

McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

COURSE SYLLABUS AND INSTRUCTOR PLAN

Federal Government

Fed Govt 2305 05

Professor Andria Ramon

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 at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

Course Description:

Federal Government addresses the 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:

To supplement the concepts learned in the course, additional material will be placed on Brightspace. Please ensure to access your Brightspace daily for any assignment or supplemental readings posted. All students have access to the Internet on campus.

Furthermore, it is very important that the student stay abreast of current events through the media particularly the daily paper and the Internet. This will facilitate the student's ability to relate instructed material to current events.

If students are absent, they are responsible for obtaining the missed material. The professor is not responsible for the student's missed material.

Finally, it is required that the student come prepared to class which involves outside class preparation. As a recommendation, for each 1 hour in class, it is recommended that the student arrange 2 – 3 hours of outside preparation time. With a 3 hour course, students should dedicate at least 6 hours a week to course related work. During that time, students should read the required material, complete assignments, prepare reviews, explore current events, meet with the professor for any questions or concerns, and whatever else the student needs in order to be thoroughly equipped and successful in the course.

Trouble with Course Material:

- Contact your Instructor. Contact information can be found in the Staff Information section of the course.

Technical Support:

For any technical issues, Brightspace issues, or computer concerns, students may contact MCC Technical Support Found at <http://www.mclennan.edu/tech-support/>

Phone number: 254-299-8077

E- mail: helpdesk@mclennan.edu

Hours of operation:

Monday - Thursday: 7:30 AM - 7:00 PM

Friday: 7:30 AM - 5:00 PM

After Hours Technical Support

Phone number: 254-717-6349

Or 254-299-8095

Hours of operation:

Monday - Friday: 7:00 PM -

11:00 PM Saturday & Sunday:

9:00 AM - 11:00 PM

Instructor Information:

Instructor Name: Professor Andria Ramon

Office Phone Number: 254-299-8906

Office Location: MAC room 315

Email – aramon@mclennan.edu

Office/Teacher Conference Hours:

Office Hours: My office hours are both face to face and virtual via Zoom.

Face to Face: Monday and Wednesday from 12:35 pm to 12:55 pm AND from 2:30 pm to 3:00 pm. Tuesday and Thursday from 11:00 am to 12:30 pm.

Virtual: Friday's from 11:00 am to 12:30 pm.

One of the best ways to take full advantage of learning in my course is by coming to my office hours. I look forward to guiding you in your academic pursuits. Take advantage of the hours listed above and message me for an appointment.

Although I am in my office during office hours to make certain of availability please contact me in advance to schedule your conference. This assures that your time will be exclusive and uninterrupted.

Students may contact me via email for a scheduled meeting.

Announcements:

All Brightspace announcements can be viewed via the student's mobile phone or email. Students should go to their course Brightspace and select their name. Under their name is an area entitled Notifications. Select the email and cell phone functions for announcements and content notifications.

Required Text & Materials:

Title: *American Government: Institutions & Policies*

Author: Wilson, Et al

Edition: 17th

Publisher: Cengage Publishing

ISBN: 9780357894910

The textbook is an ebook that is available to all students via Brightspace.

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

Methods of Teaching and Learning:

The method of instruction and teaching for this course will be a combination of both face to face and Brightspace Material. Students will be expected to be prepared for class with all readings and activities completed prior to class, quizzes completed, and items submitted on the due dates.

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 the federal government. 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 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.

Course Outline or Schedule:

Fed Govt 2305 05 SPRING 2022 Calendar

Week	Lesson	Preparation/Items Due
Monday (Mon), 1/10/22 – Wednesday (Wed), 1/12/22	Introduction – Congress	Read - Chapter 13 Congress
Wed, 1/19/22	Congress	Read - Chapter 13 Congress

		Quiz #1 – Chapter 13 Due Tuesday, 1/18/22, before 11:55 pm
Mon, 1/24/22 – Wed, 1/26/22	The President	Read - Chapter 14: The President Read - Reading #1 - Federalist #70 Quiz #2 – Chapter 14 Due Tuesday, 1/25/22, before 11:55 pm
Mon, 1/31/22 – Wed, 2/2/22	The President	Chapter 14 continued (cont)
Mon, 1/31/22 – Wed, 2/2/22	The Bureaucracy	Read - Chapter 15: The Bureaucracy
Mon, 2/7/22 – Wed, 2/9/22	The Judiciary	Read - Chapter 16: The Judiciary Read – Reading #2 - Federalist #78 Quiz #3 – Chapter 16 Due Tuesday, 2/8/22, before 11:55 pm
Mon, 2/14/22 – Wed, 2/16/22	Exam #1	Exam #1
Mon, 2/21/22 – Wed, 2/23/22	Political Participation Elections and Campaigns	Read – Chapter 8 Political Participation Read - Chapter 10: Elections and Campaigns

Mon, 2/28/22 – Wed, 3/2/22	Political Parties Interest Groups	Read - Chapter 9: Political Parties Quiz #4 – Chapter 10 Due Tuesday, 3/1/22, before 11:55 pm Read - Chapter 11: Interest Groups
Mon, 3/7/22 – Wed, 3/9/22	SPRING BREAK	
Mon, 3/14/22 – Wed, 3/16/22	Political Parties Interest Groups Exam #2	Chapter 9: Political Parties / Chapter 11: Interest Groups (cont) Exam #2
Mon, 3/21/22 – Wed, 3/23/22	The Constitution	Read - Chapter 2: The Constitution Quiz #5 – Chapter 2 Due Tuesday, 3/22/22, before 11:55 pm
Mon, 3/28/22 – Wed, 3/30/22	The Constitution	Read - Reading #3 “Framing a More Perfect Union” Read - Reading #4 Federalist #10 Read - Reading #5 Federalist #51 Read – Reading #6 Brutus #1

Mon, 4/4/22 – Wed, 4/6/22	The Constitution (cont) Federalism	Read - Chapter 3: Federalism Read - Reading #7 Federalist #45
Mon, 4/11/22 – Wed, 4/13/22	Federalism	Chapter 3 (cont) Quiz #6 – Chapter 3 Due Tuesday, 4/12/22. Before 11:55 pm
Mon, 4/18/22 – Wed, 4/20/22	Federalism	Chapter 3 Continued
Mon, 4/25/22 – Wed, 4/27/22	Civil Liberties / Equal Rights	Read - Chapter 5: Civil Liberties Read - Chapter 6: Equal Rights
Monday, 5/2/22 11:10 – 1:10 pm	Final Exam	Final Exam

*Chapter readings stem from *American Government: Institutions & Policies* the main textbook for the class. Please see the course Brightspace for a full schedule and readings. The instructor reserves the right to change the course schedule. Students will be notified in case of a change via Brightspace Announcements.

***Each course activity covers the course objectives and competencies assessed in this course.*

Every instructor will design 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 and Personal Responsibility and the ACGM listed student learning outcomes. ALL ACTIVITIES ARE DUE ON THE CALENDAR DATES.

Course Grading Information:

Readings:

Other than the required chapter readings, several readings are located on the course Brightspace and will be required for the course. Test questions may stem from the readings. Additional readings may be posted on Brightspace and added to the syllabus.

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- #1 “Federalist #70” Alexander Hamilton Located on the Federal Government Brightspace
- #2 “Federalist #78”, Alexander Hamilton. Located on the Federal Government Brightspace
- #3 Diamond, Martin. “Framing the More Perfect Union” in *The Founding of the Democratic Republic*. Cengage. 1981. Pp. 22 – 45. Found: On the Federal Government Brightspace
- #4 “Federalist #10”, James Madison. Located on the Federal Government Brightspace
- #5 “Federalist #51”, James Madison. Located on the Federal Government Brightspace
- #6 “Brutus #1”. Located on the Federal Government Brightspace
- #7 “Federalist #45”, James Madison. Located on the Federal Government Brightspace

Assignment

Additional Assignment details and instructions will be posted on Brightspace

Basic Assignment Requirements:

Two assignments are mandatory during the semester each worth 50 points for a total of 100 points.

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Key Points on the Assignment (other details are provided on Brightspace and must be followed):

- Each Assignment must be submitted on the due date via Brightspace under the Assignment tab. **Assignments cannot be submitted late.**
- All assignments are located on the course Brightspace under the Assignment tab.
- For all assignments, any use of undocumented sources is an automatic zero.

- MLA parenthetical citation (Citation within the Assignment) and a MLA Works Cited page are required. If not provided, the student will earn zero points for the assignment grade.
- If students need assistance with their assignment, consult with the professor first.
- Any sign of plagiarism will be an automatic zero for the paper. Any non-citation of words, ideas, or concepts is considered plagiarism. These incidences will cause the student to receive a zero for the assignment.
- Do not copy other student's material or assignments. This action falls under the plagiarism definition, and the assignment will receive a zero.
- Students are required to write their own assignments and not allowed to have others write the assignment for them. This action is plagiarism and will result in a zero.
- No wikis such as Ballotpedia, Wikipedia or Congresspedia are allowed. A zero will be received.
- Do not quote the entire paper or large sections of the paper. A zero will be received.
- Any plagiarism is grounds for a zero on the assignment, and students will be reported to the MCC Academic Integrity Council. A second cheating or plagiarism event will result in the student failing the course.
- Failure to complete these assignments will not allow the student to make an A in the course.

Chapter/ Reading Quizzes:

Six chapter/reading quizzes will be administered on Brightspace or in class with the lowest grade dropped (or dropped for technical concerns, absences, non-completion). Each quiz is worth 20 points, may only be completed twice, and requires a due date and time limitation. The highest quiz grade will be the recorded grade. Technical difficulties or missed quizzes will limit the number of opportunities to take the quiz. In addition, the quiz questions are taken from a larger pool of questions. Each quiz attempt may introduce previous questions or new questions. Nonetheless, taking the quizzes twice, if allowed, should increase the students overall quiz performance, chapter material retention, and concept comprehension.

- The quizzes are based upon the Wilson chapters or specified readings.
- The quiz times are administered based on CST (central standard time).
- Any notice of student's sharing quiz questions or quiz answers will be considered Plagiarism/Cheating. The student will receive an automatic zero and reported to the Integrity Committee. After a second noted plagiarism attempt, the student will be removed from the course and will automatically fail the course.
- If ADA accommodations are necessary, please contact me as soon as possible.
- More details and instructions will be posted on Brightspace

Exams:

Three exams, which includes the final exam, are required. Each exam is both objective and subjective. Each exam will cover lectures, readings, chapter readings, and other items discussed in class. All exams may include short answer questions, essay questions, multiple choice, and true/false questions.

If a student cheats, then the student will receive a zero for the exam and be reported to the MCC Academic Integrity Council. If a second cheating attempt or plagiarism is noted, then the student will fail the course.

Exam 1 Chapters 13, 14, 15, and 16 / All readings/ All Quizzes / All Lecture Notes

Exam 2 Chapters 8, 10, 9, and 11 / All readings/ All Quizzes / All Lecture Notes

Exam 3 Chapters 2, 3, 4, and 5 / All readings/ All Quizzes / All Lecture Notes, and Semester Review Questions

Grades (Points)

Quizzes: 20 points each x 5	100 points
Exams: 100 points each x 3	+300 points
Assignments: 50 points each x 2	+100 points
Total points	= 500 points

At the end of the semester the point range will break down as follows:

90% of 500 points = 500 – 450 points = A

80% of 500 points = 449 – 400 points = B

70% of 500 points = 399 – 350 points = C

60% of 500 points = 349 – 300 points = D

299 points and below = F

Late Work, Attendance, and Make Up Work Policies:

A daily roll will be checked and attendance is a must. Regular punctual attendance is required for 75% of all classes. Absence from 25 percent of scheduled lecture will be taken as evidence that a student does not intend to complete the course. Students, whether present or absent, are responsible for all material presented or assigned for the course and will be held accountable for such materials in the determination of course grades.

Absences will include leaving class early or coming to class more than 5 minutes late.

Missed Activities:

Quizzes:

The lowest quiz grade will be dropped. The quiz dropped may also include quizzes missed due to absences, quizzes missed due to technical concerns, and quizzes missed due to school activities. No make-up quizzes will be provided.

Assignments:

Assignments cannot be submitted late.

Late exams:

With a physician's note or with a valid MCC Institutional absence, you may take a make-up exam. Without a physician's note or Institutional Excused Absence, 20

points will be deducted from the original test grade no matter what the reason. (The point is to take the exam when administered or suffer a penalty). The missed exam will be taken immediately upon returning to class with or without an excuse. Final exams MAY NOT be taken late.

With permission and valid reason, students may take an exam early if needed excluding the final.

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.” Students are not allowed to plagiarize, cheat on quizzes, copy from other students or outside sources, and to maintain course integrity throughout the semester.

- If a student violates the student handbook, it is at the instructor’s discretion to dismiss that student from the class.
- Remember that politics is being discussed in this course. Many are impassioned about their beliefs. A civil discussion provides for discovery of the information and allows a student to explore their own beliefs. However, I reserve the right to request a disruptive student to leave the course.
- All student plagiarism is reported to the Student Discipline Committee.

[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.

McLennan

C O M M U N I T Y

COLLEGE

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.

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.

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.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

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

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/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.

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.

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.