Northern Virginia Community College  
Annandale Campus  

U.S. History to 1865 - Syllabus

Instructor: Joanne P. LaBeouf  
Course: HIS 121 -03N  
Phone: Home: (703) 321-3838  
Day/Time: See class schedule  
Office Hrs: Before class/by appointment  
Location: See class schedule  
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Notices:  
• NVCC is a place for learning and growing. You should feel safe and comfortable anywhere on this campus. In order to meet this objective, you should: a) let your instructor, his/her supervisor, the Dean of Students or Provost know if any unsafe, unwelcome or uncomfortable situation arises that interferes with the learning process; b) inform the instructor within the first two weeks of classes if you have special needs or a disability that may affect your performance in this course." Advising the instructor is optional.  
• Students are expected to follow Information Technology Student/Patrol Ethics Agreement as posted in computer areas and academic integrity standards as set down in the Student Handbook.  
• In case of emergency, please follow the emergency as discussed on the first day of class and as posted in the classroom.

I. COURSE DESCRIPTION: Study of U.S. History from its beginning to the Civil War

II. COURSE OBJECTIVE:  
This course is a survey and interpretive valuation of American civilization from European beginnings through the period of the Civil War. Between 1607 and 1865 Americans established many social patterns that both serve and restrict us today. In this course we will consider social, political, and economic institutions established before 1865 and their effect upon the social structure of the United States. Ultimately we will examine those forces that transition America to the modern age.

III. COURSE MATERIALS:  
Required Textbooks:  
(Not always required –check bookstore for required readings).
Recommended: A pocket style manual that references research sources and styles, grammar, punctuation and mechanics.

IV. COURSE REGULATIONS:

A. Attendance Policy:
   - Attendance will be taken in accordance with college regulations. A sign-up sheet will be passed for signature at each class. Each student is responsible to sign. Failure to do so means you were not in class.
   - An excessive number of absences during the first half of the course places you at an academic disadvantage, and can be grounds for administrative withdrawal.
   - Your promptness to class is expected in order to minimize class disruption for your fellow classmates.
   - Advise instructor in advance if you anticipate you will be absent/late. Absence does not excuse you from fulfilling course assignment for the night you are absent, and for the night you return. YOU are responsible for all the material covered in class whether present or not.
   - Please turn off all cell phones and pagers, discard gum, remove hats/caps during class as a measure of courtesy to the instructor and classmates. (Extenuating circumstances: see instructor)

B. Testing and Grading: (also refer to catalog for letter grade values)
   - Three tests at 25% each: 75%
   - Paper(s): 15%
   - Participation/Attendance: 5%
   - Instructor Discretion: 5%

C. Buddy System:
Each student will select or be assigned a class mate as a buddy. You will exchange phone numbers and use each other as a sounding board, study partner, and project helper as needed. If absent, you can contact your buddy for an update on class content and any changes that may have occurred.

D. Class Group Discussions:
During the course of a lecture you will be asked to break out into small groups to discuss information presented. This group project is a give-and-take effort. You are strongly encouraged to ask questions or comment on the subject at hand at any time, whether in group discussion or during lecture. The purpose of this exercise is for you to learn how to put forth a point supported by facts/evidence and bolstered by opinion, rather than by off-hand assumptions and opinion only.

E. Exam Information:
   - Three tests (see calendar for dates).
   - Exam Components: Exams will include a combination of multiple choice, cross-match, fill-in's and essay questions.
   - Make-Up Exams: Make-up exams are allowed only in
an **extreme** situation as determined by the instructor. Your personal vacation is NOT considered an extreme situation. Such exceptions will include death (immediate family), personal hospitalization, or official college business.

**F. Incomplete:**

A grade of "I" may be awarded only after consultation with the instructor before the last day of class and will be considered by the instructor only under extreme circumstances. If a grade of "I" is given and the "incomplete" work is not satisfactorily completed **within two weeks of the exam date**, the course grade will be changed to "F".

**G. Withdrawal:** The last day to withdraw without grade penalty or to change to audit is **consult the class calendar distributed in class**.