



GOVT-2305-021IN-Summer-2024  
Federal Government  
Online

## Instructor Information

**Name:** Sean Skipworth M.A.,  
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**Phone:** 409-933-8303

## Student Hours (Office Hours): Online

Wednesdays 1:00PM to 1:30PM

**Location:** Online

**Required Textbook:** Glen Lutz et al. American Government (2nd edition) (It is free. You can download from <https://openstax.org/details/books/american-government-2e>)

**Course Description:** 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.

## Determination of Grade

### Course Requirements:

- iii. **Quizzes** Multiple choice quizzes will be given over most chapters covered in the course. (See the course schedule below and the quizzes within Brightspace for specific quiz assignments) The quizzes will be 10 questions in length and students will have 10 minutes in which to take the quiz. Students are allowed three attempts for each quiz and **the score will be determined from the last attempt.** Students are not required to take the quiz more than once. **The quiz questions are drawn from a pool of questions covering the textbook chapter and the audio lecture material. It is vital that students read the chapter indicated in the description of the quiz AND listen to the audio lecture before attempting the quiz.**

The computer will select 10 questions at random for each attempt that is made. The two lowest quiz grades will be dropped at the end of the semester to account for technical problems or other conflicts. The remaining quizzes will be averaged together to calculate the quiz percentage of the final grade.

- iv. Final Exam. Students will be given a comprehensive multiple choice exam over each chapter covered. The 100 question final exam will be timed and students will receive a total time of 60 seconds per question.
- v. Discussion Forums: Students will be provided with an article(s) on a political issue and will be required to comment on that issue in a discussion forum. Students are required to submit the following by the due date established in the course schedule.
- i. Students will write a 700, not to exceed 750, word position paper over the work assigned by the instructor. The bibliography and heading do not count towards the required word count. The paper must be submitted in Microsoft Word format, written in MLA format, double spaced, and include a bibliography if outside sources are used. Students are expected to utilize proper grammar and syntax. The paper should:
- Express your opinion of the issue being examined. There may be multiple topics in a single assigned reading that could be chosen to form your thesis. Focus one **ONE** of those topics.
  - ***Do not summarize the piece you are writing about.*** A few lines of general summary are sufficient, but the bulk of the paper needs to focus on your reaction.
  - **Students are expected to make use outside sources when researching and writing their reaction papers.** Students must document these sources in a bibliography and via parenthetical citations. Failure to do this is plagiarism. Avoid using lengthy quotes.
  - You are entitled to your opinion, but you are not entitled to your own facts. Personal opinion cannot be “wrong”, but you can demonstrate poor logic or utilize inaccurate or distorted information. Engage in due diligence when referencing facts and conclusions and think critically about your own reasoning. Points will be deducted for issues in this area. **Anecdotal evidence (I knew someone who...) is rarely sufficient support of an argument.**
  - Likewise, differing points of view should be given a fair hearing and shouldn't be altered to align with your criticism. Do not construct “strawman” arguments to pick apart and do not engage in ad hominem or unsupported personal attacks.
  - **At all times students should demonstrate logical critical thinking skills, illustrate clarity of thought when expressing personal opinion, and should support claims and arguments with credible evidence/supporting opinions.**
  - Dig deeper when writing these papers. Avoid cliché theses like “People should be better educated” or “Politicians should work together more”. The instructor is looking for a clash of ideas,

solutions to problems, and a consideration of potential counter arguments to student's ideas. Students should demonstrate they can express an opinion without blindly rejecting arguments against it. Students should strive to follow the truth wherever it leads.

- **There may be multiple points that a paper could be written on in a given week, but the word count of these assignments is limited and it is usually best to focus on one aspect of the discussion. It is better to have one well developed idea than to give shallow treatment of several points.**
- ii. Respond at least twice (2) to other student's posts. Each response post must be 250 – 300 words in length. These response posts should not be submitted in Microsoft Word format, but should be posted into the submission box of the discussion forum link.
- Students should not simply focus on posting the assigned number of times, but should put thought into their responses and create quality posts. State your feelings on the issue and then *explain* why you have those feelings.
  - When responding to the posts of others do not make posts that simply state agreement without further, or brief, explanation. We're looking for difference of opinion and contrast so avoid choosing opinions you agree with to respond to, try to make a post challenging another student's point of view each week.
  - If you have are having trouble with the above remember, that you don't have to respond and express YOUR point of view, you can respond with a critique to their ideas that you may actually disagree with.
  - If students utilize information from outside sources in their response posts, they must include a citation at the end of their post.
  - **Students should criticize the ideas of their classmates and NOT their classmates. The instructor will pass on feedback to students that demonstrate poor logic, grammar, etc. and students will refrain from taking it upon themselves to do this. Students will also refrain from leveling personal attacks at their classmates.**
  - Students will be graded on both the quantity and quality of their posts. Students should not wait until the last minute to work on this assignment as part of your participation is dependent on the comments of other students. Points will be deducted for improper use of grammar and formatting.

**Grading Formula:**

Class Discussions: 50%

Final Exam: 10%

Quizzes: 40%

**Late Work & Make-Up Work:** Late work will not be accepted. The two lowest quizzes will be dropped to account for technical problems and/or “life” issues. Severe medical issues and major emergencies (not scheduled conflicts) may be grounds to allow for an extension on major assignments, but the granting of an extension is not guaranteed and the chance of one being granted will be effected by the timeliness in which the situation is reported to the instructor. Documentation (a doctor’s note or the like) would also be required.

**Attendance Policy:** Students will need to devote additional time outside of class to study course content and complete assignments. Each student is different, but it’s reasonable to expect to spend anywhere from 3 – 4 hours per week to study, complete outside readings/audio lectures, and to complete assignments. Students should log in each week day at minimum to check for announcements.

**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.

**Core Objectives:**

1. **Critical Thinking Skills:** Students will demonstrate creative thinking, innovation, and the ability to analyze, evaluate, and synthesize information.
2. **Communication Skills:** Develop, interpret, and express ideas through written, oral, and visual communication.
3. **Social Responsibility:** Students will demonstrate intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
4. **Personal Responsibility:** Evaluate choices and actions of others or one’s own, and relate consequences to ethical decision-making.

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
1. Explain the origin and development of constitutional democracy in the United States.	None	Chapter Quiz
2. Demonstrate knowledge of the federal system.	None	Chapter Quiz
3. Describe separation of powers and checks and balances in both theory and practice. United States history.	None	Chapter Quiz
4. Demonstrate knowledge of the legislative, executive,	None	Chapter Quizzes

and judicial branches of the federal government.		
5. Evaluate the role of public opinion, interest groups, and political parties in the political system.	Social Responsibility	Position Papers
6. Analyze the election process.	None	Chapter Quizzes
7. Describe the rights and responsibilities of citizens.	None	Chapter Quizzes
8. Analyze issues and policies in U.S. politics.	Critical Thinking Skills	Chapter Quizzes
9. Develop, interpret, and express ideas through written communication.	Communication Skills	Position Papers
10. Evaluate choices and actions of others or one's own, and relate consequences to decision-making.	Personal Responsibility	Position Papers

**Academic Dishonesty:** Any incident of academic policy will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on an assignment is an extremely serious offense and will result in a **grade of zero** on that assignment and the student will be referred to the Office of Student Conduct for the appropriate discipline action.

**COM is committed to a high standard of academic integrity among its students and faculty. In becoming part of the COM academic community, students are responsible for honesty and independent effort. As stated in the COM Student handbook, failure to uphold these standards, includes, but it is not limited to, the following: plagiarizing written work, cheating, on exams or assignments and collusion among students on an exam or project without specific permission from the instructor.**

Cheating includes look at or copying from another student's exam/quiz, having another person take an exam/quiz or complete a project or assignment for you, bringing unauthorized notes, texts, or other materials into class with you for an exam (this includes cell phones and texting of ANY kind during an exam), and obtaining or distributing an unauthorized copy of an exam or any part of an exam.

**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. Any assignment containing any plagiarized material will receive a **grade of zero** and the student will be referred to the Office of Student Conduct for the appropriate discipline action.

**There is no technical difference between intentional and unintentional plagiarism; forgetting to cite is not a defense.**

Many students enrolled in the course have taken college level composition courses and EVERY student has at least taken high school English. The instructor will answer any questions a student has in regards to plagiarism, **but it is the responsibility of the student to ensure that they have not committed plagiarism.** Numerous resources exist online that discuss quotes, paraphrasing, and how to avoid plagiarism.

**Link(s) to resource(s) about ways to avoid plagiarism:**

<http://en.writecheck.com/ways-to-avoid-plagiarism/>

**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 Shinya Wakao at 409-933-8107 or [swakao@com.edu](mailto:swakao@com.edu)

## **Course Calendar**

First Discussion Forum Due: Monday, July 22<sup>nd</sup>

Second Discussion Forum Due: Monday, August 5<sup>th</sup>

All Quizzes Due: Wednesday, August 7<sup>th</sup>

Final Exam Due: Wednesday, August 7<sup>th</sup>

## **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 [https://www.com.edu/student-services/docs/Student\\_Handbook\\_2023-2024\\_v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2023-2024_v2.pdf). *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, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: [AccessibilityServices@com.edu](mailto:AccessibilityServices@com.edu)

Location: COM Doyle Family Administration Building, 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 July 1. The last date to withdraw from the 10-week session is July 30. The last date to withdraw for the 2<sup>nd</sup> 5-week session is August 2.

**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).

### **Nondiscrimination Statement:**

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

**Classroom Conduct Policy:** College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the on-line Student Handbook. Students should act in a professional manner at all times. Disruptive students will be held accountable according to college policy. Any violations of the Code of Conduct will result in a referral to the Office for student Conduct and may result in dismissal from this class.

The instructor seeks to provide equal educational opportunities without regard to race, color, religion, national origin, sexual orientation, age, handicap, or political affiliation. This course may cover sensitive issues and controversial material upon which many people have deeply held beliefs. In the interest of promoting critical thinking, and serious thought and discussion, students should be prepared to have their views challenged by the instructor and/or fellow students.

### **Disclaimers**

1) The syllabus is subject to change in order to clarify, expand, or create new course policies and/or requirements. Students will be informed of any changes made to the course syllabus.

2) Students should not attempt to log back into timed assignments when they are completed and/or the time expires. If you close out a timed assignment once it has begun the timer will continue to run and accessing the assignment again once the time is up can cause your grade to be posted as a zero. This is a “user end” error and no accommodation will be made for it.

3) Federal privacy laws prohibit me from discussing a student’s performance with anyone other than the student in question or college/high school support staff (such as counselors, department chairs, etc.) If you are a dual credit student please let your parents know that they must contact the high school directly for information on your performance in this course.

4) The evaluation of many grades in this course requires objective evaluation and is done at the instructor’s discretion.

**Technology Outage Policy:** In the event you experience a technology problem, it is your responsibility to communicate immediately with your instructor and the DE department at College of the Mainland (COM). It is a good idea to make a screenshot of the error and email it to me as well as the Distance Education Helpdesk. Contacting COM’s Distance Education department can be accomplished by submitting a ticket anytime at <http://com.parature.com> or via live chat Monday to Friday from 8 AM to 5 PM whenever the college is open.

**Technical Compliance Statement:** This class uses Brightspace for notes, lectures and assessments. Each student must maintain Internet access throughout this course. Additionally, students are expected to maintain a state of technical compliance, including (but not limited to): up-to-date software as required by the instructor; a stable Internet connection, etc.. 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 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 must drop the course.



In short, if you fail to complete an assignment because your computer crashes or loses internet access, you forget to attach a file or click submit on an assignment, or you did not use the appropriate browser or operating system you are not entitled to make up an assignment. **If the assignment was not completed due to your error it cannot be made up.**

If you find yourself encountering an error when submitting a written assignment via Brightspace your best bet would be to send that assignment to me via an email attachment and explain the situation.

### **Student Success Tips**

- Be familiar with all policies stated in this syllabus
- Log in to the course each week day to check for announcements
- Take notes as you listen to the audio lectures and read through the textbook chapters
- Do not procrastinate and avoid turning in assignments right at the deadline
- Communicate with the instructor as soon as you feel you are having difficulty
- Be prepared to adjust your study habits and behavior to improve in the course. Take responsibility for your performance in the class even (especially) if you experience difficulties in life beyond your control.