



WACO, TEXAS

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**COURSE SYLLABUS**

**AND**

**INSTRUCTOR PLAN**

**FEDERAL GOVERNMENT**

**GOVT 2305\_D020; 2305\_D028; 2305\_D037; and 2305\_D038**

**DR. ERIK EMBLEM**

**NOTE: This is a 16-week Face-to-Face course.**

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**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:**

This is a reading intensive course. Please be prepared to spend at least six hours a week outside of class to complete your assignments and prepare for quizzes and exams. Your attendance and attention are expected in class.

**Instructor Information:**

Instructor Name: Dr. Erik S. Emblem, Ph.D.

MCC E-mail: [eemblem@mclennan.edu](mailto:eemblem@mclennan.edu)

Office Phone Number: 299-8917 - Office Location: MAC 312

Office Hours: I will be available to meet at the High School thirty minutes before class starts, by appointment, and via Zoom

**Required Text & Materials:**

Title: *American Government: Institutions and Policies* (Connect)

Author: Patterson - 17<sup>th</sup> Edition

Publisher: Cengage

ISBN: 9780357459683

The cost of the e-textbook and “MindTap” is included in your tuition and fees.

**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

**Methods of Teaching and Learning:**

While lecture and dialogue are the primary teaching methods in this class, students will also learn through readings, video, and multimedia. Evaluations of learning may include exams, quizzes, and essays.

**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, with special emphasis on that of Texas. Courses involve the analysis of governmental institutions, political behavior, civic engagement, and their political and philosophical foundations.

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

**Learning Outcome - 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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**Course Attendance/Participation Guidelines:**

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

Before the 60% point of the semester, a student who is absent for 25% or more of a face-to-face or blended course or who miss 25% or more of assigned work for an online course will be withdrawn from the course with a grade of W. A student may also request to be withdrawn with a grade of W before the 60% point of the semester. After the 60% point of the semester, the student may request to be withdrawn if the student is passing, or be assigned the final grade earned at the end of the semester after grades have been updated to reflect missing work.

**Course Outline or Schedule:**

Below you will find a tentative calendar of subject matter covered in class. A more detailed subject and assignment schedule is available on Brightspace.

Week One – Introduction to Political Thought

Week Two – Philosophy and American Government (Chapters One)

Week Three – The Constitution (Chapter Two)

Week Four – Federalism and American Political Culture (Chapters Three and Four)

**Exam One (LO 1-3)**

Week Five: “Public Opinion and Political Socialization”

Week Six: “Interest Groups” (Chapter Eleven)

Week Seven: “The Media and Political Participation”(Chapters Twelve and Eight)

Week Eight: “Political Parties and Elections” (Chapters Nine and Ten)

**Exam Two (LO 5-7)**

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Week Nine: The Congress (Chapter Thirteen)

Week Ten: The Presidency (Chapter Fourteen)

Week Eleven: The Bureaucracy (Chapter Fifteen)

Week Twelve: The Courts (Chapter Sixteen)

**Exam Three (LO 3 and 4)**

Week Thirteen: Domestic and Foreign Policy (Chapters Eighteen and Nineteen)

Week Fourteen: Civil Liberties (Chapters Five and Six)

Week Fifteen: Civil Rights – Then and Now (Chapter Twenty)

**Final Exam (LO 7 and 8)**

**Course Grading Information:**

**Grades:**

10 Reading Quizzes (500 pts) – I will give a total of eleven reading quizzes during the semester. Each quiz is worth 50 points. The material used for each quiz will come from the class readings. I will administer quizzes at my discretion. I do not give makeup quizzes. I will drop your lowest reading quiz grade. (21%)

20 MindTap Chapter Assignments (950) – You will complete twenty MindTap chapter assignments. Each chapter assignment is worth 50 points. These are online assignments. A link to the MindTap assignments is available on Brightspace. I will drop your lowest MindTap chapter score. (39.6%)

Writing Assignments (250 pts) – You will complete one analytical writing assignment in which you will address the assigned topics. Critical thinking, original thoughts, and good writing are expected. (10.4%)

4 Exams (700 pts) – I will administer four exams. The first three exams are worth 150 points each. The final exam is worth 250 points. Each exam covers material presented in lectures, the textbook, and in other reading assignments. (29%)

**Grade Distribution (on the MCC grade scale):**

2400 – 2160 points = A

2159 – 1920 points = B

1919 – 1680 points = C

1679 – 1440 points = D

1439 -- 0 points = F

**Late Work and Make Up Work Policies:**

I will penalize late work. Unless I have previously granted permission to turn the assignment in late or receive a document from a doctor validating an illness that caused the absence or prevented you from turning the assignment in to me on time, I will penalize the assignments in the following manner:

- Papers turned in the same day, but after class the stated time will receive a 10% penalty
- Papers turned in within a week will receive a 25% penalty
- Papers turned in a week after the due date will receive a 35% penalty.
- Papers turned in more than a week after the assignment's due date will receive at least a 40% penalty
- It is acceptable to submit a paper to the instructor before the day it is due. This will prevent points from being deducted if you are unable to turn it in on time

**Class attendance and participation are a must** and may be the deciding factor in borderline grades. I may allot extra credit points for exemplary participation and effort. **Students are required to take all quizzes and exams on the scheduled dates.** However, if an exam must be missed, the student must contact me in advance with a legitimate reason and appropriate documentation. In exceptional situations, I will provide an altered make-up exam. **I will not give make-up quizzes or make-up exams.**

Students will be permitted to make up exams missed due to (1) authorized participation in official College functions, (2) significant personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day. The instructor has the

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prerogative to determine whether a student may make up work missed due to other reasons. The student is responsible to inform the instructor of the reason for an absence and to do so in a timely fashion.

**TurnItIn:**

*Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism and AI generation. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of Turnitin.com page service is subject to the Usage Policy and Privacy Pledge posted on the Turnitin.com site.*

**Student Behavioral Expectations or Conduct Policy:**

Students are expected to maintain classroom 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. All students are responsible for their own conduct in class and must adhere to the General Conduct Policy located in the college handbook or at <http://www.mclennan.edu/highlander-guide-2016-17/> - If a student violates the standards expressed in the student handbook, I may dismiss the student from the class.

With the exception of assistive learning devices, electronic devices (e.g. telephones, mp3 players, etc...) and headphones may not be used while class is in session.

**Telephones must be silent and put away.** Students who use a telephone during class will be directed to leave the classroom for the rest of the class period.

**I have zero tolerance for plagiarism, the use of AI for writing assignments, and cheating.** I will apply an automatic 0 points to any quiz, test, or exam upon which there is cheating and all plagiarized and AI generated material will receive 0 points.

**Email:**

I require that you use your MCC email. When you email me ([eemblem@mclennan.edu](mailto:eemblem@mclennan.edu)), please put your course and section number on the subject line. It is up to you to make sure that I am receiving your EMAILS and assignments. I will respond to your EMAIL within 24 hours during the week. I will respond to emails received after 5 p.m. (Central Time) on Fridays or during the

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weekend by the end of the following Monday. If I do not respond inside that time frame, assume that I did not receive your message and email me again or call me (254.299.8917).

**[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

**(<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.



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Updated 07/18/2023



## **ACADEMIC RESOURCES/POLICIES**

### **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](http://www.mclennan.edu/disability).

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

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu) 2542998122 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 acting Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center 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/](http://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.

### **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/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email ([ast@mclennan.edu](mailto:ast@mclennan.edu)) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>).

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 either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing [crew@mclennan.edu](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to [https://mclennan.co1.qualtrics.com/jfe/form/SV\\_07byXd7eB8iTqJg](https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg). Both the Completion Center and Paulanne's 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](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**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.

**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. For more information about your student email account, go to [www.mclennan.edu/studentemail](http://www.mclennan.edu/studentemail).

**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](mailto:Helpdesk@mclennan.edu) for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

**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.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu).

**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.