in this course.
- Keep up with the course schedule and complete all assignments and activities well ahead of the deadlines. Sometimes things happen. If your computer goes down when you are trying to complete a quiz or submit an assignment, you'll need additional time to get to another machine.
- Study all of the course materials and work through all of the assigned activities. Trying to take short cuts will result in poor work quality and low grades.
- Take quizzes well ahead of their closing time. Remember that there are no extensions for missed quizzes or other activities.
- Take advantage of the online discussion boards. Ask for help or clarification when you need it.
- Do not wait to ask questions! Waiting to ask a question might cause you to miss a due date.
- In online courses, procrastination and last minute attempts to complete the work will inevitably result in missed work, poor work quality, and low grades. Remember that late work is not accepted and will result in 0 points.

No Late Submissions or Extensions

Late assignments, quizzes, discussion boards, or any other course activities are not accepted in this course. For each of the activities in this course, you have several days to complete and submit your work. To make sure that unanticipated events and emergencies do not interfere with your assignments, you can plan to submit your assignments a day or two early. You can also begin submitting all of your Read and Turn In Articles on the first day of class. If you miss a quiz (or don't do as well as you wished on it), you can choose to take the Extra Quiz at the end of the course to replace your missing (or lowest) quiz grade.

University Policies: <http://www.dso.ufl.edu/>

For information about university policies and resources, please see the Dean of Students Office webpage

Academic Honesty: <http://www.dso.ufl.edu/studenthandbook/studentrights.php#academichonestyguidelines>

This course uses the definitions and guidelines for academic honesty as described by the Dean of Students Office. This code applies, but is not limited to, cheating and improper use of copyrighted materials as well as to materials obtained from online sources.

Disability-Related Accommodations: <http://www.dso.ufl.edu/drc/>

If you would like to request disability-related accommodations, please contact the Disability Resource Center as soon as

possible and obtain the needed documentation to provide to your instructors in order to request accommodation. The Disability Resource Center is located in 001 Building 0020 (Reid Hall); their phone number is 392-8565.

FIVE STEPS FOR QUESTIONS ABOUT THE COURSE

STEP 1: Check the course syllabus and online materials. When you have a question about the course, your first step should always be to check the course syllabus and online materials for the answer to your question. The answers to most questions are in these materials.

STEP 2: Review answers to Frequently Asked Questions below:

- **I can't find course content! HELP!**
Most of the course content can be found under the “Course Materials” link. Be sure to carefully review the content of all of the tabs on the course page.
- **When is (some assignment/quiz) due?**
All due dates are listed at the end of the syllabus. All assignments, quizzes, and discussions are due no later than 11:59 p.m. on the day listed.
- **Internet connection cut out, what do I do?**
Contact your internet provider or the UF Help Desk: 352-392-HELP (4357)
- **Can't see my quiz/module/discussion, what do I do?**
Post this information to the Course Questions Discussion Board. It may mean that there has been an error in the release time/date.
- **Video Not Playing: What do I do?**
Try shutting down your browser and then re-starting. If that doesn't work, try shutting down and restarting your computer. If the video still will not play, post this information on the Course Questions Discussion Board along with the browser and operating system you are using and when you tried to view it.
- **Can't click "Begin Quiz," what do I do?**
Is the quiz supposed to be open per the dates and times listed on the “Course Schedule Outline and Due Dates”? Sometimes the problem can be solved by shutting down the browser and re-starting. If that doesn't work, try shutting down the computer and restarting. If you are still unable to start the quiz, then contact Learning Support Services <https://lss.at.ufl.edu/> and be sure to tell them what operating system and browser you are using. If they cannot solve your problem in time for you to take the quiz before the due date, be sure to get the ticket number. E-mail the instructor with your ticket number and explain the situation. Remember that unless there is a system-wide problem with E-learning, there will be no extensions for quizzes or assignments. But, you may choose to take the Extra Quiz at the end of the course to replace your one lowest quiz grade.
- **When do Quizzes open and close?**
Please see the due dates listed in the “Course Schedule Outline and Due Dates” at the end of the syllabus.
- **When are the exams for this class?**
There are no exams for the class. There are quizzes, assignments, discussion boards, and other activities described in each Module and in the syllabus. Due dates for all of these activities are listed in the “Course Schedule Outline and Due Dates” at the end of the syllabus.
- **Why are there parentheses around some of my grades?**
This is a feature of E-Learning – please ignore it. As long as you have points listed inside the parenthesis, you are fine.
- **There is a mistake with my Grade, what do I do?**
Please e-mail your instructor or TA (do not post this on the Course Questions Discussion Board) and be as detailed as possible as to why you think there is an error.
- **What does “N/A” mean on our grades page?**
It means “not applicable.” This means that either a grade hasn't been entered yet OR there is no grade for you.
- **I am missing a grade, what do I do?**
Please give the Instructor and TAs plenty of time to complete their grading. If you believe that grading has been completed and your assignment was skipped for some reason, please e-mail the TA or instructor privately about your missing grade. Do not post grade related questions on the Course Questions Discussion Board.

- **I haven't heard back from an Email I sent, what do I do?**

Please allow 24 hours (not including weekends or holidays) for responses to your emails. If you do not receive a response during this time frame, please send another e-mail to the TA or instructor. Be sure to use the email addresses listed at the beginning of this syllabus (do not use the mail feature in e-learning).

STEP 3: If your question is of a technical nature, including difficulties with E-Learning, please contact the UF helpdesk at learning-support@ufl.edu, or (352) 392-4357; they are located in the Ground floor of the Hub.

Examples of questions that should be directed to the Help Desk:

- I can't log into E-Learning.
- I have clicked the "submit" button for my quiz and nothing is happening.
- I can't upload an assignment (be sure to have reviewed the tutorial on how to do this BEFORE you contact the Help Desk).
- E-Learning has given me an error message and I can't submit my assignment.

Please remember that all students are required to maintain computer and high speed internet access, and access to E-Learning for this course. No extensions will be given for technical difficulties. To prevent technical issues from interfering with your course performance, complete assignments in advance of their due dates. Waiting until the last minute to complete assignments and quizzes increases the possibility that unforeseen circumstances, including technical difficulties, can result in missed assignments and grades of 0.

If UF E-Learning experiences system-wide technical difficulties that are verified by E-Learning staff, deadlines will be adjusted to allow for completion of assignments and quizzes. In such cases, you must report the problem to E-Learning and obtain the ticket number that you are given in an e-mail to the instructor.

STEP 4: If you do not find the answer to your question in the syllabus, online course materials, the Frequently Asked Questions, and your question is not of a technical nature under the purview of the Help Desk, then post your question to the Course Questions Discussion Board. Be sure to give your post a descriptive subject line so that other students who may have the same question can find it. You should also check to see if another student has asked or answered your question on this Discussion Board.

Examples of questions that should be posted to the Course Questions Discussion Board:

- I don't see my quiz, does anyone know if it is available yet?
- The next module was supposed to be released today and I can't see it.
- The link to the video is not working.
- I found the Read and Turn In Article, but it says that I have to pay for it, what am I doing wrong (if you are asking this question, you should go back and do the library tutorial in Module 1).

STEP 5: If you do not find the answer to your question in the previous steps OR if your question is of a private nature, please contact the teaching assistant or the course instructor through their e-mail addresses. Please allow 24 hours (not including weekends or holidays) for a response to your questions.

Examples of questions that can be directed to the teaching assistant or course instructor:

- I think there is an error in my Read and Turn In Article grade (be sure to explain exactly why you believe there is an error and provide documentation).
- I've had a family crisis and must drop the course.
- I've had a documented illness and will miss multiple modules this semester.