COURSE SYLLABUS

AND

INSTRUCTOR PLAN

FEDERAL GOVERNMENT

GOVT - 2305 – D080 & D081

F. GLADDEN

NOTE: This is a 16-week Course.
NOTE: This is a Online Course.

FEDERAL GOVERNMENT

GOVT. 2305 & SECTION NUMBER D080 & D081

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.

Instructor Information:
Instructor Name: F. Gladden

MCC E-mail: fgladden@mclennan.edu

Office Phone Number: (254) 299-8902

Office Location: MAC 234

Office/Teacher Conference Hours: Monday - Thursday 11:00 am -12:30 pm

Other Instruction Information: (Contact via e-mail to schedule a meeting.) MCC E-mail Preferred. Give the Professor 24 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

This is an inclusive class, the textbook is available once registered and paid for the course. Electronic Book Login can be found in Brightspace- must create a Cengage Account.

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 @ https://www.mclennan.edu/tech-support/services.html#Students-Faculty-Staff)
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:

Pedagogy- Inquiry Based Learning (IBL): methods with music, intra-disciplinary lectures, readings, articles, videos, power points, charts, and instructor notes to deliver content. It then uses multiple choice tests and report assignments to assess content mastery, critical thinking skills, reading comprehension, and communications skills. IBL is defined as: a learning process through questions generated from the interests, curiosities, and perspectives/experiences of the learner. The instructor's role in the classroom does not remain the same throughout the IBL process. At first, it is recommended that the instructor validates student responses to encourage additional participation. Then, the instructor should focus the answers to promote logical and analytical thinking. IBL facilitates understanding and helps students internalize processes and concepts more clearly than memorization by fostering critical thinking. This method engages students in learning and encourages students to strive for a better understanding of the process or concept.

Hip Hop/ Pop Music: is used as a tool to stimulate students' reading, writing, and critical reflection upon the complexities of their lives, and to give them a sense of agency derived from their capacity to understand and reconstruct their realities. Music gives students the freedom to be creative and explore different techniques that will induce student engagement, learning, reflection, and regurgitation of course content.

In this course, a chapter or more will be covered weekly. Learning will be comprised of instructor's information of current issues, textbook information, articles, videos, along with various web links that students may examine for further information. Each day will end with an **"ASSIGNMENT"** whether it is chapter(s) readings, a paper, an article on Brightspace, or preparing for an examination. Examinations will cover chapters that were discussed in class the prior week(s) and are designed to assess learning.

PaRDeS: Parshat – Literal, simple plain intended meaning; critically engage with a text, spur conversation, enrich meaning, should never directly contradict the meaning.

Basic Course Structure: This course is organized into units which contains quizzes, exams, and research reports. Each Unit lesson contains chapter readings followed by supportive videos.

Getting Started Quiz: Your first graded assignment is the Course Orientation Quiz. Unlimted attempts are allowed before the deadline.

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 po/ints. 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 prompts encompassing 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.**

<u>**Course Objectives and/or Competencies:**</u>
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 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:

This course outline is subject to change. The instructor will notify students during class and will make class announcements on *D2L|Brightspace*. Students are responsible for staying up-to-date on class changes. Each assignmnet will close a week after it's intended due date. Students will not have access to any of the Unit contents a week after due dates- unless it is the last unit and it will close 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.)

Lessons	Book Readings	Quizzes & Unit Exams	Research Report
Lesson 01	Syllabus & Orientation ***American Government*** Chapters 02 The Constitution	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 Judiciary	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.

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 Weekly, by the student coming to class. If a student doesn't come to class, then the student is considered to be absent for that week.	
Chapter Research Assignment (4 Reports)	**400**
This course contains 4 report papers (**at-least/ 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. Use college level English with correct grammar, usage, and mechanics. Spelling and punctuation count in grading. ▪ **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/ ARTIFICAL INTELLGENCE (AI)** 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 Exam 02: Chapters 09, 10, 11, and 12 Exam 03: Chapters 13, 14, 15, and 16 Exam 04: Chapters 17, 18, and 19 *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.*	50 50 50 50

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

MCC Academic Integrity Policy- https://www.mclennan.edu/academic-integrity/
- **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)

- **ARTIFICIAL INTELLIGENCE** (AI) Policy: The utilization of AI in submitting assignments will be considered a violation of our general conduct policy, which prohibits the use of unauthorized resources, devices or materials during a test or other assignment.

- **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 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 after the last class 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- with Turn-It-In**. Student must upload a Word Document (not PDF File)** when a unit is completed, and it 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 assignment 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.

Make Up Work Policy
All assignments (quizzes, exams, and report submissions) **WILL NOT** be accessible after the end date and last class day. 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.

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- with 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
In the Online Course Federal Government 2305, there are **NO EXTRA CREDIT POINTS.** Because, students can use open book for quizzes, open notes for exams, and the internet for 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

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. 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 may report sexual harassment anonymously by visiting http://www.lighthouse-services.com/mclennan/

Additionally, Title IX provides rights and protections for pregnant and newly parenting students. 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/

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) 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 or a Success Coach by calling (254) 299-8226 or emailing success@mclennan.edu.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://calendly.com/paulannespantry-mcc/15min.

The CREW, Success Coaches, and Paulanne's Pantry are all located on the second floor of the Student Services building in Success Coaching Services.

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:
Please view our Academic integrity statement for more 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-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. For more
information about your student email account, go to 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 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](#) or email 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.