

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

Federal Govt 2305 89

Professor Andria Ramon

NOTE: This is a 6-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.

AN EQUAL OPPORTUNITY INSTITUTION

Summer 2021

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:

HOW TO CONTACT ME:

Please feel free to contact me for any questions or concerns via the Classlist (internal messaging center), office phone, or to schedule a meeting if students are unable to contact me during the above office hours.

Classlist is where students will find the Internal Messaging Center. **Students MUST contact me from this area.** To message me 1) Click the Classlist on the Navigation Bar. 2) Find me (Andria Ramon) within the class list. 3) Check the box next to my name 4) **Click Instant Message at the top of the classlist (DO NOT CLICK THE EMAIL)** A pop up window will display with a text box within it. 5) Type your message into the text box 6) Hit send 7) to check my response Click the little **envelope** at the top of the page where the internal messages are located.

Trouble with Course Material:

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

Brightspace Issues:

- Click the Brightspace tab on the Navigation bar.

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

Office/Teacher Conference Hours:

Students must contact me VIA Classlist to schedule a student/professor Zoom meeting. Office hours depend upon the scheduled meet time between the instructor and the student.

Students may contact me via Classlist (internal messaging center) at any time, and I should respond within 24 hours.

How to contact me:

Please feel free to contact me for any questions or concerns via the **Classlist** (internal messaging center), office phone, or to schedule a meeting if students are unable to contact me during the above office hours. Classlist is where students will find the Internal Messaging Center. **Students MUST contact me from this area.** To message me 1) Click the Classlist on the Navigation Bar. 2) Find me (Andria Ramon) within the class list. 3) Check the box next to my name 4) **Click Instant Message at the top pf the classlist (DO NOT CLICK THE EMAIL)** A pop up window will display with a text box within it. 5) Type your message into the text box 6) Hit send 7) to check my response Click the little **envelope** at the top of the page where the internal messages are located.

Announcements:

All Brightspace announcements can be viewed via the student's mobile phone or email. Students must 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:

Required Text & Materials:

Title: We The People: An Introduction to American Government

Author: Patterson, Thomas E

Edition: 13th Edition

Publisher: McGraw Hill

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

Methods of Teaching and Learning:

All course material is presented on-line. Students are expected to read all chapters, read chapter summaries, review chapter Power Points, watch videos, and complete all activities by the required due dates. The videos are merely an introduction to the section and have no influence on class required activities. Students should consult professor with ANY related questions.

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:

Federal Government
Fed Govt 2305 89 Summer II

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:

Federal Govt 2305 89 SUMMER 2021 Calendar

Week	Lesson	Preparation/Items Due
Unit 1 Section 1 – Thursday, July 8 th – Sunday (Sun), July 11 th	Unit 1 Welcome/Introduction Chapter 1: Political Thinking and Political Culture: Becoming a Responsible Citizen Chapter 2: Constitutional Democracy: Promoting Liberty and Self-Government	Unit 1 Introduction - Chapter 1 Chapter 1 Smartbook Assessment due Sunday, July 11 th , before 11:55 pm Orientation Discussion Board (DB) due Sunday, July 11 th , before 11:55 pm Chapter 2 Smartbook Assessment due July 11 th , before 11:55 pm
Section 2 – Sun, July 11 th – Wednesday (Wed), July 14 th	Reading #1 “Framing a More Perfect Union” Reading #2 Federalist #10 Reading #3 Federalist #51 Assignment #1	Assignment #1 due Wed, July 14 th , before 11:55 pm

Federal Government
Fed Govt 2305 89 Summer II

Section 3 – Wed, July 14 th – Sun, July 18 th	Chapter 3: Federalism: Forging a Nation Reading #4 Federalist #45 Discussion Board #2	Chapter 3 Smartbook Assessment due Sun, July 18 th , before 11:55 pm DB #2 due Sun, July 18 th , before 11:55 pm
Unit 2 Section 4 – Sun, July 18 th – Wed, July 21 st	Unit 2 Chapter 11: Congress: Balancing National Goals and Local Interests Chapter 12: The Presidency: Leading the Nation Reading #5 - Federalist #70 – discussed during the week.	Unit 2 Chapter 11 Smartbook Assessment due Wed, July 21 st , before 11:55 pm Chapter 12 Smartbook Assessment due Wed, July 21 st , before 11:55 pm
Exam I Wed, July 21 st – Friday, July 23 rd	Exam I	Exam I due Friday, July 23 rd , before 11:55 pm
Unit 3 Section 5 Wed, July 21 st – Sun, July 25 th	Unit 3 Chapter 14: The Federal Judicial System: Applying the Law Reading #6 - Federalist #78	Unit 3 Chapter 14 Smartbook Assessment due Sun, July 25 th , before 11:55 pm
Section 6 – Sun, July 25 th – Wed, July 28 th	Chapter 4: Civil Liberties: Protecting Individual Rights Chapter 5: Equal Rights: Struggling Toward Fairness	Chapter 4 Smartbook Assessment due Wed, July 28 th , before 11:55 pm Chapter 5 Smartbook Assessment due Wed, July 28 th , before 11:55 pm

Federal Government
Fed Govt 2305 89 Summer II

Section 7 – Wed, July 28 th – Sun, August (Aug) 1 st	Assignment #2	Assignment #2 due Sun, August (Aug) 1 st , before 11:55 pm
Unit 4 Section 8 – Sun, Aug 1 st – Wed, Aug 4 th	Unit 4 Chapter 8: Political Parties, Candidates, and Campaigns: Defining the Voter's Choice Chapter 9: Interest Groups: Organizing for Influence	Unit 4 Chapter 8 Smartbook Assessment due Wed, Aug 4 th , before 11:55 pm Chapter 9 Smartbook Assessment due Wed, Aug 4 th , before 11:55 pm
Section 8 – Wed, Aug 4 th – Sun, Aug 8 th	Discussion Board #3	DB #3 due Sun, Aug 8 th , before 11:55 pm
Exam II (Final Exam) Sun, Aug 8 th – Wed, Aug 11 th	Exam II (Final Exam)	Exam II (Final Exam) due Wed, Aug 11 th , before 11:55 pm

*Chapter readings stem from *We the People* 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.*

Course Grading Information:

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.

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.

#1 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

#2 "Federalist #10", James Madison. Located on the Federal Government Brightspace

#3 "Federalist #51", James Madison. Located on the Federal Government Brightspace

#4 "Federalist #45", James Madison. Located on the Federal Government Brightspace

#5 "Federalist #70" Alexander Hamilton Located on the Federal Government Brightspace

#6 "Federalist #78", Alexander Hamilton. Located on the Federal Government Brightspace

SmartBook Assessments:

SmartBook textbook reading assessments create mini-cycles of textbook questions consisting of no more than five concepts at a time creating smaller, easier to absorb "chunks" of content. Each mini-cycle works like this:

1. It utilizes questions that are different but with related ideas.
2. Once students demonstrate that they understand a textbook concept, the related questions will no longer appear.
3. If students continue to struggle with a concept, they are more likely to encounter repeating questions. This is how SmartBook 2.0 limits guessing and short-term, rote memorization.

This unique question approach improves comprehension and long-term retention. Each chapter consists of a Smartbook assessment students must complete. Completion of the activity guarantees 10 points for a total of 100 points (10 chapters x 10 points). Students can take the assessments as many times as they like and use their textbook during the process. However, students may not cheat, share answers, work together, or use outside sources to complete the activity. Smartbook assessments ensure that students are reading the textbook and understanding the concepts.

No late Smartbook Assessments are accepted. All Smartbook Assessment times are based upon Central Standard Time (CST).

Discussion Boards:

Three Discussion Boards are required each covering differing topics. The Orientation Discussion Board (#1) and two other discussion boards are required. The initial Orientation

Discussion Board is worth 10 points. The remaining 2 discussion boards are worth 45 points each. Within a Discussion Board, the professor only allows the students to REPLY to the professor's original post and other student's replies. Students are not allow to create new threads. Each new reply must indicate what the student is doing in the subject line.

Discussion Board (DB) Activities:

DB #1: Orientation Discussion Board (10 points)

More Instructions and readings for DB #1 are found on the course Brightspace.

DB #2: Congress/President (45 POINTS)

More Instructions and reading for DB#2 are found on the course Brightspace.

DB # 3: Elections (45 POINTS)

More Instructions and reading for DB#3 are found on the course Brightspace.

Discussion Board Requirements:

- Students are required at a minimum to make 3 posts for each discussion board. The Orientation Discussion Board is worth 10 points and the two remaining discussion boards are worth 45 points.
- The initial post (for all discussions except the Orientation) counts 25 points and must relate to the readings and questions posted with the discussion. **Students MUST ANSWER ALL OF THE QUESTIONS USING THE POSTED MATERIAL.**
- An additional 10 points will be allotted for a student's new reply asking a thought-provoking question covering the material read for the discussion board. This question must directly relate to the material, MAY NOT be a simple yes or no answer, must promote discussion, and may not be a repeated question or a question that is similar to another student's question or my questions.
- A thoughtful reply to some else's question using information discovered AND presented in the material is mandated for the final 10 points. Students must use the articles in order to answer a student's question. **The answer to another student's question must be at a minimum 4 sentences long!**
- All postings must be completed by the individual student. **Any outside assistance is not allowed.** Due to the nature of Discussion Boards, students may not submit discussion boards late.
- **Any missed discussion, no matter the reason, will not be allowed to be**

submitted late.

- 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 receive a zero. Students will be reported to the Academic Integrity Committee. The second offense will result in failing the course.
- Do not copy other student's material. This action falls under the plagiarism definition and the entire assignment will receive a zero. Students will be reported to the Academic Integrity Committee. The second offense will result in failing the course.
- **No wikis such as Ballotpedia, Wikipedia or Congresspedia are allowed.**
- Do not quote entire paper or large sections. A zero will be recorded if students provide too many quotes. Students should put the answers in their own words.
- Any sign of using alternative sources to answer the questions or cutting & pasting answers from any other person is grounds for a zero on the assignment. Students will be reported to the Academic Integrity Committee. The second offense will result in failing the course.
- Follow all discussion directions. Within a Discussion Board, the professor only allows the students to REPLY to the professor's original post and other student's replies. Students are not allow to create new threads.
- No copying and pasting from previous assignments/activities is allowed for Discussion Boards.
- Make certain that the discussion answers and posts are saved on a personal computer in case any issues develop with the Brightspace.
- **ADDITIONAL DIRECTIONS ARE ADDED ONTO THE COURSE BRIGHTSPACE AND MUST BE FOLLOWED OR A ZERO WILL APPLY.**

Assignments:

Additional Assignment details and instructions will be posted on Brightspace.

Basic Assignment Requirements:

Two assignments are due during the semester worth 50 points each.

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

- The Assignments must be submitted on the due date via Brightspace under the Assignments tab. **Assignments cannot be submitted late.**
- The assignments are located on the course Brightspace under the Assignments tab.
- For the assignments, any use of undocumented sources is an automatic zero.
- MLA parenthetical citation and a MLA Works Cited page are required.
- 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, data, 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 assignment. 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 assignments 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.

Examinations:

Two examinations will be required for the course. Each exam will consist of several essay questions which must be submitted through Brightspace. Each exam will be posted under the Content Tab. Scroll to the left of the Brightspace, and students will see the Exams tab.

Exams cannot be submitted late.

More exam information will be posted on Brightspace during the semester.

All exam times are based upon Central Standard Time (CST).

Grades:

The point system is utilized for the Course. The benefit of the point system is that every point helps! Each section, students will have points for quizzes with additional points from assignments, discussion boards, and other required activities . The delineation of the points is as follows:

Smartbook Assessments (10)	100 points
Orientation Discussion Board	10 points
Discussion Boards (2)	90 points
Assignments (2)	100 points
Exams (2)	+ 200 points
Total Points	= <u>500 points</u>

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

299 points and below = F

Attendance:

Attendance is maintained through participation rates. Missing more than 3 sections of activities will lead a student to be dropped. If it is after the drop date, then the student will receive an F if they are failing the class. Activities cannot be submitted late.

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.

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C O M M U N I T Y

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 Requirements 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.