Updated 07/18/2023

MCLENNAN COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Federal Government (Federal Constitution & Topics)

GOVT_2305_O085_2025SP

John Williams

NOTE: This is an Online Course.

Federal Government (Federal Constitution & Topics)

GOVT_2305_O085_2025SP

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@mclennan.edu
Office Phone Number: (254) 299-8938
Office Location: MAC 334
Office/Teacher Conference Hours: By Appointment (Zoom or Face-to-Face)

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@mclennan.edu

Required Text & Materials:
Title: American Government: Institutions and Policies
Author: Wilson, Dilulio, Bose, and Levendusky
Edition: Enhanced 17th Edition
Publisher: Cengage
ISBN: 978-0-357-79472-2

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 will 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 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.

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 fully online course and students are expected to stay on pace to complete the assigned readings before the topics are discussed in posted discussion boards. Also, student 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: **01/13/2025 - 01/17/2025**

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

Week 2: **01/20/2025 - 01/24/2025**

- Chapter 3 – Federalism
- Quiz 1 (chapters 1-3; 01/24/25)
- Discussion Board

Week 3: **01/27/2025 – 01/31/2025**

- Chapter 4 – American Political Culture
- Discussion Board

Week 4: **02/03/205 - 02/07/2025**

- Chapter 5 – Civil Liberties
- Chapter 6 – Civil Rights
- Exam 1 (chapters 1-6; 2/07/25)

Week 5: **02/10/2025 - 02/14/2025**

- Chapter 7 – Public Opinion
- Chapter 8 – Political Participation
- Discussion Board

Week 6: **02/17/2025 - 02/21/2025**

- Chapter 9 – Political Parties
- Chapter 10 – Elections and Campaigns
- Quiz 2 (chapters 7-8; 02/21/25)
- Discussion Board

Week 7: **02/24/2025 - 02/28/2025**

- Chapter 11 – Interest Groups
- Chapter 12 – The Media
- Exam 2 (chapters 7-10; 02/28/25)
- Discussion Board

Week 8: **03/03/2025 - 03/07/2025**

- Chapter 13 – Congress

Week 9: **03/10/2025 - 03/14/2025**

- Spring Break

Week 10: **03/17/2025 & 03/21/2025**

- Chapter 14 – The Presidency
- Quiz 3 (chapters 13-14; 03/21/25)

Week 11: **03/24/2025 - 03/28/2025**

- Chapter 15 – The Bureaucracy
- Discussion Board

Week 12: **03/31/2025 - 04/04/2025**

- Chapter 16 – The Judiciary
- Discussion Board

Week 13: **04/07/2025 - 04/11/2025**

- Chapter 17 – Domestic Policy
- Exam 3 (chapters 13-16; 04/11/25)

Week 14: **04/14/2025 - 04/18/2025**

- Chapter 18 – EconomicPolicy
- Discussion Board

Week 15: **04/21/2025 - 04/25/2025**

- Chapter 19 – Foreign and Military Policy

Week 16: **04/28/2025 - 05/02/2025**

- Chapter 20 – American Democracy, Then and Now
- Final Discussion Board

Week 17: FinalsWeek **05/05/2025 – 05/09/2025**

- Final Exam (chapters 17-20; Monday, 05/05/25)

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 four areas worth a total of 550 points.

Specifically, **Class Participation** points will be awarded to students based on participation in all zoom meetings assigned; discussion board assignments completed, and completion of any graded or ungraded assignments given.

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.
4. Class Participation (10 points for completing syllabus scavenger hunt, and 10 points for completing initial introduction discussion board) – **20** points.

Grading Scale:

100 - 90%	A (550-495)
89 - 80%	B (494-440)
79 - 70%	C (439-385)
69 - 60%	D (384-330)
Below 60%	F (329-0)

Late Work and Make Up Work Policies:

- Quizzess

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.

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 coments offered by other students.

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.

07/02/2024

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 Accommodations (Disability Services) 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

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 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 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 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/

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/)

At our campus, we understand that students face numerous challenges beyond the classroom. That's why we offer Success Coaches who are dedicated to helping you succeed. Our coaches know that life can sometimes get in the way of your educational goals. Through personalized meetings, Success Coaches empower you to overcome obstacles, maximize your potential, and create a clear path to both academic and personal success. Our Success Coaches are ready to help you achieve your dreams! Schedule your appointment today by calling 254-299-8226 or emailing 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.

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.

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.

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