

Process for New Course Offering - All Schools

This form is to be completed for a course that has never been approved by the Curriculum Council.

STEP ONE: Requesting professional (teacher/counselor) completes the written request.	
STEP TWO: Requesting professional takes request to Department Chair for consideration/additional information. The Department Chair presents the course to members of the department.	<div style="text-align: center;"> Recommended / Not Recommended Department Chair / Date <u>4/2/2025</u> </div> <div style="text-align: center; margin-top: 10px;"> Date of Department Mtg. _____ </div>
STEP THREE: Request is sent to the Head Principal for consideration.	<div style="text-align: center;"> Recommended / Not Recommended Head Principal Signature / Date <u>4.3.25</u> </div>
STEP FOUR: Counselors complete Skyward Course Information on the written request form.	<div style="text-align: center;"> Skyward Course Information Completed Department Chair <u>4/2/2025</u> </div>
STEP FIVE: Request is brought to the Curriculum Council for a final decision by the Department Chair and/or the requesting professional. Presence is expected at the Curriculum Council meeting to answer any questions.*	<div style="text-align: center;"> Recommended / Not Recommended** _____ Curriculum Council Chair Signature / Date </div>
STEP SIX: Final determination, before submission to the BOE, is determined by the Assistant/Deputy Superintendent overseeing the Office of Curriculum & Instruction.	<div style="text-align: center;"> Recommended / Not Recommended _____ Asst./Deputy Superintendent Signature / Date </div>
STEP SEVEN: Request is presented to BOE for approval	<div style="text-align: center;"> Approved / Not Approved _____ </div>
STEP EIGHT: If approved by BOE, Request is sent to technology: A Zendesk is written by Chair of the Curriculum Council & paper copies are delivered by administrative assistant.	<div style="text-align: center;"> _____ Date Zendesk Submitted </div> <div style="text-align: center; margin-top: 10px;"> _____ Date Forms Delivered </div>
STEP NINE: GCHS Registrar/Counselors are notified of completed changes by Technology. Forms are returned to the Office of Curriculum & Instruction.	<div style="text-align: center;"> Date Changes Complete _____ </div> <div style="text-align: center; margin-top: 10px;"> <input type="checkbox"/> Forms Returned to Office of Curriculum & Instruction </div>

****Course Not Approved (Notes from Curriculum Council):**

Request for New Course Offering - All Schools

BELOW TO BE COMPLETED BY REQUESTING PROFESSIONAL/DEPARTMENT CHAIR

Professional Submitting Request: <u>Brandon L. Fisher</u> Department of Submission: <u>Counseling</u> Date Completed by Professional: <u>4/2/2025</u>	Building Submitting Request: <u>GCHS</u> Date Submitted to Department Chair: <u>4/2/2025</u>
Course Name: <u>SOCI 113 - Sociology of the Families</u>	SKYWARD INFORMATION: Short description of course (15 characters) <i>prints on transcripts</i> <u>GCCC Soc of Fam</u> Long description of course (30 characters) <u>GCCC Sociology of the Families</u>
Kansas Course Code (KCCMS): <u>19255 - Family Studies</u>	
Please attach the following: <input type="checkbox"/> Standards/Course Objectives <input checked="" type="checkbox"/> Syllabus <input type="checkbox"/> Description of Course 80% of standards for the course should be addressed in order for approval. Please attach any other pertinent documents you think the Council may wish to evaluate to approve the course.	Does any additional curriculum need to be purchased for additional credit to be offered? <input type="checkbox"/> YES* <input checked="" type="checkbox"/> NO <i>*If yes, please attach information regarding curriculum to be purchased that includes cost.</i> <i>**If approved by building principal, Council will assume that cost of new curriculum is not a concern.</i> Does this course have the potential or need for a supplemental salary? <input type="checkbox"/> YES* <input checked="" type="checkbox"/> NO <i>*If yes, please attach an explanation of the supplemental including cost and hours.</i>
List any pre-requisite courses:	Indicate the following: <input type="checkbox"/> Required Course <input checked="" type="checkbox"/> Elective Course <input type="checkbox"/> Either (depends on grad reqs)

BELOW TO BE COMPLETED BY COUNSELOR

Course Length: <input type="checkbox"/> 1 quarter <input checked="" type="checkbox"/> 1 semester <input type="checkbox"/> 2 semesters Credit to be Earned: <u>0.5</u> Social Studies Elective Is this a dual credit course? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Is this a GCCC course? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Number of USD 457 Credits: <u>0.5</u> (3 GCCC)	NOTES:
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<p>credit hours = 0.5 credit at USD 457)</p> <p>GPA Set: <input type="checkbox"/> normal <input checked="" type="checkbox"/> indexed</p> <p>Skyward Filter:</p> <p><input type="checkbox"/> LA <input type="checkbox"/> OC <input type="checkbox"/> FA <input type="checkbox"/> MA <input checked="" type="checkbox"/> SS <input type="checkbox"/> PE</p> <p><input type="checkbox"/> SCI <input type="checkbox"/> CO <input checked="" type="checkbox"/> GE <input type="checkbox"/> FL <input type="checkbox"/> STEM</p>	<p style="text-align: right;">*TECHNOLOGY ON BACK</p>
<p style="text-align: center;">BELOW TO BE COMPLETED BY TECHNOLOGY</p>	
<p><input type="checkbox"/> KCCMS Mapping Confirmed</p> <p><input type="checkbox"/> Skyward Updates including any Course Code Assigned → _____</p> <p><input type="checkbox"/> Grad Requirements & Filtering Confirmed</p> <p><input type="checkbox"/> GCHS Registrar/Counseling Department Notified of Completion</p> <p><input type="checkbox"/> Forms Returned to Office of Curriculum & Instruction</p>	

ALL FORMS MUST BE RETURNED TO THE OFFICE OF CURRICULUM AND INSTRUCTION.

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Sociology of Families

COURSE INFORMATION

Course Number-Section: SOCI 113

Final Exam: Click here to enter text.

Start/End Date: Click here to enter text.

INSTRUCTOR INFORMATION

Instructor: Click here to enter text.

Phone: Click here to enter text.

Email: Click here to enter text.

Office Location: Click here to enter text.

CONTACTING INSTRUCTOR

Best method of contact.

EMAIL RESPONSE TIME

How often students can expect you to check email and voicemail.

SYLLABUS STATEMENT FOR HEALTH/SAFETY/SICK POLICIES

COVID-19 has brought many changes, and both students and teachers need to work together, understanding evolving needs created by the pandemic.

For this specific class, you are asked to do the following: *Below is sample language that can be included in your syllabi to help students understand basic expectations. The list of actions can be modified.*

1. Complete your daily health screen on the GCCC Mobile App and follow the instructions on your health pass.
2. Stay home if you are not feeling well (seeking medical care when appropriate). Communicate with your instructor early so s/he can work with you to stay current in class.
3. (may not be needed for your class) Wear a mask in class. Students needing accommodations should speak with the instructor privately about arrangements to complete the course work or task remotely.
4. Sanitize hands and workspaces/desks/tables before and/or at the end of class
5. Communicate needs and concerns with instructors

The course delivery mode may be changed due to safety or health concerns (ex. if an instructor becomes ill or if the course needs to change due to size). Students will be advised when any changes occur.

SYLLABUS STATEMENT FOR FACE COVERINGS

To protect the health and safety of the Buster and Garden City communities, the college has adopted a three-phase plan for the wearing of masks. Phases 2 and 3 require masks in all

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classroom and learning environments. If the college moves to phase 2 or 3, students will be notified on the gcccks.edu web site as well as on the Student Feed of the GCCC Mobile App. Separately, in some classrooms where there are subject-specific needs or additional health concerns, masks may be required regardless of whether the college is in phase 1, 2, or 3. If you are in a classroom with masks required, **that requirement will be clearly listed in the course syllabus.**

Based on requirements from the Finney County Health Department, specific classrooms and all students and teachers within them may be required to wear masks for periods of time (usually two weeks or less). If this classroom moves to "masks required," your instructor will inform you through a Canvas inbox message or an announcement in Canvas, and signage will be posted on the classroom door.

At no point should the professor or other students put themselves into an unsafe situation while attempting to enforce a face-covering policy. Campus Security: 620-272-6828.

SYLLABUS STATEMENT FOR CONTACT TRACING

In Kansas, a person who may have been exposed to an infectious or contagious disease by being within close proximity of an infected person is known as a contact. For COVID-19 contacts, Kansas law (L.2020 Special Session, Ch. 1, Section 16 (h)) allows this community college to share contact information when we become aware of a confirmed case involving COVID-19 if the contact consents. For the safety of our academic community, we have adopted the policy that your use of and presence at our facilities as students, faculty, and staff is your consent to our release of contact information to public health authorities. If you do not wish to provide such consent, you may opt-out by signing a written form and providing the signed form to the Records Office in the Student and Community Services Center (SCSC). The opt-out consent form can be picked up at the Student Services desk in the Student and Community Services Center (SCSC) or online at: https://www.gcccks.edu/covid-19/opt_out_form.aspx.

COURSE DESCRIPTION

DESCRIPTION: This course strives to bring together knowledge about individuals as they function as family members. This course will also focus on relationships between the family and how they relate to the rest of society's institutions.

PREREQUISITES: Take from catalog.

GCCC'S GENERAL EDUCATION OUTCOMES

Students will develop the Essential or Employability Skills based on their credential. Essential skills include written communication, oral communication, and critical thinking as well as awareness of cultural diversity and social responsibility. Employability skills include communication, problem solving, and work ethic. These outcomes align with the college's commitment to engaging students in the collection, analysis, and communication of information.

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TEXTBOOK INFORMATION

Lamanna, M., Riedmann, A., & Stewart, S. (2021). Marriages, Families, and Relationships: Making Choices in a Diverse Society (14th ed.). Boston, MA: Cengage.

STUDENT LEARNER OUTCOMES

KRSN Course: SOC 2020

The learning outcomes and competencies detailed in this course outline or syllabus meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Groups project for this course as approved by the Kansas Board of Regents

1. Summarize historical, social, and cultural forces that shape contemporary families.
2. Examine the social processes in familial and intimate relationships.
3. Analyze diverse intimate relationships and family structures.
4. Critically analyze family issues utilizing evidence-based research and theoretical perspectives.

COURSE TYPE

Delete this line plus all course types that don't apply to this course.

ACCELERATED COURSE: An accelerated course allows students to complete an academic course in less time than a full semester. This is an intensive course, covering a full semester's work in considerably less time. Therefore, regular, consistent attendance is vital for success, and students are required to do substantially more work outside of class.

HYBRID COURSE: A hybrid course is a blend of online or independent work and campus-based instruction. A hybrid course offers the benefit of face-to-face instruction and the flexibility and convenience of online or independent work. Each individual course provides specific classroom dates and times while online or independent instruction uses any combination of various methods: video, audio, document files, discussion boards, and written assignments.

FACE TO FACE COURSE: Face-to-face courses are campus-based classes that meet in-person at an established time and place. While instructional technologies (like Canvas) may be used to support the course, instruction takes place fully in-person. Students will still be expected to use campus technologies like email and Canvas.

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ONLINE COURSE: An online course uses computer-based technologies (i.e. Canvas) to create an online "classroom." Students are instructed in course content through online learning: tutorials, testing exercises, group collaborations, independent assignments, and long-range projects. Each individual course provides a schedule of assignments and deadlines. Students need to have adequate computer skills as they will be communicating with the instructor and classmates online. This course is an online course, and you are responsible for ensuring that you can access all course material on a regular basis either from the GCCC campus or from home. Additionally, certain technical abilities will be required, such as installing necessary plug-ins and uploading files. If you have a problem with a personal computer or interrupted network connection, know that you are still responsible for submitting your work on time. If there is a problem with the Canvas system, notify your instructor and Canvas support (877) 259-3991 (or email online@gcccks.edu).

BUSTER LIVE DISTANCE: On-campus students and distance students will attend class together. On-campus students attend class in person while distance students attend remotely, entirely through scheduled, synchronous live Zoom sessions. Distance students are recommended to have their own webcam-enabled laptops for this course.

TIME COMMITMENT

A course is measured in credit hours. Each credit hour requires about 45 hours of work.

If this is a hybrid course, please enter your time breakdown

CLASSROOM DECORUM

Click or tap here to enter text. Add your own policy. Delete what does not apply.

Netiquette is online etiquette. It is important that all participants in online courses be aware of the proper online behavior and respect each other.

Use appropriate language for an educational environment:

- Use complete sentences
- Use proper spelling and grammar
- Avoid slang and uncommon abbreviations
- Do not use obscene or threatening language

Remember that the College values diversity and encourages discourse. Be respectful of differences while engaging in online discussions. For more information about Netiquette, see *The Core Rules for Netiquette* (<http://www.albion.com/netiquette/corerules.html>) (Links to an external site.) by Virginia Shea.

CELL PHONE POLICY

Use of cellular phones or any other electronic communication devices for any purpose during a class or exam session is prohibited by Garden City Community College, unless expressly permitted by the instructor.

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ATTENDANCE

Delete the policy that does not apply to your class.

GUIDELINES:

1. Attendance at GCCC is highly recommended.
2. The student is responsible for contacting each instructor regarding an absence.
3. GCCC supports the right of instructors to recommend withdrawal prior to the published withdrawal date or to fail any student whose absences are excessive in the instructor's opinion.

GUIDELINES:

Online attendance is highly encouraged to be successful in this class. Attendance online is defined as a learner who logs into the classroom and completes at least two activities in the course each week. Students are required to complete an assignment the first week of the class to maintain their enrollment in the course.

COLLEGE-SPONSORED ACTIVITY ABSENCE POLICY:

1. The student must notify the instructor prior to the absence.
2. The student must obtain assignments prior to the absence.
3. The student and instructor must establish a due date.
4. The student must submit completed assignments by the due date.
5. Coaches or sponsors will provide a list of participants to instructors prior to the activity.
6. If these criteria are met, coursework will be accepted.
7. Dual credit students will follow the same criteria.

ASSESSMENT

TESTS

Explain your testing policy: announced, unannounced, when, etc.

HOMEWORK

Explain homework policy: standard due days/times, types, how much to expect, location, etc.

MAKE-UP/LATE WORK POLICIES

Explain make-up/late work: due date/time, penalties assessed, conditions that must be met for late work, etc.

EXTRA CREDIT POLICY

Explain extra credit policy: if you grant extra credit, how, etc.

ATTENDANCE

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Enter how attendance affects grading in your class—or if it doesn't count toward the class grade. NOT the campus-wide attendance policy.

FINAL EXAM

Provide details about the final exam: cumulative, type of exam, etc.

GRADING SCALE

After your numerical grade has been calculated, your letter grade will be determined as follows:

90 - 100% = A

80 - 89% = B

70 - 79% = C

60 - 69% = D

below 60% = F

COMPUTATION OF GRADES

Identify if you calculate grades based on points or percentages—include percentage breakdown. Attendance/participation cannot be worth more than 15%.

Homework = %

Attendance/participation = %

Tests = %

Final Exam = %

ADA/EQUAL ACCESS

In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Students who wish to receive accommodations must work with the Accommodations Coordinator and notify the instructor during the first week of class of any accommodations needed for the course. Garden City Community College is complying with the Americans with Disabilities Act, and is committed to equal and reasonable access to facilities and programs for all employees, students and visitors. Those with ADA concerns, or who need special accommodations, should contact the Accommodations Coordinator, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-9638 and/or at the email address accommodations@gccccks.edu.

EQUAL OPPORTUNITY

Garden City Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, age, height, weight, marital status, sexual orientation, or other non-merit reasons, or handicap nor will sexual harassment be tolerated, in its employment practices and/or educational programs or activities. Those concerned about the above should contact the Human Resources office at Garden City Community College, 801 Campus Drive, Garden City, KS 67846 620-276-9574.

COPYRIGHT DISCLAIMER

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laws. Access to materials provided as part of this course is for educational purposes only and limited to the duration of your enrollment in this course. You may not copy, download, upload, or otherwise redistribute and of the films, images, music, articles, or other content provided as part of this course. Any such reproduction or distribution is illegal and punishable under U.S. Copyright law (U.S.C. 17).

For all other concerns, please refer to the Garden City Community College Catalog, College Policy Manual and Student Handbook.

Instructor reserves the right to modify the syllabus.

TENTATIVE CLASS SCHEDULE

Click here to enter text. Arrange by Unit or by Week.

