

Updated 07/18/2023



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**Federal Government (Federal Constitution & Topics)**

**GOVT\_2305\_035\_2025FA**

**John Williams**

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

# Federal Government (Federal Constitution & Topics)

## GOVT\_2305\_035\_2025FA

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### **Course Description:**

Origin and development of the Federal Constitution, structure, and powers of the state government, including the legislative, executive, and judicial branches, federalism, political participation, the state and local 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:**

*Insert and course notes or recommendations*

### **Instructor Information:**

Instructor Name: John Williams

MCC E-mail: [jwwilliams@mcclennan.edu](mailto:jwwilliams@mcclennan.edu)

Office Phone Number: (254) 299-8938

Office Location: MAC 334

Office/Teacher Conference Hours: 1:30pm – 2:30pm, Monday-Thursday (In office, by appointment, or via Zoom)

Other Instruction Information: In emergencies if Instructor isn't available contact the advisor below.

Advisor: Eric Emblem

Office Phone: 254-299-8917

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

### **Required Text & Materials:**

Title: American Government: Institutions and Policies

Author: Wilson, Dilulio, Bose, and Levendusky

Edition: Enhanced 18<sup>th</sup> Edition

Publisher: Cengage

ISBN: 979-8-214-14622-5

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

### **Methods of Teaching and Learning:**

This course will rely primarily on the assigned text. However, other related materials may be used to supplement the approved course material. Generally speaking, class time will be divided between class discussion and course lecture. The discussions will include not only prescribed readings, but outside current events happening at the local, state, and federal levels, and other appropriate professional published materials, as well. Exams, quizzes, and assigned projects may be used to assess learning and comprehension. Furthermore, participation in class discussions is a critical part of the classroom experience. Therefore, final grades will incorporate points for class participation.

### **Course Objectives and/or Competencies:**

This course will focus on the Federal Constitution. The course will involve the analysis of governmental institutions, political behavior, civic engagement, and their political and philosophical foundations. Ultimately, this course is designed to help students develop an adequate comprehension of the following:

- **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.”

### **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.

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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 is a face-to-face course and students are expected to stay on pace to complete the assigned readings before the topics are discussed in class and in posted discussion boards. Discussion boards will only cover 10 out of the 16 weeks. Therefore, a discussion board will not occur every week. I will always open on a discussion board on a Wednesday, and it will cover readings assigned for the coming week. For example, the Week 1 discussion board will open on Wednesday of Week 1 and will cover reading assignments scheduled for Week 2 that should be read prior to Week 2. This will allow students the opportunity to discuss the readings in an assigned discussion board prior to the week the readings are to be dicussed in class. As it pertains to assignments, students will be required to complete all assignments in accordance with the established due date. If there's a change in schedule, students will be notified through Brightspace and/or e-mail.

### **Week 1: 08/26/2025 & 08/28/2025**

- Introductions and Course Orientation
- Chapter 1 – The Study of American Government
- Chapter 2 – The Constitution
- Discussion Board

### **Week 2: 09/02/2025 & 09/04/2025**

- Chapter 3 – Federalism
- Chapter 4 – American Political Culture
- Discussion Board

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### Week 3: 09/09/2025 & 09/11/2025

- Quiz 1 (chapters 1-3; 09/09/25)
- Chapter 5 – Civil Liberties
- Chapter 6 – Civil Rights
- Discussion Board

### Week 4: 09/16/2025 & 09/18/2025

- Exam 1 Review
- Chapter 7 – Public Opinion

### Week 5: 09/23/2025 & 09/25/2025

- Exam 1 (chapters 1-6; 9/23/25)
- Chapter 8 – Political Participation
- Discussion Board

### Week 6: 09/30/2025 & 10/2/2025

- Chapter 9 – Political Parties
- Chapter 10 – Elections and Campaigns
- Discussion Board

### Week 7: 10/07/2025 & 10/09/2025

- Quiz 2 (chapters 7-9; 10/07/25)
- Chapter 11 – Interest Groups
- Chapter 12 – The Media
- Discussion Board

### Week 8: 10/14/2025 & 10/16/2025

- Chapter 13 – Congress
- Exam 2 Review

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### Week 9: 10/21/2025 - 10/23/2025

- Exam 2 (chapters 7-12; 10/21/25)
- Chapter 14 – The Presidency

### Week 10: 10/28/2025 & 10/30/2025

- Quiz 3 (chapters 13-14; 10/28/25)
- Chapter 15 – The Bureaucracy
- Discussion Board

### Week 11: 11/04/2025 & 11/06/2025

- Chapter 16 – The Judiciary
- Exam 3 Review
- Discussion Board

### Week 12: 11/11/2025 & 11/13/2025

- Exam 3 (chapters 13-16; 11/11/25)
- Chapter 17 – Domestic Policy

### Week 13: 11/18/2025 & 11/20/2025

- Chapter 18 – Economic Policy
- Discussion Board

### Week 14: 11/25/2025 & 11/27/2025

- Chapter 19 – Foreign and Military Policy
- No Class, 11/27/25 – Thanksgiving

### Week 15: 12/02/2025 & 12/04/2025

- Chapter 20 – Public Policy
- Final Exam Review
- Final Discussion Board

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Week 16: **Finals Week 12/08/2025 - 12/12/2025**

- Final Exam (Chapters 17-20) - Thursday, 12/11/2025

### **Course Grading Information:**

Grades can be found in the Brightspace grade book. Students are responsible for keeping track of their progress throughout the semester. Students are expected to do their own, original work. Cheating and plagiarism is entirely unacceptable. Should you get caught cheating or turn in plagiarized work, the appropriate MCC sanctions will be pursued.

As summarized below, course grades will be divided into three areas worth a total of 530 points.

1. There will be **Four** exams which may consist of both multiple-choice and short essay answers, worth 100 points each – **400** points.
2. There will be **Ten** discussion boards worth 10 points each – **100** points.
3. There will be **Three** quizzes worth 10 points each – **30** points.

Grading Scale:

100 - 90%	A (530-477)
89 - 80%	B (476-424)
79 - 70%	C (423-371)
69 - 60%	D (370-318)
Below 60%	F (317-0)

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

- Quizzes

Quizzes must be taken on the date the quiz is scheduled. Students will receive a zero for quizzes not taken at the appropriate time, unless an exception to extend the quiz date is approved. If an exception is approved, make up for the missed quiz must be completed on the agreed upon retake date, but no later than 5 calendar days after the original quiz date. Unless an exception is granted to extend a due date, students will receive the following deductions for late submission of a quiz:

Up to one week late – 20% reduction in earned score.

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All quizzes that are not completed during the timeframe listed above will not be graded and the student will receive a zero for the quiz.

- Exams and Assignments

Unless an exception is granted to extend a due date, students will be required to take exams and complete all other assignments as scheduled. If circumstances prevent you from completing an exam or assignment on time, the situation must be properly documented and a request for an exception submitted immediately upon knowledge of the situation, but no later than one week after the exam or assignment. Upon approval of an exception, students will have one week after approval to take the exam or complete their assignment without penalty.

Students who fail to take a missed exam or complete a missed assignment at the agreed upon exception date, and those students who miss an exam or assignment and are not granted an exception to extend the due date, will receive the following deductions for late submission of an exam or assignment:

Up to one week late – 20% reduction in earned score.

Between one and two weeks late – 50% reduction in earned score.

All late exams and assignments that are not completed during the timeframe listed immediately above will not be graded and the student will receive a zero for the exam or assignment.

### **Student Behavioral Expectations or Conduct Policy:**

Students are expected to respect the opinions of others and conduct themselves appropriately, as classroom discussions may oftentimes deal with sensitive matters. Students are expected to read the assigned materials **before class** and be prepared to participate in all assignments where information related to the readings will be discussed.

Students are also expected to complete all assignments that will be shared with the class with value added responses that are not aimed at demeaning or criticizing comments offered by other students.

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

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Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

06/24/2025



## 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 Accommodations (Disability Services) as soon as possible to begin the steps for requesting accommodations. 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 Accommodations (Disability Services). For additional information, please visit [www.mclennan.edu/disability](http://www.mclennan.edu/disability)

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

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu) (254)299-8122  
Room 319, Student Services

### **Title IX:**

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive Federal funds. 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 a Title IX incident are encouraged to immediately contact the Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465.

Additionally, Title IX provides rights and protections for pregnant and newly parenting students which can include educational accommodations such as excused absences

and the opportunity to make up assignments and tests. Lactation spaces are also available on campus. Please email [titleix@mclennan.edu](mailto:titleix@mclennan.edu) for more information.

MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Faculty and Staff may email [titleix@mclennan.edu](mailto:titleix@mclennan.edu) to submit a report.

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 <https://www.lighthouse-services.com>

Visit McLennan's Title IX webpage at <https://www.mclennan.edu/titleix/> to learn more about Title IX protections, reporting, and resources.

### **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/>

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>.

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

### **Success Coaching Services is here for you.**

We know life can be overwhelming sometimes—and that challenges outside the classroom can impact your success inside it. That's why our Success Coaches provide personalized support to help you navigate it all.

Success Coaching is available to every MCC student, no matter where you're starting from. Whether you're looking for direction, need quick advice, or just want someone to talk to, our coaches are here to listen, celebrate your strengths, and help you move forward with confidence. At Success Coaching Services, your voice is heard, your goals matter, and your future is our focus.

To learn more or schedule an appointment, visit [www.mclennan.edu/successcoaching](http://www.mclennan.edu/successcoaching), call 254-299-8226, or email [success@mclennan.edu](mailto:success@mclennan.edu).

College personnel also recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources and other essential resources, we encourage you to contact the CREW - Campus Resources Education Web by calling 254-299-8561 or emailing [crew@mclennan.edu](mailto:crew@mclennan.edu).

Success Coaching Services, the CREW, and Paulanne's Pantry are located on the second floor of the Student Services building in Success Coaching Services, suite 249.

The Student Counseling Center offers confidential mental health counseling to currently enrolled students at no charge. Counselors are trained to help students with problems related to personal, social, and emotional concerns. Sessions focus on short-term goals in order to facilitate students college success and adjustment. This service is available to students in person or through Zoom.

Make an appointment to meet with a counselor by visiting the center in the Wellness & Fitness building, room 101, calling 254-299-8210, or emailing [counseling@mclennan.edu](mailto:counseling@mclennan.edu).

### **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/scholarships-and-resources/emergencygrant.html>

### **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:**

For online and blended/hybrid courses, students must have access to a reliable computer and internet. For more information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system go to: <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-StaffCommons/requirements.html>

**Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

**Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

**Email Policy:**

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to [www.mclennan.edu/studentemail](http://www.mclennan.edu/studentemail).

**Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication

method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

**Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

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

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

**Forwarding Emails:**

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

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

**Disclaimer:**

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.