McLennan
COMMUNITY
COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

FEDERAL GOVERNMENT

GOVT. - 2305 – 02, 05, and 16

PROFESSOR GLADDEN

NOTE: This is a 16-week course

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website on any changes to these guidelines.

FEDERAL GOVERNMENT

GOVT. - 2305 – 02, 05, and 16

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.

Prerequisites and/or Corequisites:
Prerequisite: Must have passed the reading portion of the TSI Assessment or have credit for INRW 0402. Semester Hours 3 (3 lecture).

Course Notes and Instructor Recommendations:
Sophomore standing or completion of HIST 1301 and 1302 recommended, but not required. This course will be taught as indicated in the MCC Course Catalog. Therefore, you do not have to have any prior knowledge of government. This course may be taken before or after GOVT 2306. Students are expected to have computer knowledge and skills in order to be successful in this course.

Instructor Information:
Instructor Name: F. Gladden
MCC E-mail: fgladden@mclennan.edu
Office Phone Number: (254) 299-8902
Office Location: MAC 230
Office/Teacher Conference Hours: Monday- Thursday 12:30am. - 2:00pm.
(Contact via e-mail to schedule a meeting.) MCC E-mail Preferred. Give the Professor 24 to 48 hours to respond to emails.

Required Text & Materials:
Title: ***American Government: Institutions and Policies***
Author: James Q. Wilson, John J. Dilulio, Jr., Meena Bose, Matthew S. Levendusky
Edition: 17th Essentials Edition
Publisher: Cengage
ISBN: 9780357459683; Ebook 9780357894910

MCC Bookstore Website: http://www.mclennan.edu/bookstore/

Minimum Technical Skills:
Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

1) Mozilla Firefox- A Free Web browser: www.mozilla.org/en-US/firefox/new/

2) Microsoft Office: Word & PowerPoint (free @ http://www.mclennan.edu/tech-support/software)
3) Telephone- Information Systems and Services Help Desk @ (254) 299-8077
4) E-mail- Information Systems and Services Help Desk at helpdesk@mclennan.edu
5) Tech Support: http://www.mclennan.edu/tech-support/
6) MCC Library: http://www.mclennan.edu/library

Methods of Teaching and Learning:

Basic Course Structure: This course is organized into units which contains quizzes, exams, and research reports. Each Unit lesson contains a chapter reading followed by supportive video(s).

Getting Started Quiz: Your first graded assignment is an Orientation Quiz over the course. Worth a total of 20 points, you may attempt it unlimited times before the deadline.

Homework Q & A: Informal discussions about assignments, government and political topics. These are student-lead conversations to practice political exploration and analysis.

Quizzes: The quizzes correspond with each chapter and the related material; all 15 are required. You may attempt each as many times as you would like and your highest score will be recorded. Each quiz is worth 20 points for a total of 300 points.

Exams: A total of four exams will be administered and completed online. Each exam is worth 50 points for a total of 200 points. The format is multiple-choice, based on the readings, videos, discussions, quizzes, and research reports. All exams are mandatory.

- **Exams require that you use Respondus Lockdown Browser and require a webcam for Respondus Monitor. This browser and a webcam are only needed for examinations.**

Research Reports: You are required to respond to the prompt related to Federal Government topics. A thorough reports must be a **MINIMUM OF 2 PAGES** long (2 pages are not the maximum- you're free to write more than 2 pages). Each report is worth 100 points.

- **Report Font is 12 inches/ Times New Roman, 1½ spacing, and 1-inch margins.**

Course Objectives and/or Competencies:

Courses in this category focus on consideration of the Constitution of the United States and the constitutions of the states. Courses involve the analysis of governmental institutions, political behavior, civic engagement, and their political and philosophical foundations.

1) **Critical Thinking Skills (CT):** "to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information."
2) **Communication Skills (COMM):** "to include effective development, interpretation and expression of ideas through written, oral and visual communication."
3) **Social Responsibility (SR):** "to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities."
4) **Personal Responsibility (PR):** "to include the ability to connect choices, actions and consequences to ethical decision-making."

Learning Outcomes

Upon successful completion of this course, students will be able to effectivity use their Creativity, Collaboration, Critical Thinking, and Communication Skills.

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

Course Outline or Schedule:

Each Unit will close a week after it's intended due date. Students will not have access to any of the Unit contents a week after the due date- unless it is the last unit and it will be closed the last day of class.

Assignments Accessibility

All assignments (quizzes, exams, and report submissions) **WILL NOT** be accessible a week after their due date. (Except the last lessons in the last Unit.)

Daily Class Dates	Book Readings	Quizzes & Unit Exams	Research Report
First Day Lesson 01	Syllabus & Course Orientation ***American Government*** Chapters 02 The Consitution	Chapter 02 Quiz & Orientation Quiz	

Lesson 02	***American Government*** Chapters 03 Federalism	Chapter 03 Quiz	
Lesson 03	***American Government*** Chapters 05 Civil Liberties	Chapter 05 Quiz	
Lesson 04	***American Government*** Chapters 06 Civil Rights	Chapter 06 Quiz & **Unit Exam 01** **Respondus Lockdown Browser**	**Research Report Due/ With Citation (Minimum 2 Pages)**
Lesson 05	***American Government*** Chapters 09 Political Parties	Chapter 09 Quiz	
Lesson 06	***American Government*** Chapters 10 Elections & Campaigns	Chapter 10 Quiz	
Lesson 07	***American Government*** Chapters 11 Interest Groups	Chapter 11 Quiz	
Lesson 08	***American Government*** Chapters 12 The Media	Chapter 12 Quiz & **Unite Exam 02** **Respondus Lockdown Browser**	**Research Report Due/ With Citation (Minimum 2 Pages)**
Lesson 09	***American Government*** Chapters 13 Congress	Chapter 13 Quiz	
Lesson 10	***American Government*** Chapters 14 The Presidency	Chapter 14 Quiz	
Lesson 11	***American Government*** Chapters 15 Bureaucracy	Chapter 15 Quiz	
Lesson 12	***American Government*** Chapters 16 The Federal Courts	Chapter 16 Quiz & **Unite Exam 03** **Respondus Lockdown Browser**	**Research Report Due/ With Citation (Minimum 2 Pages)**

Lesson 13	***American Government*** Chapters 17 Domestic Policy	Chapter 17 Quiz	
Lesson 14	***American Government*** Chapters 18 Economic Policy	Chapter 18 Quiz	
Lesson 15	***American Government*** Chapter 19 Foreign and Military Policy	Chapter 19 Quiz & **Unite Exam 04 Respondus Lockdown Browser**	**Research Report Due/ With Citation (Minimum 2 Pages)**

Course Grading Information:

All GOVT classes will use a standardized assessment which will measure the four specified CORE Student Learning Objectives of Critical Thinking, Communication, Social Responsibility and Personal Responsibility and the ACGM listed student learning outcomes.

Grading criteria for the assignments in the Course Introduction Unit appear below. The instructor has designed various assessments, but all GOVT classes will use a standardized assessment which will measure the four specified CORE Student Learning Objectives of: Critical Thinking, Communication, Social Responsibility, Personal Responsibility, and the ACGM listed student learning outcomes.

Assignments Accessibility

All assignments (quizzes, exams, and report submissions) **WILL NOT** be accessible a week after their due date. (Except the last lessons in the last Unit.)

MCC- Federal Government Grading Scale Breakdown Scale 1,000 Points	
Assignments	**Points**
Orientation Quiz	**20**
The Course Orientation Quiz contains 20 questions worth 1 points each. Therefore, each quiz is worth 20 points. Twenty questions on how this course operates. The quiz can be taken unlimited times with no time constraints. The highest score will be submitted into the grade book. You must complete the Course Orientation Quiz before you start Chapter 2.	

Attendance	**80**
Attendance is taken on a Weekly Basis, by the student completing at least one assignment. If a student doesn't complete an assessment by Sunday Night at 11:30 p.m., then the student is considered to be absent for that past week.	
Chapter Research Assignment (4 Reports)	**400**
Contains 4 report papers This course contains 4 report papers (Each a **MINIMUM OF 2 PAGES** long with Work Cited page/ Work Cited page is not counted within the 2 pages). Two pages is not the maximum- you are free to write more than 2 pages. Each report is worth 100 points. ▪ **Report Font is 12 inches/ Times New Roman, 1½ spacing, and 1inch margins.** Each report is due after the completion of each unit- there are 4 units. Brightspace Turn-It-In, plagiarism software will be used. Do not **PLAGIARIZE** work or you will receive a **"0"**.	
Chapter Quizzes (15 Quizzes- 20 questions each)	**300**
Each quiz contains 20 questions worth 1 points each. Therefore, each quiz is worth **20** points. Ten questions are chosen randomly. Each quiz can be taken unlimited times within a 30-minute period. The highest score will be submitted into the grade book. Students must complete a Chapter Quiz after each chapter read. Students will not be allowed to move forward to the next chapter until the pervious Chapter Quiz is completed.	
Examinations (4 Exams- 25 question each)	**200**
Students can use handwritten/ typed notes (no books, professor PowerPoint slides, cellphone, tablets, search engines, or mobile devices can be used as aids). Due to limited space and time constrains, exams taken in the Testing Center are only allowed a Maximum of Three (3) attempts. Each exam contains 25 questions worth 2 points each. Therefore, each exam is worth **50** points. Each exam is a random selection of questions. Students have unlimited times to take each exam within a 45-minute period. The highest score will be submitted into the grade book. Student must complete all 4 Chapter Quizzes before you will be allowed to start each Unit Exam.	

Exams require that you use Respondus Lockdown Browser and require a webcam for Respondus Monitor. This browser and a webcam are only needed for examinations.	
Exam 01: Chapters 02, 03, 05, and 06	50
Exam 02: Chapters 09, 10, 11, and 12	50
Exam 03: Chapters 13, 14, 15, and 16	50
Exam 04: Chapters 17, 18, and 19	50
Each Unit will close a week after it's intended due date. Students will not have access to any of the Unit contents a week after the due date- unless it is the last unit and it will be closed the last day of class.	

Grading Scale

A = 900-1,000 B = 800-899 C = 700-799 D = 600-699
F = 599 or less W = as appropriate I = as appropriate

- **CHEATING**: To deceive, influence by fraud, to violate rules or regulations.
  To take an examination or test in a dishonest way, as by improper access to answers.

- **PLAGIARISM**:An act or instance of using or closely imitating the language and thoughts of another author withoutauthorization and the representation of that author's work as one's own, as by not crediting the original author.
  A piece of writing or other work reflecting such unauthorized use or imitation (synonyms: appropriation, infringement, piracy, counterfeiting; theft, borrowing, cribbing, passing off)
- **TIMELINE**: If you so happen to find a timeline on your particular subject matter/ issue report, do not copy it, only use it as a guide and research key events.

Late Work, Attendance, and Make Up Work Policies:

Late Work Policy

All deliverables (reports) are due on the date specified through **Brightspace Turn-It-In.** All assignments (quizzes, exams, and report submissions) **WILL NOT** be accessible a week after their due date.

The professor needs all reports submitted in a digital form via Brightspace. Reports must be submitted on Brightspace under **Research Reports**. Once students upload their reports, Brightspace automatically does a plagiarism scan over the entire paper- called Turn-It-In**. Student must upload a Word Document (not PDF File)** when a unit is completed and is due before **11:30 p.m- on the given due date**.

All documents that are submitted late on Brightspace will receive a reduction of **"5 POINTS REDUCTION".** A 5 point reduction will continue for every day that the paper is late. A document is late after the due date and time. Submit your papers from your personal Brightspace account; do not use the account of another student.

Assignments Accessibility
All assignments (quizzes, exams, and report submissions) **WILL NOT** be accessible a week after their due date. Each Unit will close a week after it's intended due date. Students will not have access to any of the Unit contents a week after the due date.

Attendance Policy
Attendance is taken on a Weekly Bases, by the student completing at least one assignment. If a student doesn't complete an assessment by Sunday Night at 11:30 p.m., then the student is considered to be absent for that week.

For whatever reason that the student is absent, he/she will receive an **"0"** as their attendance grade for that week, via MCC's Attendance Policy. Not attending and participating in daily class Discussion Boards could result in a student's grade dropping an entire letter grade or even being dropped from the Online Course.

Make Up Work Policy
All assignments (quizzes, exams, and report submissions) **WILL NOT** be accessible a week after their due date. Each Unit will close a week after it's intended due date. Students will not have access to any of the Unit contents a week after the due date- except the lessons in the last Unit.

If the student is not satisfied with their quiz or exam grade, he/she **Can Retake** the quiz/exam in order to obtain a better grade- within the assessment time frame. All assignments (quizzes, exams, and report submissions) **WILL NOT** be accessible a week after their due date- except lessons in the last Unit.

The professor needs all reports submitted in a digital form via Brightspace. Reports must be submitted on Brightspace under **Research Reports**. Once students upload their reports, Brightspace automatically does a plagiarism scan over the entire paper- called Turn-It-In**. Student must upload a Word Document (not PDF File)** when a unit is completed and is due before **11:30 p.m.- on the given due date**.

All documents that are submitted late on Brightspace will receive a reduction of **"5 POINTS REDUCTION".** A 5-point reduction will continue for every day that the paper is late. A document is late after the due date and time. Submit your papers from your personal Brightspace account; do not use the account of another student.

Extra Credit Policy

There are **NO EXTRA CREDIT POINTS,** because students can use open book, open notes, open internet, and etc. for quizzes and research reports.

Students are also allowed to use their own notes on all exams. These elements allow for an equal playing filed to ensure the best possible outcomes for all students.

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain Class and Discussion Board decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity. There are several classroom and Discussion Board policies regarding behavior in a college course that students should be aware of before proceeding with this class. First, all students should treat the instructor, as well as other students, with respect. Secondly, students should use complete sentences when communicating and on deliverables. Building proper writing skills is something that students should constantly be undertaking in any academic course. As a result, students should not use slang, abbreviations, etc. when writing or communicating in class. On a similar note, students should not write with "text message" styles of writing either. For example, do not use "u" when you mean "you". Similarly, students should not use all lower-case letters or all capital letters. Write as you would if this were an essay for an English class. Finally, students who have complaints about others' disruptive behavior should first talk to the professor about the problem. I will then speak with the disruptive student privately. Then, if the problem(s) persist, other actions will be taken at the discretion of the professor. If the professor can't solve the problem with the disruptive student, then the Division Director of Social Sciences will be contacted immediately. The potential sanctions for persons who disrupt class or their fellow students include (but are not limited to) moving you to a different section, dropping you from the course entirely, to giving you an "F" for the course, at the instructor's discretion. So, please don't interrupt others!

Click Here for the MCC Attendance/Absences Policy

(https://www.mclennan.edu/highlander-guide/policies.html)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

McLennan COMMUNITY COLLEGE

ACADEMIC RESOURCES/POLICIES

Student Support/Resources:
MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at http://www.mclennan.edu/campus-resource-guide/

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:
Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

Minimum Technical Skills:
Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:
In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Minimum System Rquirements to Utilize MCC's D2L|Brightspace:
Go to https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Email Policy:
McLennan Community College would like to remind you of the policy (http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

Instructional Uses of Email:
Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:
The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

Forwarding Emails:
You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

MCC Academic Integrity Statement:
Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Accommodations/ADA Statement:
Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu
254-299-8122
Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting http://www.lighthouse-services.com/mclennan/.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.