

GRAYSON COLLEGE
Course Syllabus
Federal Government 2305.A38(A03)(A04)
Spring 2017

Type of Course/Delivery Mode

This is a lecture-based course that will meet three hours per week.

Testing Requirements

Four exams will be administered during the semester during regular class meetings.

Professor Contact Information

Mary M. Linder, M.Ed.

Office: Life Center, Office 204

Office Phone: 903-463-8616

Email: Please email me through Canvas for all course-related correspondence.

Office Hours:

Monday: 1:30 PM – 3:30 PM

Tuesday: 1:30 PM – 3:30 PM

Wednesday: 1:30 PM – 3:30 PM

Thursday: 1:30 PM – 3:30 PM

Friday: 9:00 AM – 3:00 PM

Course Pre-Requisites, Co-Requisites, and/or Other Restrictions

HIST 1301 and 1302 or consent of division dean (TASP RW).

Course Description

Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights.

Student Learning Outcomes

Upon successful completion of this course, students will:

1. Explain the origin and development of constitutional democracy in the United States.
 2. Demonstrate knowledge of the federal system.
 3. Describe separation of powers and checks and balances in both theory and practice.
 4. Demonstrate knowledge of the legislative, executive, and judicial branches of the federal government.
 5. Evaluate the role of public opinion, interest groups, and political parties in the political system.
 6. Analyze the election process.
 7. Describe the rights and responsibilities of citizens.
 8. Analyze issues and policies in U.S. politics.
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Required Textbook and Materials

There is only one required textbook for this course, *Living Democracy* – 2014 Edition by Shea, Green, and Smith (ISBN 0134138465). The instructor will provide any required readings not found in your textbook.

Suggested Materials

Notebook paper, index cards, and a planner

Outline of Topics Covered

- Unit 1: Foundation of Government: The Constitution (Chapters 1 and 2)
 - Unit 2: Federalism: The Federal Government v. State Government (Chapter 3)
 - Unit 3: Civil Liberties and Civil Rights (Chapters 4 and 5)
 - Unit 4: Congress (Chapter 6)
 - Unit 5: The Executive Branch (Chapters 7 and 8)
 - Unit 6: The Judiciary (Chapter 9)
 - Unit 7: Political Participation (Chapters 12 and 13)
 - Unit 8: Media and Politics (Chapter 11)
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Methods of Evaluation/Grading

The course is composed of the following items: four exams, each worth one hundred (100) points; four directed readings quizzes, each worth fifty (50) points; attendance, which is worth fifty (50) points; class participation, which is worth fifty (50) points; a writing assignment, which is worth one hundred (100) points; and various unit assignments, which together are worth one hundred (100) points.

The exams will consist of a mix of any of the following: multiple choice, fill-in-the-blank, short answer, and matching questions. The course is organized topically, and within each topic are many relevant people, places, and events, some of which will be noted on Canvas as “unit terms.” This list will identify

possible topics for questions on the exams. Information contained in the assigned reading is also “up for grabs” on the exams.

Students will be given quizzes over four directed readings in the class that will be assigned throughout the semester.

Students will be permitted to use course notes when taking course quizzes and exams (the course textbook is not permitted for use during quizzes and exams). Notes must be in hardcopy form to be used on the quizzes and exams. No electronic devices, including smart watches, may be used during quizzes and exams. In fact, all electronic devices, including smart watches, must be put away during quizzes and exams. Failure to comply with this rule could result in the loss of all credit on the assessment.

Students will be responsible for completing various unit assignments that are assigned throughout the course. These are meant to expand upon information presented in class or to explore new pieces of information related to the course material.

For the writing assignment, students should follow the directions outlined in the explanatory handout provided at the start of the semester.

Students should remain informed of current events throughout this course, especially current political events. We will be discussing current events in class and it helps if students are aware of these events so that they may participate more fully in the discussions. The *New York Times* and *The Dallas Morning News* are excellent sources of current events and can be accessed online, but any major newspaper as well as any major television news service will help students meet this requirement.

Though I will from time to time grant bonus points for certain activities throughout the semester, there are NO formal extra credit opportunities in this course. In college there are no substitutes for content mastery (i.e., understanding the subject material).

Students should take care that they have put their names on their papers prior to submitting them (for work submitted online and work submitted in hard copy). Any assignment, quiz, or test submitted without a name will **NOT** be graded.

The grading for the course is as follows:

- A = 806 – 900 points
- B = 716 – 805 points
- C = 626 – 715 points
- D = 536 – 625 points
- F = 0 – 535 points

NOTE: Point values are final and final grades will not be rounded or “bumped” even if a student is one (1) point away from the next grade level.

All grades, once complete, will be available in the Grade Center on Canvas. Grades on exams, quizzes, and unit assignments should be expected approximately ten (10) days after the quiz/test/due date. The grades on the writing assignment should be expected approximately three to four (3-4) weeks after the submission deadline. Final course grades will be available the Monday following the final exam.

Important Dates to Remember:

Syllabus Quiz/Pre-Test: January 19
Directed Reading Quiz 1: February 7
Exam 1: February 16
Directed Reading Quiz 2: February 23
Directed Reading Quiz 3: March 9
Writing Assignment: March 10
Spring Break: March 13-March 17
Exam 2: March 30
Directed Reading Quiz 4: April 6
Drop Deadline: April 18
Exam 3: April 20
Final Exam: 7:30 AM Class – May 9 (7:30AM-9:20AM)
 9:30 AM Class – May 9 (9:30AM-11:20AM)
 11:00 AM Class – May 11 (10:00AM-11:50AM)

These dates are subject to change over the course of the semester in the event of unforeseen circumstances. If changes are made, the information will be communicated in class and posted as an announcement on Canvas in the course shell.

In case of inclement weather, emergency closings, or other unforeseen disruptions to scheduled classes, students should access their Canvas accounts for directions on where or how to continue their coursework.

Students in this class may sign up for a text messaging system through Remind.com to receive updates from the instructor such as reminders about assignment deadlines or other notifications about class. To sign up, text @fedgovt730(for the 7:30AM class), @tr930am (for the 9:30AM class) , or @tr1100am (for the 11:00AM class) to 81010. These are push alerts only so you will not be able to respond to these messages. This means you will never be caught in one of those group messages from which there seems no escape. You may also opt out at any time. (I strongly encourage everyone to sign up for these messages.)

NOTE: The use of this messaging system does not mean that students are absolved from keeping track of assignment deadlines. This system may not be used for every assignment or notification so it is essential for students to keep up with their assignment deadlines.

Methods of Instruction

Classes will consist of lectures, activities, and discussions over various resources. Students will also be responsible for outside work completed through independent study.

Course/Professor's Policies

Attendance Policies

Academic success is closely associated with regular classroom attendance and course participation. All successful students, whether on campus or online, are expected to be highly self-motivated in their completion of course assignments and activities in accordance with the professor's instructions. Students taking courses during compressed semester time frames such as minimester, summer sessions, and mid-semester terms should plan to spend significantly more time per week on the course. Responsibility for work missed because of illness or school business is placed upon the student. Students should contact the professor upon returning to class to obtain any missed assignments (in accordance with the make-up assignment/exam guidelines in the section to follow).

Attendance is a necessary component of this course. According to the current GC catalog, the college considers absences "equal to or greater than 15% of the course's requirements to be excessive." Because of this, you may miss no more than three (3) clock hours of class for whatever reason. (A college clock hour is fifty (50) minutes.) Any additional absences for whatever reason (unless to participate in an official school function) will lower your grade proportionately.

Attendance will be recorded daily, and it is the responsibility of the student to adjust the roll if they enter class after roll has been taken. Adjustments must be made daily (**adjustments to the roll from previous days are not permitted**). Students who missed class due to their participation in an official school function must provide the professor with appropriate documentation in order to have the absence excused.

Late Arrivals

Take care of making a habit of being tardy or leaving class early. Although sometimes "life happens," those who abuse this will be dealt with individually and may face a course grade reduction.

As a note of caution – students who arrive late on exam day will not be granted additional time to complete the exam. The exam will be due at the end of the class period. The only exceptions to this are for students who are late due to an extenuating circumstance, which requires proper documentation (as explained below). Students who arrive to take the exam after the first exam has been turned in will not be permitted to take the test. A make-up will only be granted if the student qualifies (as explained below).

Withdrawal from Class

The administration of this institution has set deadlines for withdrawal from any college-level courses. These dates and times are published in the current semester's schedule of classes. Administrative procedures must be followed. **It is the student's responsibility to initiate the withdrawal process with the Professor.** Students wishing to drop a course should carefully follow these steps:

Face to Face Course:

1. You need to meet with the Professor to discuss staying/withdrawing from the course.

2. If the decision to drop has been made, the Instructor will sign a Drop/Withdrawal Form **for the student to submit** to the Financial Aid Office for clearance.
3. After clearance is granted by the Financial Aid Office, the student will submit the drop request to the Admissions and Records Office.
4. After at least 72 hours, the student should check their My Viking to verify that the drop process has been completed. If the student sees a “W,” the process has been completed. If no “W” is visible, the student should contact the Admissions and Records Office.

Internet Course:

1. Message the Professor in Canvas with the following information:
 - a. Full Name
 - b. Student ID Number
 - c. Reason for wanting to drop the course
 - d. Best way to contact you (phone or return message in Canvas)
2. The Professor will contact you regarding your decision to drop and discuss staying/withdrawing from the course.
3. If the decision to drop has been made, students will need to contact the Financial Aid Office for clearance.
4. The instructor will submit the drop request to the Admissions and Records Department.
5. After at least 72 hours, the student should check their My Viking to verify that the drop process has been completed. If the student sees a “W,” the process has been completed. If no “W” is visible, the student should contact the Admissions and Records Office.

Completion of the proper paperwork ensures that students do not receive a final grade of “F” in a course for non-attendance after enrollment (see GC Catalog for details). **In accordance with the College’s Developmental Education Plan, students withdrawn from their only developmental course may be withdrawn from all academic courses.** In addition, students’ eligibility to receive financial aid or live in a College dormitory can be affected by withdrawal from courses. When withdrawal occurs, any tuition refund would be made in accordance with state regulations.

Make-up Assignments/Make-up Exams/Late Work

Students are responsible for obtaining any missed assignments from the professor during the first class meeting they attend after the absence(s). Due dates for those assignments will be provided at the time that the make-up assignments are given.

Make-up exams are possible, but only with the instructor’s approval. It is always best to make arrangements for missed exams in advance if possible. In the event of an unexpected emergency, the student has one (1) week from the date of the scheduled exam to receive approval, after which no approval will be granted except under extenuating circumstances. Any approval given for a make-up exam will only be granted with a **documented excuse** (doctor’s note, towing receipt, etc.). Do not miss an exam because you did not feel like coming to class or wanted extra time to prepare.

No late work will be accepted in the course. Students are provided with ample time to complete all course assignments and these assignments may be turned in at any time up until the stated assignment deadline. Only under extenuating circumstances (which require documentation as described above for make-up exams) will late work be accepted.

Canvas

Using Canvas is also a necessary component of this course. Students should make a habit of checking the site regularly (at least twice each week) for updates and information that is posted. Excuses of not having read any information or changes on Canvas (either posted on the site or sent via message through the site) will NOT be accepted even if failure to have done so affects your course grade. The professor will always give plenty of notice of changes to the course schedule, grading, and the like; however, it is each student's responsibility to remain informed by coming to class and checking Canvas.

Classroom Behavior

Students should maintain an attitude that includes respect for other students and the professor, ensure prompt and regular attendance, and maintain an attitude that seeks to take full advantage of the educational opportunity.

In addition to individual respect, students also need to treat the classroom and the building with respect. Please throw all trash items in a trash receptacle before exiting the classroom. Failure to do so will result in the privilege of food and drink in the classroom being removed for all students. (For dual credit students, the school's policy on food and drink in the classroom is to be followed.)

Students should also know that it is **unacceptable** in this classroom to do the following:

- Make or receive cell phone calls or text messages during class. All phones and/or messaging devices need to be placed on "silent" mode and put away during class.
- Use laptops/notebooks for purposes other than those related to this course. Failure to follow this policy will result in the use of these items being prohibited during class time.
- Place one's head on the desk to rest or sleep. If a student feels ill then he/she should excuse himself/herself from the classroom.
- Remain in the class without taking notes
- Come to any class period without the proper course textbook

The professor reserves the right to ask a student to leave the class for violating any of the provisions listed above or for causing a disruption to the classroom environment.

Student Responsibility

You have already made the decision to go to college; now the follow-up decisions on whether to commit to doing the work could very well determine whether you end up working at a good paying job in a field you enjoy or working at minimum wage for the rest of your life. Education involves a partnership that requires both students and instructors to do their parts. By entering into this partnership, you have a responsibility to show up for class, do the assignments and reading, be engaged and pay attention in class, follow directions, and put your best effort into it. You will get out of your experience here exactly what you put into it – nothing more and nothing less.

Important Things to Note

Students should take care to recognize that the college-level environment is very different from the high school environment. There are not as many graded assignments in a college class, which is something to which students may be unaccustomed. Academic performance cannot, in accordance with FERPA guidelines, be discussed with anyone other than the student (unless certain documents have been filed with the Registrar's Office). **Also, in college, *learning* is what is emphasized instead of simply memorizing to pass a test (meaning you are expected to learn more information than simply what is on an exam).**

Some students have unreasonable expectations. They "need" to take twenty-one hours this semester to graduate in May or they "need" an "A." In other instances they cannot learn Canvas and request that I grant extensions for having missed important notices posted or emailed to the class. In cases like this, they ask me to "understand" their circumstances. I do understand, of course, but there are reasons for all course policies and students who cannot adapt to these requirements may fail the course. To be fair to ALL students, the course requirements must be applied equally to ALL students. That is the only way to be fair. **Fair is not simply giving each student what they want** – it is about setting expectations and applying those expectations and guidelines equally to all students.

Please do not ask me to make exceptions to these policies for personal circumstances. Everyone has reasons to submit work after the final deadline at the end of the semester or to turn in assignments a month or more after they are due or reasons they forgot to attach an assignment to their email. Someone's computer will crash this semester and because they did not back up their data they will lose homework. Someone else may not even have a computer. Another will decide to buy their textbook online and despite what the merchant promised, it will arrive three weeks late (well into the fifth week of class and then may be the wrong textbook). Others will wait until the last day or two to complete an assignment and then will have an emergency that keeps them from completing it; therefore, they will get a zero on the assignment. It has been my experience that the reason most students fail a course is because of their own carelessness, not because they cannot master the material. Therefore, be sure to check and recheck your work and be aware of all deadlines. I do not like seeing my students fail for any reason (including the ones listed above) and it is to help you avoid failing and get a good grade that I post this information. Send the instructor an email through Canvas with the subject line "Syllabus" and receive five bonus points. The email must be sent by the end of the day on Friday, January 20, 2017.

Another issue of which students need to be aware is that students perform differently in different classes as well as differently between high school and college. Saying to the professor that you are an "A" student in all of your classes does not guarantee an "A" in this course. Some subjects come more easily to students than others and may present different challenges. Work your hardest, turn in your work, and follow all course guidelines and you will do well. But remember, grades are also earned based on performance and not effort. Grades are *earned*, they are not *given*.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student, or the attempt to commit such acts.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the college's policy on plagiarism (see GC Student Handbook for details). Grayson College subscribes to turnitin.com, which allows faculty to search the web and identify plagiarized material. Students are prohibited, too, from engaging in self-plagiarism. Self-plagiarism is the act of using work created for another course and submitting that work for credit in this course. This includes work submitted previously for one of this instructor's courses. There are limited circumstances under which the instructor will permit self-plagiarism, and special permission must be received in order to do so. Those who engage in acts of self-plagiarism (without the necessary permission) will be subject to the penalties listed in this syllabus for all other acts of plagiarism.

If you have any questions about what constitutes plagiarism, please ask. For everyone's convenience, I have put together a Power Point Presentation on what constitutes plagiarism. This should not be considered to be an all-inclusive guide, but it does highlight some of the most common mistakes students make. Though I am providing this tool, it is still the student's responsibility to make sure they understand what constitutes plagiarism. Any student who is found to have plagiarized on ANY assignment will be subject to the consequences listed in this section. Excuses of "I didn't know" or "I didn't understand" will not be accepted. Once again, if you do not understand what plagiarism is, please ask.

Students who are caught submitting plagiarized material or who have engaged in collusion on any course assignment or exam will receive a zero on the first assignment and an "F" in the course for any additional acts of academic dishonesty. Students who are caught cheating on any course assignment or exam will receive an "F" in the course.

Title IX

GC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

For more information on Title IX, please contact:

Dr. Regina Organ, Title IX Coordinator ([903-463-8714](tel:903-463-8714))

Dr. Dava Washburn, Title IX Coordinator ([903-463-8634](tel:903-463-8634))

Dr. Kim Williams, Title IX Deputy Coordinator- South Campus ([903 415-2506](tel:903-415-2506))

Mr. Mike McBrayer, Title IX Deputy Coordinator ([903 463-8753](tel:903-463-8753))

Website: <http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html>

GC Police Department: ([903 463-8777](tel:903-463-8777)- Main Campus) ([903 415-2501](tel:903-415-2501) - South Campus)

GC Counseling Center: (903) 463-8730
For Any On-campus Emergencies: 911

Grayson College campus-wide student policies may be found on our Current Student Page on our website: <http://grayson.edu/current-students/index.html>

Grayson College is not responsible for illness/injury that occurs during the normal course of classroom/lab/clinical experiences.

These descriptions and timelines are subject to change at the discretion of the Professor.

Course Policy Agreement

This syllabus is an agreement. Continued registration in this course means that you agree to the policies and procedures outlined in this syllabus and all other supporting course policy documents. This signed policy agreement must be submitted to the instructor with the completed syllabus quiz. Please note: Students will not be permitted to take any exams in the course until a copy of this signed agreement is submitted to the instructor. Make-up exams will not be permitted for any exams missed due to not submitting this signed policy agreement on time.

I hereby understand and agree to the terms of this syllabus and other course policy documents. I promise to do my best to fulfill the course expectations so that I may gain all of the benefits that are possible from this course. I will strive to attend class regularly, complete all required work, participate in class activities, and I will have respect for my instructor and fellow classmates.

Print Name (first and last): _____

Sign Name (first and last): _____

Date: _____