

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

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

TEXAS GOVERNMENT

GOVT. 2306 – SECTION: 89

PROFESSOR GLADDEN

NOTE: This is an 6-Week Online 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.

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Course Description:

Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas.

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 2305. Students are expected to have computer knowledge and skills in order to be successful in this course.

Instructor Information:

Instructor Name: Mrs. Felicia L. Gladden

MCC E-mail: fgladden@mclennan.edu

Office Phone Number: (254) 299-8902

Office Location: MAC 230

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

Other Instruction Information: MCC E-mail Preferred. Give the Professor 24 to 48 hours to respond to emails.

Required Text & Materials:

Title: *Lone Star Politics, Tradition and Transformation in Texas*

Author: Ken Collier, Steven Galatas, Julie Harrelson-Stephens

Edition: Sixth Edition

Publisher: Sage Publishing

ISBN: 9781544390802

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

Methods of Teaching and Learning:

Basic Course Structure: This course is organized into units which contains quizzes, exams, and research reports.

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

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

Quizzes: The quizzes correspond with each chapter and the related material; all 14 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 280 points.

Exams: A total of four exams will be administered and completed online. Each exam is worth 55 points for a total of 220 points. The format is multiple-choice, based on the readings, videos, discussions, quizzes, and research reports. All exams are mandatory.

Research Reports: You are required to respond to the prompt related to Federal Government topics. A thorough essay will be at-least 2 pages long- you can go over 2 pages (1½ spaced & 1-inch margins) and is worth 100 points.

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.”

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

1. Explain the origin and development of the Texas constitution.
2. Describe state and local political systems and their relationship with the federal government.

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3. Describe separation of powers and checks and balances in both theory and practice in Texas.
4. Demonstrate knowledge of the legislative, executive, and judicial branches of Texas government.
5. Evaluate the role of public opinion, interest groups, and political parties in Texas.
6. Analyze the state and local election process.
7. Identify the rights and responsibilities of citizens.
8. Analyze issues, policies and political culture of Texas.

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.

Assignments Accessibility

All assignments (quizzes, exams, and report submissions) **WILL NOT** be accessible a week after their due date.

Daily Class Dates	Book Readings	Quizzes & Unit Exams	Research Report
First Week Lesson 01	Meet The Instructor/ Syllabus, Course Orientation Chapters 01 Introduction	Chapter 01 Quiz & Orientation Quiz	
Lesson 02	Chapters 02 Texas Constitutions	Chapter 02 Quiz	
Lesson 03	Chapters 03 Texas Legislature	Chapter 03 Quiz	
Lesson 04	Chapters 04 Texas Governors	Chapter 04 Quiz & Unit Exam 01 Respondus Lockdown Browser	Research Report Due/ With Citation (At-least/ Minimum 2 Pages)
	Chapters 05	Chapter 05 Quiz	

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Lesson 05	The Plural Executive and Bureaucracy in Texas		
Lesson 06	Chapters 06 Texas Judicial System	Chapter 06 Quiz	
Lesson 07	Chapters 07 Texas-Sized Justice	Chapter 07 Quiz	
Lesson 08	Chapters 08 Campaigns and Elections, Texas Style	Chapter 08 Quiz & Unite Exam 02 Respondus Lockdown Browser	Research Report Due/ With Citation (At-least/ Minimum 2 Pages)
Lesson 09	Chapters 09 Political Parties	Chapter 09 Quiz	
Lesson 10	Chapters 10 Organized Interests	Chapter 10 Quiz	
Lesson 11	Chapters 11 Local Government in Texas	Chapter 11 Quiz & Unite Exam 03 Respondus Lockdown Browser	Research Report Due/ With Citation (At-least/ Minimum 2 Pages)
Lesson 12	Chapters 12 Fiscal Policy	Chapter 12 Quiz	
Lesson 13	Chapters 13 Energy, Environment, Transportation, and Trade Policies: Transforming Texas	Chapter 13 Quiz	
Last Week Lesson 14	Chapters 14 Social Policy: Education, Health, and Immigration	Chapter 14 Quiz & Unite Exam 04 Respondus Lockdown Browser	Research Report Due/ With Citation (At-least/ Minimum 2 Pages)

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MCC- Texas Government Grading Scale Breakdown Scale 1,000 Points	
Assignments	Points
Orientation Quiz	20
The Course Orientation Quiz contains 10 questions worth 2 points each. Therefore each quiz is worth 20 points. Ten questions are 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 1.	
Attendance	80
Attendance is taken on a Weekly Basis, by the student completing at-least one assignment. If a student doesn't complete an assessment everyweek by Sunday at 11:30 p.m., then the student is considered to be absent for that week.	
Chapter Research Assignment (4 Reports)	400
Contains 4 report papers (at-least 2 pages long with Work Cited page/ Work Cited page is not counted within the 2 pages) worth 100 points each. Use college level English with correct grammar, usage, and mechanics. Spelling and punctuation count. 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 your work or you will receive a "0".	400
Chapter Quizzes (14 Quizzes- 10 questions each)	280
Each quiz contains 10 questions worth 2 points each. Therefore each quiz is worth 20 points. Ten questions are chosen randomly. Each quiz can be taken unlimited times within a 15 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)	220
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	

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<p>a Maximum of Three (3) attempts. Each exam contains 25 questions worth 2.2 points each. Therefore each exam is worth 55 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 Chapter Quizzes before you will be allowed to start each Unit Exam.</p> <p>Exams require that you use the Respondus Lockdown Browser and require a webcam for Respondus Monitor. This browser and a webcam are only needed for examinations.</p> <p>Exam 01: Chapters 01 – 04 Exam 02: Chapters 05 – 08 Exam 03: Chapters 09 - 11 Exam 04: Chapters 12 - 14</p>	<p>55 55 55 55</p>
<p><i>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.</i></p>	

Course Grading Information:

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.

Grading Scale

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

Cheating and Plagiarism

Consider yourself as having been notified that **cheating (on exams)** and **plagiarism (on research reports)** will **NOT** be tolerated under any circumstances. If this becomes an issue, you will receive a **“0”** for the assignment and an **“F”** in the course and the appropriate administrators associated with MCC will be notified. Please do not let this happen, just do your own work. Who knows, you might actually learn something in the process!

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- **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 without authorization and the representation of that author's work as one's own, as by not crediting the original author.
A piece of writing or other work reflecting such unauthorized use or imitation (synonyms: appropriation, infringement, piracy, counterfeiting; theft, borrowing, cribbing, passing off)
- **TIMELINE:** If you so happen to find a timeline on your particular subject matter/ issue report, do not copy it, only use it as a guide and research key events.

Orientation Do List

You will need to complete the following tasks:

- Read the Syllabus
- Course Schedule
- MCC & Course Policies
- Complete Orientation Quiz

Orientation Quiz

The Course Orientation Quiz contains 10 questions worth 2 points each. Ten 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 1.

Chapter/ Lesson Structure & Check-List

In this course, you can expect the following general structure. Chapter Lessons follow a pattern:

- Read Learning Objectives.
- Read the Textbook.
- Chapter PowerPoint.
- Government Videos {online videos used to enhance the chapter information}.
- Post any questions you may have.
- Chapter Quiz {contains 10 random questions worth 20 points}.
- Chapters 4,8,11, & 14- complete Unit Exam.
- Chapters 4,8,11, & 14- Research Report {at-least 2 pages long with Work Cited page/ Work Cited page is not counted within the 2 pages}.
- Attendance will be taken by completing and submitting work.

Discussions/ Open Mic & Homework Q & A

This course does not have graded Discussion Boards. If you want to discuss a content topic with your fellow classmates you are welcome to under **Discussions/ Open Mic**, but it will not be graded.

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Students are also welcome to post questions that they feel would be beneficial to the entire class under ***“Homework Q&A”*** in the **Discussions/ Open Mic** section.

Research Reports

This course contains 4 report papers (at-least 2 pages long with Work Cited page/ Work Cited page is not counted within the 2 pages) worth 100 points each. Use college level English with correct grammar, usage, and mechanics. Spelling and punctuation count. 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 your work or you will receive a **“0”**.

- **Research Reports Revolves around these areas *Federal Laws, State Laws, Court Decisions, Case Studies, Rules, Policy, Regulation, Regulatory Agency or Agencies, Scientific Studies, and Expert Interviews.***
- Insure that your facts are correct.
- Summarize this information, don't just copy and paste the information. That is plagiarizing
- ***DO NOT USE PRONOUNS***
- ***NO PICTURES, IMAGES, GRAPHS, CHARTS, etc...***
- ***DO NOT EMAIL THE RESEARCH REPORTS***

Research Reports List

Research Report 01

A major theme in Chapter 1 is that change has been an important factor in the history of Texas. The text identifies the immigration of Anglos into Texas that led to significant change in Texas. Discuss its impact on Texas both historically and today. Also include the fight for independence from Mexico and its annexation by the United States. What political changes occurred to facilitate Texas joining the Union? What cause Texas to leave the Union and join the Conferderate States?

Research Report 02

Describe the history of the prison system in Texas and throughout the United States. What are the arguments for and against the privatization of prisons? Discuss the incarceration rate in the state of Texas. How does it compare with other states and countries?

Research Report 03

Define the political party system and its' history. Compare and contrast the Texas Democratic Party platform with the Texas Republican Party platform. What is a political action committee?

Research Report 04

Descirbe the history of the public school system in Texas. How does the reliance on property taxes create funding differences among school districts? What are the culture wars, and how do

they impact curriculum in the state of Texas? What are the potential costs to teachers and students in the state of Texas?

Research Reports' Delivery

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

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.

- **DO NOT EMAIL YOUR REPORT**
- Submit document by going in Brightspace under **Research Reports**.
- Under Research Reports, scroll down until you get to upload submission.
- Click on the Title of the Submission.
- At the bottom of each submission is **"Browse My Computer"**.
- Click on **"Browse My Computer"** and a dialog box should come up.
- In this dialog box select the Word file that contains your Research Report.
- Click on your Word Document and upload your document.
- Upload your Research Reports in to Brightspace. **Do Not** copy and paste the report into Brightspace.

Research Reports' Formatting

Each research report must be submitted on Brightspace under Research Report by the end of every unit. The professor needs all research reports to be submitted in digital form via Brightspace. **Don't EMAIL** research reports to the professor.

Tips for Saving Documents

- On your Word Document Option's Menu, save the document every **"1 minutes"**
- Purchase a **Portable Hard Drive/ Thumb Drive** to save reports on.
- **Email** reports to yourself, so that you will always have a copy.

REPORT STYLE GUIDE
MLA Format (even the Work Cited)
Times New Roman Font
12 Inch Font Size, 1 ½ Spacing, 1 inch Margins Around the Entire Page

Points Will Be Deducted For Grammatical Errors
No more than 1 or 2 “Direct Quotes” that are no longer than a line (1 Line).

Only Use Proper Nouns

- A **Proper Noun** has two distinctive features: 1) names a specific [usually a one-of-a-kind] item, and 2) it will begin with a capital letter no matter where it occurs in a sentence.
- Do not use Pronouns in your research reports, examples of Pronouns are below:

Pronoun as subject	Pronoun as object	Possessive pronoun	Reflexive pronoun
I	me	mine	myself
you	you	yours	yourself
he	him	his	himself
she	her	hers	herself
it	it	its	itself
we	us	ours	ourselves
you	you	yours	yourselves
they	them	theirs	themselves

REPORT HEADING EXAMPLE

Your Name
McLennan Community College
Texas Government 2306
Professor Gladden
Submission Title

Research Reports’ Works Cited/ Citations

Papers without a bibliography and citations will be rejected as plagiarism. A Work Cited consist of a list of documents used by the author to write the report- in MLA Style. It contains sufficient information for the reader to correctly identify the documents.

It consists of, but not limited to:

- state and federal constitutions;
- case studies;
- journal articles;
- magazine articles;
- newspaper articles;

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- books;
- respectable news/ informational websites (not Wikipedia);
- reliable websites have an “About Section/ Page” where the site author(s) have listed their contact information;
- Documentaries, and etc...

The reference sources in the Bibliography section should be grouped by the type of source it is; for example, all books should be under the subtitle “**Book**”, and all journal articles should be under the subtitle “**Journal Articles**”, all websites should be under the subtitle “**Websites**”, and etc... Sources are to be listed in alphabetical order underneath each category.

Properly citing the references is very important; **Turn-It-In Plagiarizing Software** is used on the electronic copies of the report. Reference sources in the Work Cited section should be grouped by the type. Book Sources provide page number, at the end of the source. Web Sources provide section or paragraph number, at the end of source. Journal Articles provide section or page numbers, at the end of source. Magazine Sources provide section numbers, or paragraph numbers, or page numbers at the end of source.

Work Cited Helpful Web Links

MCC Library:

- <http://www.mclennan.edu/library/>
- http://mclennan.libguides.com/citation_help
- <http://mclennan.libguides.com/searchingInternet>
- http://mclennan.libguides.com/government_law/databases-articles

Research Report Grading Rubric				
Criteria	Outstanding	Good	Satisfactory	Unsatisfactory
Quality of Information & Evidence	Paper is exceptionally researched, Extremely detailed, Historically accurate with critical evidence properly cited, Grammar correct	Paper is well researched, Accurate & critical evidence, Properly cited, Structure a little lacking	Some aspects of paper is researched, Evidence from limited sources, Over use of “Direct Quotes”	Limited information on topic, Lack of research and details, Citations missing Over use of “Direct Quotes”
Organization &	Exceptionally clear logical, Mature development of subtopics	Clear, Logical subtopic, Order	Some connections made between evidence,	Paper lacks clear and logical development of ideas

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Development of Ideas			Logical developments of subtopics	
Language Conventions	Paper is very concise, Clear proper grammar, spelling, and paragraphing	Paper is clear wit, Mostly proper grammar, Spelling and paragraphing	Paper has some errors in grammar, Paper has some errors in spelling, Paragraphing problem	Inconsistent grammar, Spelling errors, Poor paragraph structure
Work Cited	Proper and detailed MLA format, Used alphabetical order with all sources shown, Wide variety of sources,	Mostly proper MLA format, Alphabetical order with sources, A variety of sources	Some errors in MLA format used, A variety of sources	Lack of proper format, Limited details with sources missing or incomplete
Meeting Deadlines	Completed assigned work ahead on time	Completed assigned work on time	Work is a day or two late-impacted quality and grade slightly	Work was days or weeks late-impacted quality of work or grade

Chapter Quizzes

This is a Multiple Choice 10 Question Quiz. You have 15 minutes to take the Quiz. You can take the quiz as many times as you please. You are not required to take Quizzes in the Testing Center. I will accept the Highest Score.

Each quiz contains 10 questions worth 2 points each. Therefore each quiz is worth 20 points. Ten questions are chosen randomly. Each quiz can be taken unlimited times within a 15 minute period. The highest score will be submitted into the grade book.

You must complete a Chapter Quiz after each chapter you read. You will not be allowed to move forward to the next chapter until the previous Chapter Quiz is completed.

Chapter Quizzes	
Chapter 01: Introduction	10 Questions (20 Points)
Chapter 02: Texas Constitutions	10 Questions (20 Points)
Chapter 03: Texas Legislature	10 Questions (20 Points)

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Chapter 04: Texas Governors	10 Questions (20 Points)
Chapter 05: The Plural Executive and Bureaucracy in Texas	10 Questions (20 Points)
Chapter 06: Texas Judicial System	10 Questions (20 Points)
Chapter 07: Texas-Sized Justice	10 Questions (20 Points)
Chapter 08: Campaigns and Elections, Texas Style	10 Questions (20 Points)
Chapter 09: Political Parties	10 Questions (20 Points)
Chapter 10: Organized Interests	10 Questions (20 Points)
Chapter 11: Local Government in Texas	10 Questions (20 Points)
Chapter 12: Fiscal Policy	10 Questions (20 Points)
Chapter 13: Energy, Environment, Transportation, and Trade Policies: Transforming Texas	10 Questions (20 Points)
Chapter 14: Social Policy: Education, Health, and Immigration	10 Questions (20 Points)

Unit Exams

Unit Exams: Total 25 Questions Each (220 Total Points)

Exams can be taken at home. You can take each exam as many times as you want during the exam period. Exams are located at the end of each unit.

Exam Titles are Listed Below:

Unit 01 Exam
Unit 02 Exam
Unit 03 Exam
Unit 04 Exam

Students can use their handwritten/ typed notes.

The definition of student (personal) Notes [noht]- noun is defined below.

- brief record of something (you have personally) written down to assist the memory or for future reference.
- notes, a record or outline of a speech, statement, testimony, etc., or of one's impressions of something.

Students can't use books, professor PowerPoint slides, cellphones, tablets, search engines, or mobile devices as Exam aids.

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Exams are at the end of each Unit- Chapters 04, 08, 11, & 14. This is a 25 question Multiple Choice Exam. You must complete all Chapter Quizzes before you will be allowed to start each Unit Exam.

Each exam is a random selection of questions. Students have unlimited times to take each exam (unless you are testing in the Testing Center) within a 45minute period. The highest score will be submitted into the grade book.

Respondus Lockdown Browser

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

- Download **Lockdown Browser** via Brightspace (on your Home Page) in the Toolbar Menu at the top left of the screen.

Each school has its own configuration for LockDown Browser so you must use this link for use at MCC.

First, make sure your computer is correctly set-up for Brightspace, by checking your browser compatibility using the Browser Check link in the Quick Links menu on the right side of your Brightspace Homepage. We strongly recommend students use the latest version of Mozilla Firefox for Windows and Mac for Brightspace, because it is the browser that Brightspace supports.

Unit Exam 01: Total 25 Questions (55 Points)

- Chapter 01: Introduction
- Chapter 02: Texas Constitutions
- Chapter 03: Texas Legislature
- Chapter 04: Texas Governors

Unit Exam 02: Total 25 Questions (55 Points)

- Chapter 05: The Plural Executive and Bureaucracy in Texas
- Chapter 06: Texas Judicial System
- Chapter 07: Texas-Sized Justice
- Chapter 08: Campaigns and Elections, Texas Style

Unit Exam 03: Total 25 Questions (55 Points)

- Chapter 09: Political Parties
- Chapter 10: Organized Interests
- Chapter 11: Local Government in Texas

Unit Exam 04: Total 25 Questions (55 Points)

- Chapter 12: Fiscal Policy
- Chapter 13: Energy, Environment, Transportation, and Trade Policies: Transforming Texas
- Chapter 14: Social Policy: Education, Health, and Immigration

Exam Check-List

Exams are at the end of each Unit- Chapters 04, 08, 11, & 14. This is a 25 question Multiple Choice Exam. You must complete all Chapter Quizzes before you will be allowed to start each Unit Exam.

Each exam is a random selection of questions. Students have unlimited times to take each exam (unless you are testing in the Testing Center) within a 45 minute period. The highest score will be submitted into the grade book.

Completing Each Unit Check-List

To complete each unit of this course, familiarize yourself with several chapters in each unit.

- Complete Chapter Quizzes. Each quiz contains 10 questions worth 2 points each. Therefore each quiz is worth 20 points. Ten questions are chosen randomly. Each quiz can be taken unlimited times within a 15 minutes period. 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.
- Complete a cumulative Unit Exam (random 25 questions that can be taken unlimited times within 45 minutes- worth 55 points).
- Complete 1 Research Report (at-least 2 pages long with Work Cited page/ Work Cited page is not counted within the 2 pages).
- 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.

Late Work, Attendance, and Make Up Work Policies:

Late Work Policy

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

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

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

Assignments Accessibility

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

Attendance Policy

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

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

Make Up Work Policy

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

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

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

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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 Texas Government 2306, there are **NO EXTRA CREDIT POINTS**. Because, students can use open book, open notes, open internet, etc. for quizzes and research reports. Students are also allowed to their own notes on all exams. These elements allow for an equal playing field 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)

(<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

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.