



GOVT 2305.012IN  
Federal Government  
Summer 2023 1st 5-week

**Instructor Information:**

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**Student Hours and Location:**

TU/TR 8:00 -8:30 am via Brightspace instant messages (during this time I will also be immediately available via phone or email).

Course is accessible at: [COM Brightspace Login Page](https://com.brightspace.com) (Link Address: <https://com.brightspace.com>)

**Required Textbook:**

- Title: American Government
- Author: Glen Krutz - OPENSTAX
- Edition: 2nd
- Published Date: 2019
- ISBN : 978-1947172654

The textbook can be accessed **free of charge** online and downloaded as a pdf file at: [OpenStax - American Government](#)

The textbook is mandatory, but if you don't like using an online version, you can print it out yourself or purchase a hard copy of the textbook from any retailer, but that is optional.

**Course Description:**

This course examines 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.

**Course Requirements:**

This course primarily consists of online lessons and discussions provided by the instructor. Additionally, videos and other supplementary articles may be used to emphasize key issues. The online lessons parallel and reinforce assigned textbook readings; therefore, it is essential that students keep up to date with their online work. A variety of means will be employed to evaluate student performance. The following sections explain the graded components of the course, as well as the grading criteria to be used at the end of the semester.

## Determination of Course Grade

### Discussions:

Discussions represent the interactive component of this course. The graded topics are related to the readings, presentations, and/or current events taking place in government today. These forums are a way of exchanging information with your fellow students. You will receive a grade for your thoughtful participation in the discussions associated with each of the topics. Remember: **unsupported opinions have no place in an academic environment**. You must be able to demonstrate your knowledge of the provided readings as well as any additional research on the assigned topic. "Participation" means that for each topic, you should post an Initial Post (a minimum of 250 words) as well as a Response Post to 2 other students (a minimum of 150 words each) for full credit. A grading rubric for the discussion forums will be provided in Brightspace.

Although there will be two discussion topics for each unit of the course, you should ONLY post in ONE of those two topics per unit ...additional posts in other topics will not count. DO NOT WAIT until the end of the unit to begin posting. The initial post is due before the response posts. All response posts are due by 11:59pm on the last day of the unit. Late Posts will not be graded!! Pay close attention to due dates! Follow the discussion guidelines posted in the getting started section of the course.

**Initial Posts and Response Posts have two DIFFERENT due dates – refer to the list of due dates posted on the course menu!**

### Ground Rules for Online Discussion:

1. In the interest of promoting critical thinking, and serious discussion, students should be prepared to have their views challenged by the instructor and/or fellow students. Respect the right of others to have differing beliefs and attitudes. We do not all have to agree. However, we do need to be respectful in the way we disagree.
2. Disruptive behavior, which interferes with teaching and/or learning, will not be tolerated.

More guidelines for online discussion are provided in the Course Orientation document.

### Written Assignments

You will be assigned to write a position paper (yes/no; pro/con) on a current public policy controversy in the United States (e.g., Should Private Businesses Have the Right to Deny Service Based on Their Religious Beliefs and Practices? Should Marijuana Be Legalized? Etc.).

You will need to research on the topic, citing at least three sources from credible and reliable publications, web sites, journals, books, etc. Formulate an argument based on evidence in defense of this position and respond to the objections to this position. Additionally, you should explain how this position impacts the issues of personal responsibility and social responsibility. Additional details on the assignments such as length, required elements, and format and citation requirements will be detailed in the assignment file located in Brightspace. Detailed grading rubrics will also be posted to guide your research.

**Unit Exams:**

Each unit exam will cover only the chapters/lesson notes assigned for that unit and may consist of multiple choice, matching and/or short essay questions. A study guide will be provided at the beginning of each of the units so that you can prepare for the exam.

**Final Exam:**

There will be a comprehensive final exam covering all four units in the course. The final exam consists of 50 multiple choice questions only. There will be a specific study guide posted for the final exam so that you can prepare.

**Lesson Activities**

There are 16 sets of lesson notes (4-5 per unit) assigned for the class. Throughout the lesson notes there are practice activities to help you study. **These activities are ungraded and are for self-assessment purposes only but will greatly assist you with the exam.**

**Detailed Grading Formula:**

<b>Graded Course Work/Activity</b>	<b>Weight</b>
Unit Exams	40%
Final Exam	10%
Discussions	20%
Written Assignment	30%

**Grading Scale:**

<b>Percentage Range</b>	<b>Letter Grade</b>
89.5% - 100%	A
79.5% - 89.4%	B
69.5% - 79.4%	C
59.5% - 69.4%	D
Below 59.4%	F

**Grading Timeframe**

I generally grade twice a week on Mondays and Fridays. Please feel free to call or email me if you are concerned about your progress in the course or if you do not see your grade posted within a week of submission. Please be aware that discussion grades may not appear until the end of the unit.

### **Extra Credit**

In addition to the regularly assigned materials there are several opportunities to increase your grade through extra credit material. Each unit has a ten-point extra credit assignment associated with it. Please pay attention to due dates as late extra credit will not be accepted. You can earn up to 4 points added to your final average.

### **Late work**

Late work will have a 10% per day penalty. Not all work can be submitted late – see below. Pay careful attention to the list of due dates in the class. Do not solely rely on the Brightspace App or calendar as the dates do not always appear there. ALWAYS refer to the comprehensive list of due dates posted in the getting started section of the course.

- Exams may be submitted up to 3 days late (Due Sunday - can be submitted until Wednesday).
- Extra Credit may not be submitted late
- Discussions – The initial post can be submitted late with a 10 point deduction BUT all discussion posts (initial and responses) are due by the Response post due date. Response posts cannot be submitted late.
- The Policy Paper may be submitted late, but MUST be received by the final exam due date.
- **The final exam is due at NOON on the date listed - Final exams cannot be submitted late.**

### **Attendance Policy:**

If you want to pass, come to class. In an online environment, this means that you are **expected to log into the course a minimum of 3 times per week** and you should expect to spend at least 6-8 hours a week in the course reviewing lessons, and other course material, and completing assignments, exams, and discussions. The online material goes beyond the material presented in the text, and you will be held accountable for this material on the exams and course assignments. The discussion component of the course also requires you to engage your fellow students in “conversation,” which requires you to regularly read and respond to posts. **NOTE:** If for any reason the college closes, continue to work on the assignments spelled out in your syllabus and refer to Brightspace for further instructions.

### **Communicating with Your Instructor:**

ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. I make every effort to return messages (course messages, email, phone, discussion postings) within 36 hours (weekends and holidays excepted). See the “Contact Instructor” link on the Brightspace course menu for detailed information.

**Student Learner Outcomes & Associated Objectives:**

<b>Student Learner Outcome</b>	<b>Connects to Core Objective</b>	<b>Assessed via This Assignment</b>
Explain the origin and development of constitutional democracy in the United States	Critical Thinking (CT)	Exam
Demonstrate knowledge of the federal system.		Exam
Describe separation of powers and checks and balances in both theory and practice.		Exam
Demonstrate knowledge of the legislative, executive, and judicial branches of the federal government		Exam
Evaluate the role of public opinion, interest groups, and political parties in the political system.	Critical Thinking (CT) Personal Responsibility (PR) Communication Skills (CS1)	Exam/Policy Paper
Analyze the election process.	Critical Thinking (CT) Social Responsibility (SR)	Exam/Policy Paper
Identify the rights and responsibilities of citizens.	Personal Responsibility (PR) Social Responsibility (SR)	Exam
Analyze issues and policies in the US.	Critical Thinking (CT) Social Responsibility (SR)	Exam/Policy Paper
Develop, interpret, and express ideas on a Government 2305 related topic through written communication.	Communication Skills (CS1) Critical Thinking (CT)	Policy Paper
Students will demonstrate intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.	Social Responsibility (SR) Communication Skills (CS1)	Policy Paper
Evaluate choices and actions of others or one's own and relate consequences to decision-making.	Personal Responsibility (PR) Communication Skills (CS1)	Policy Paper

### **Academic Dishonesty:**

Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty is an extremely serious offense and may result in a penalty **grade of zero on the assignment/exam/discussion etc. Further, a student will also forfeit any extra credit earned to that point in the class and be disqualified from earning additional extra** and possible referral to the Office of Student Conduct for the appropriate disciplinary action, including possible dismissal from the course. The instructor reserves the right to define "Academic Dishonesty." Below are some examples of Academic Honesty (not an exhaustive list; academic dishonesty is not limited to only these types of incidences):

### **Plagiarism**

Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website and pasting it into your paper, using someone else's words without quotation marks. **Simply changing one or two words from a block of text is still plagiarism.** Any assignment containing any plagiarized material will receive a **grade of zero. Further, a student will also forfeit any extra credit earned to that point in the class and be disqualified from earning additional extra credit.** For repeat or serious offenses, the student will also be referred to the Office of Student Conduct for the appropriate discipline action.

#### **Links to Resources about Avoiding Plagiarism:**

1. [Purdue OWL: Avoiding Plagiarism](https://owl.english.purdue.edu/owl/resource/589/01/) https://owl.english.purdue.edu/owl/resource/589/01/
2. [Plagiarism.org](http://www.plagiarism.org/) http://www.plagiarism.org/
3. [eLearners How to Avoid Plagiarism](http://www.elearners.com/online-education-resources/online-learning/how-to-avoid-plagiarism/) http://www.elearners.com/online-education-resources/online-learning/how-to-avoid-plagiarism/

### **Cheating**

Cheating includes looking at or copying from another student's exam, having another person take an exam or complete a project or assignment for you, bringing/accessing unauthorized notes, texts, audio/video recordings, electronic devices, or other materials to complete an online exam, and/or obtaining or distributing unauthorized copies of exams or any part of an exam.

### **Collusion**

Collusion is inappropriately collaborating on assignments designed to be completed independently. This course is designed to be completed independently. This includes using AI programs such as ChatGPT and submitting as your own.

**Please** -- if you are having trouble of any kind, discuss it with me. The tiny advantage you would get from cheating is vastly outweighed by the risk you would be taking. I am willing to help you in any way I can, but I will NOT excuse academic dishonesty no matter how much I like you or feel sorry for you.

## Technology Compliance Policy

This class uses a Learning Management System called Brightspace for lectures, assessments, and other course-related materials and links. Each student must maintain Internet access throughout the duration of this course. Additionally, students are expected to maintain a state of technical compliance, including (but not limited to):

- up-to-date browsers,
- multiple (minimum of 2) browsers (recommended: Chrome & Firefox),
- appropriate and adequate computer hardware,
- a stable Internet connection,
- and other up-to-date software as required by the instructor.

The instructor is not required to give consideration for lost/missing/unacceptable work stemming from technical non-compliance and/or end-user technical issues. Failure to maintain Internet or computer access shall not constitute a valid excuse for missed work. Any student who cannot keep up with the coursework owing to a lack of computer or Internet access or functionality should refer to the [Library Computer Lab hours of operation](https://www.com.edu/computer-labs/library-computer-lab) (<https://www.com.edu/computer-labs/library-computer-lab>) and plan to complete any and all coursework during posted hours (including testing, as needed).

In short, if you fail to complete an assignment or exam because your computer crashes or loses internet access, forget to attach a file, attach a wrong/blank/empty file to an assignment, did not verify submission of the correct file/information/link/etc., or did not use the appropriate browser or operating system to access and complete course work, then you are not entitled to make up the course work. If the assignment, discussion, project, or exam was not completed or submitted in a timely manner due to your error or due to end-user technological issues of any kind, it cannot be made up.

In the event you experience a technology problem or error, it is your responsibility to communicate **immediately** (not the next day, not 3 hours later) with your instructor using a working form of technology, via Text (see contact instructions in Brightspace) or email [atmbetancourt@com.edu](mailto:atmbetancourt@com.edu). If you experience any technology problems or errors with *college* software (Brightspace, etc.), **immediately** notify the DE department at College of the Mainland (COM) by submitting a ticket through [Parature](http://com.parature.com) (<http://com.parature.com>). If possible, make a screenshot of the error and email it to your instructor as well as the Distance Education Helpdesk. Contacting COM's Distance Education department can be accomplished by submitting a ticket through [Parature](http://com.parature.com) (<http://com.parature.com>) or via live chat Monday to Friday from 8 AM to 5 PM whenever the college is open.

## Student Concerns:

If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Dr. Wakao at [swakao@com.edu](mailto:swakao@com.edu) or 409-933-8107.

## Institutional Policies and Guidelines

### **Grade Appeal Process:**

Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook [Student Handbook 2022-2023 v4.pdf \(com.edu\)](#). *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

### **Academic Success & Support Services:**

College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

### **ADA Statement:**

Any student with a documented disability needing academic accommodations is requested to contact Kimberly Lachney at 409-933-8919 or [klachney@com.edu](mailto:klachney@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

### **Textbook Purchasing Statement:**

A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

### **Withdrawal Policy:**

Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1<sup>st</sup> 5-week session is June 30. The last date to withdraw from the 10-week session is July 31. The last date to withdraw for the 2<sup>nd</sup> 5-week session is August 4.

### **FN Grading:**

The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.



**Early Alert Program:**

The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

**Resources to Help with Stress:**

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at [deanofstudents@com.edu](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).