



**Division of Social and Behavioral Sciences
Government Department**

<http://www.hccs.edu/programs/areas-of-study/social--behavioral-sciences/government/>

**You must be logged in to the course and participating
by March 25 or you will be marked as "Never Attended" and you will be dropped
from the class.**

GOVT 2305: Federal Government | Online | #10356

Spring 2019 | 8 Weeks (3.18.2019-5.12.2019)

Online HCC Online College

3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor: Evelyn Ballard
HCC Email: evelyn.ballard@hccs.edu

Office Hours: By Appointment
Office Location: Online

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns and to discuss course topics.

Instructor's Preferred Method of Contact

You can contact me through either Canvas (preferred method of contact) or my HCC email with your HCC email. Emails sent from non-HCC accounts (i.e. gmail, yahoo, etc) will not receive a response.

I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

What's Exciting About This Course

Students who finish GOVT 2305 will have completed one of the most important class they will take in their college career. In this class, it will be made clear that government and politics are in everything that we, as citizens, do and interact with, particularly when it comes to ensuring our liberty and our security. These concepts, while equally important, also are in conflict with each other. Laws that promote liberty may compromise security and vice versa. Which state and/or local institutions come up with these practices and enforces them? How do they come up with these practices? What role do we, as Texas residents, play in this balance between liberty and security? You will explore these questions in this course.

My Personal Welcome

I am delighted that you have enrolled in Government 2305 Online. As you know, we will not have face-to-face meetings. Therefore, this course requires a different kind of preparation and participation than a traditional course.

First, let me introduce myself. My name is Evelyn Ballard and I have been teaching for HCCS for over 25 years. I learn something new each semester and I think that you will learn something about Texas government that you do not already know. During the years that I have taught online, I have become comfortable in the virtual classroom and hope that you will become comfortable there. Be sure to log into the course by the third day of class to avoid being dropped. The State of Texas requires that students who have not attended (in this case, logged in) by the official day of record for the semester (January 22) be dropped. Now, here is some information about how the course will work.

The Classroom

As you will see, our "classroom" is quite different from the traditional classroom. I have organized the course into several modules. These Modules may be accessed either from the left-hand side of the opening page.

Modules

The Course is divided into the following Modules:

Introductory Materials:

This block contains the course syllabus that you should print for your own use, as well as additional information about HCC. Also included are study skills that are useful for this course as well as other college courses.

Modules I-IV:

There are 4 course content modules. At the start of the semester, only Module I will be visible. Each module contains your reading assignment and links to the exam and discussion for that part of the course. The content modules will include supplementary materials to aid you in your studies.

Check E-mail

Check your e-mail account daily. I have organized this course to be as easy to follow as possible, but you do need to do your part. I will send e-mails often, especially at the start of the semester to help you get started and to help you succeed in the course.

I answer e-mails daily, M-F and I do check in at least once on the weekends.

Is Distance Education Easier?

Students often tell me that they are enrolled in a DE course because it will be easier. They quickly discover that this is not the case. We will be covering the same materials covered in the classroom, but in a much shorter time period. The course is reading intensive and, additionally, you will have to be self-disciplined enough to do the reading and studying on your own. DE courses take at least as much time as a traditional course—you should expect to spend a significant amount of time reading and preparing for exams. The great benefit of a DE course is that you do not have to attend classes.

Prerequisites and/or Co-Requisites

GOVT 2305 requires college-level reading and writing skills. The minimum requirement for enrollment in GOVT 2305 include concurrent enrollment in or successful completion of ENGL 1301. If you have enrolled in this course having satisfied this prerequisite, you have a higher chance of success than students who have not done so. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

Eagle Online Canvas Learning Management System

This section of GOVT 2306 will use [Eagle Online Canvas \(https://eagleonline.hccs.edu\)](https://eagleonline.hccs.edu)

HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas. It is recommended that you **use [FIREFOX](#) or [CHROME](#) as your browser**.

HCC Online Information and Policies

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

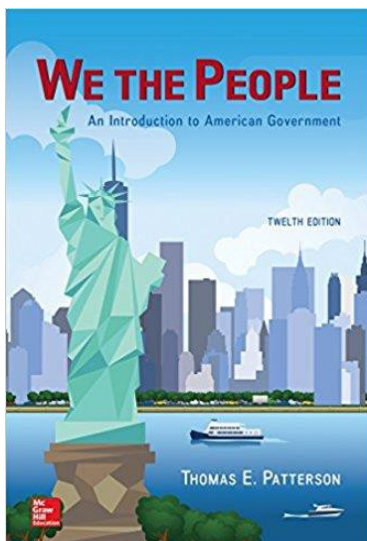
Scoring Rubrics, Sample Assignments, etc.

Look in Eagle Online Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.

<https://eagleonline.hccs.edu/login/ldap>

Instructional Materials

Textbook Information



Patterson, Tom (2017) *We the People, 12th Edition*. McGraw-Hill ISBN: 9781260210620. T

This ISBN consists of a package that includes the loose-leaf version of the text with the *Connect* access card. The Connect access does contain SmartBook/eBook. Connect is optional for this class.

It is included in a package that contains the text as well as an access code and are found at the [HCC Bookstore](#). You may either use a hard copy of the book, or rent the e-book from McGraw-Hill. Order your book here: [HCC Bookstore](#)

Other Instructional Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

Supplemental Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

Course Overview

Government 2305 is one of two courses designed to introduce students to the study of 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. The course goals are to develop an understanding of the institutions and political processes of the American political system; encourage critical thinking about political events; and introduce students to the discipline of Political Science and how political scientists study politics scientifically. This course is fully transferable to all Texas State colleges and universities.

Core Curriculum Objectives (CCOs)

The Higher Education Coordinating Board (THECB) mandates that the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning. Students enrolled in GOVT 2305/2306 core curriculum courses will complete assessments designed to measure the following core objectives:

- **Critical Thinking Skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

- **Communication Skills**—to include effective development, interpretation and expression of ideas through written, oral and visual communication
- **Personal Responsibility**—to include the ability to connect choices, actions and consequences to ethical decision-making
- **Social Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making

Student assessment of proficiencies mandated by THECB may include testing, projects, or assignments.

Program Student Learning Outcomes (PSLOs)

1. Identify and describe the institutions of American national government.
2. Recognize and assume the responsibilities of citizenship by developing one's critical thinking skills, engaging in public discourse, and by obtaining information through the news media.

Course Student Learning Outcomes (CSLOs)

Upon successful completion of this course, students will:

- * Identify the structure, functions and nature of the institutions of the American national government.
- * Understand and describe the development, purpose and attributes of the US Constitution
- * Identify the policy making process and comprehend the outcomes of foreign and domestic policy in the United States.
- * Understand how political values and ideas are developed and expressed and the means through which one may engage in the political system.
- * Comprehend how media, interest groups, parties and the structure of the political system influence political participation.

Learning Objectives

Learning Objectives for each CSLO can be found at GOVT 2305 can be found [here](#).

Student Success

Expect to spend at least twice as many hours per week on your own in addition to the time you would normally spend during instruction. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely.

Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as your guide.

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

Assignments, Exams, and Activities

Written Assignment

You will be required to post on 4 discussion boards. In addition, 50% of each exam grade will be written. The Government Department requires that 25% of your course grade be based on written work. In this course, approximately 55% of your grade will be based on your written discussions and answers to the short essay portion of each exam.

Exams

There will be FOUR non-comprehensive exams scheduled this term. Each exam will comprise of 50 multiple-choice questions (two points per question) and 10 short essay questions (5 points each). Each exam will cover material from assigned chapter readings. Additional guidelines pertaining to the exam are as follows:

Grading Formula

4 Exams – 50% Multiple Choice and 50% Short Answer – 100 points each

4 Online Discussions –15 points each (you must post at least 3 substantive comments – (one original and at least 2 replies to other students' comments)

To calculate your grade, simply add up you exam and discussion scores.

After adding up all the necessary grades, match your total number with the appropriate letter grade as follows below:

Total Points	Letter Grade
414-460	A
368-413	B
322-367	C
276-321	D
0-275	F

HCC Grading Scale can be found on this site under Academic Information:
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

Course Calendar

MODULE I **Foundations, Civil Liberties and Civil Rights**

Reading Assignment: Patterson, Chapters 1-5
 Exam I: Open April 1 12:00 am - 11:55 PM
 Discussion I: Open March 18-April 1 at 11:55 PM
 Exam I and Discussion I must be completed by April 1 at 11:55 PM

MODULE II **Political Behavior**

Reading Assignment: Patterson, Chapters 6-10
 Exam II: Open April 13 12:00am -11:55 PM
 Discussion II: Open April 2-13 at 11:55 PM
 Exam II and Discussion II must be completed by April 13 at 11:55

MODULE III **Government Institutions**

Reading Assignment: Patterson, Chapters 11-14
 Exam III: Open April 25 12:00 am - 11:55 PM
 Discussion III: Open April 14-25 at 11:55 PM
 Exam III and Discussion III must be completed by April 25 at 11:55 PM

MODULE IV **Public Policy**

Reading Assignment: Patterson, Chapters 15-17
 Exam IV: Open May 8 12:00 am - 11:55 PM
 Discussion IV: Open April 26-May 8 at 11:55 PM
 Exam IV and Discussion IV must be completed by May 8 at 11:55 PM
Other important dates:

Monday – March 18 – First Day of Class

Friday, April 19 – Spring Holiday – HCC Closed

Monday – March 25 – Official Day of Record – **Students who have not logged into the class before this date will be dropped.**

Monday – April 22 – Last Day to Drop with a W

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Instructor's Practices and Procedures

Missed Assignments

You may make up one missed exam at the end of the semester.

Make-up day will be May 6. Make-ups are for missed exams only. You may not take an exam more than once. You are limited to one make-up exam.

There are no make-ups for discussions.

Expect the makeup exam to be at least subtly different from the original exam, but not necessarily more difficult. However, students do not typically score as well on the makeup.

While the material covered in the makeup exam is similar to material covered in the original exams, students typically do not score as high on the makeup.

Academic Integrity

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

Houston Community College is committed to a high standard of academic integrity in the academic community. In becoming a part of the academic community, students are responsible for honesty and independent effort. Examples of these violations include, but are not limited to, the following: Plagiarizing written work or projects, cheating on exams or assignments, collusion on an exam or project, and misrepresentation of credentials or prerequisites when registering for a course.

Simply put, violations of academic integrity will NOT be tolerated. At a minimum, a grade of "0" will be recorded on the assignment or exam in question. Additional sanctions may include but are not necessarily limited to the following: Being assigned a grade of "F" for the course, being withdrawn from the course, or being expelled from the College.

Note: Plagiarism is strictly prohibited. This includes copying out of the textbook or off the Internet when answering Short Answer and Essay questions on Exams. Use your own words. You are allowed to use your books and/or notes for the exams, but the exams are time-limited and you must be familiar with the materials before starting an exam –there is not enough time to look up every answer. Plagiarism will result in a grade of "F" for the course.

Attendance Procedures

To be successful in this class, it is your responsibility to do the following:

- Sign into the course website regularly (at least 5 times a week) and keep pace with the course.

Skills and Responsibilities

Skill and Resource Requirements

- Good computer skills with reliable Internet access. You should plan to log into the course site almost every day. Students who fail to log into the course site for more than a week are at risk of being dropped.
- The ability to learn on your own. In a traditional course, students often rely on lecture to explain the key elements of the course. In an online course, students must learn from reading and using posted study materials. I am available to answer questions, but the burden of learning is on you. The ability to learn online is an important skill to have and this course will help you develop that ability.
- You must be a self-starter with a great deal of self-discipline. Successful students make time to work on the course almost every day. If you are the sort of person who puts off schoolwork until the last minute, this is not the course for you. People with self-discipline are successful people, so this course will help you develop qualities that will serve you well.
- You must be able to devote time to the course. You must find time to read 350 textbook pages, study posted materials, prepare for and take four tests, and participate in class discussion. Distance education is ideal for students with complicated schedules, but you still need time for the course.
- You must have good reading and writing skills. You will do a lot of reading in this course and will be required to write a good deal as well. College-level reading and writing skills are a prerequisite for this course and you will be asked to demonstrate them regularly.

Shared Responsibilities

As your instructor, it is my responsibility to do the following

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived;
- Facilitate an effective learning environment;
- Inform students of all relevant course and college policies;
- Provide students with a course outline and class calendar;
- Stay in close touch with students through announcements, instructional postings, and e-mail; and
- Return all graded assignments in a timely fashion.

To succeed in this course, you should:

- Read all instructions carefully, asking questions when you don't understand;
- Use the various study materials as necessary to master course content;
- Complete the required discussions and exams on time; and
- Approach the course from the perspective of learning about how Texas government works rather than getting a good grade because if you understand the subject, you will earn a good grade

Student Conduct

Students will be required to participate in discussion activities and interact with fellow classmates in an online setting. Any and all communication among class participants must remain civil and respectful. Any instances of these disruptions may result in an administrative withdrawal without refund.

HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

Academic Information	Incomplete Grades
Academic Support	International Student Services
Attendance, Repeating Courses, and Withdrawal	Health Awareness
Career Planning and Job Search	Libraries/Bookstore
Childcare	Police Services & Campus Safety
disAbility Support Services	Student Life at HCC
Electronic Devices	Student Rights and Responsibilities
Equal Educational Opportunity	Student Services
Financial Aid TV (FATV)	Testing
General Student Complaints	Transfer Planning
Grade of FX	Veteran Services

EGLS³

The EGLS³ (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Government Program Information

The Houston Community College Government department supports students in a number of different ways. These include:

- GOVT Majors – Students can earn an Associate of Arts Degree in Government, which will prepare them for majoring in Political Science or Government when they transfer to a university. Majors and Minors—those students who are interested in Political Science or Government—are supported by a faculty committee who will connect them to events, news, and opportunities.
- Careers in GOVT – The study of government or political science prepares students for work in the public and private sectors by emphasizing critical thinking, analytical, and communication skills.
- GOVT Student Organizations – The HCC Political Science Club holds discussions and sponsors events to connect students to politics in the real world.
- GOVT Scholarships – The Government Department will work with students to locate scholarship support, when possible.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
 Director EEO/Compliance
 Office of Institutional Equity & Diversity
 3100 Main
 (713) 718-8271
 Houston, TX 77266-7517 or Institutional.Equity@hccs.edu
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

Department Chair Contact Information

Department Chair: Dr. Cammy Shay

Email Address: cammy.shay@hccs.edu

Office Number: 713-718-7141

Per the HCC Student Handbook, if you have a problem with your Government course, please contact your instructor before contacting the department chair.