



You must be logged in to the course and participating by April 6 or you will be marked as “Never Attended” and you will be dropped from the class.

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

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

GOVT 2305: Federal Government | Lecture | CRN 16012)

Spring 2020 (Second 8-Week) | 8 Weeks (3.30.2020-5.10.2020)

Online

3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor: Evelyn Ballard

Office: Online

HCC Email: evelyn.ballard@hccs.edu

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 the concerns and just to discuss course topics.

Instructor’s Preferred Method of Contact

You can contact me through either my HCC email (preferred method of contact) or Canvas. 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; expect a reply to emails sent over the weekend by Monday morning.

What’s Exciting About This Course

Students who finish GOVT 2305 will have completed one of the most important classes taken during 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.

To what extent does the US Federal Government and its institutional structure find a balance between liberty and security? What role do we, as residents in the United States, play in promoting (or even inhibiting) liberty and/or security and, more generally, influence the actions of our government? This will be a large theme in my course.

My Personal Welcome

On behalf of the Government Department faculty, I welcome you to the study of Federal Government at Houston Community College. This is a FULLY online course. You will not need to report to a campus to satisfy any of the course requirements. This course is designed for students who find it difficult to complete the required work in a traditional in-person format.

While the amount of material covered in online courses should not be significantly different (let alone more difficult) than material covered in traditional in-class courses, online courses require a certain level of self-motivation not typically called upon in traditional courses. As such, online students will need to be much more disciplined in dedicated in their studies to excel in computer-based classes such as this one.

To meet the expectations placed in this course, students are required to do several things.

- First, students should complete assigned chapter readings in the textbook, which are provided in the course schedule found in this syllabus.
- Second, students should also take advantage of the Canvas modules that correspond with the assigned readings.
- Third, I also will make class announcements, which will often address questions some of you might have about your status in the class or the general progress of the overall course. These announcements also serve as reminders of upcoming deadlines of assignments, exams, etc. While students should not be actively anticipating an announcement by a certain day and time of the week, expect there to be at least one announcement per week.

Prerequisites and/or Co-Requisites

GOVT 2305 requires college-level reading and writing skills. The minimum requirement for enrollment in GOVT 2305 includes 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](#).

Canvas Learning Management System

This section of GOVT 2305 will use [Canvas \(https://eagleonline.hccs.edu\)](https://eagleonline.hccs.edu) extensively for making instructional material available and for communication with students.

HCCS Open Lab locations may be used to access the Internet and Canvas. **USE FIREFOX OR CHROME AS THE INTERNET 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 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

I am substituting the following book for Patterson. This book is online and it is free:
<https://openstax.org/details/books/american-government-2e>

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 library resources and services is the HCCS library web page at <http://library.hccs.edu>.

Supplementary 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)

This course satisfies the Government/Political Science requirement in the HCCS core curriculum. The HCCS Government Discipline Committee has specified that the course address 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
- **Empirical/Quantitative Skills**—to include manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- **Teamwork**—to include ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility**—to include the ability to connect choices, actions and consequences to ethical decision-making
- **Social Responsibility**—to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Program Student Learning Outcomes (PSLOs)

Can be found at:

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

Course Student Learning Outcomes (CSLOs)

Upon completion of this course, the student will be able to:

- * 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 outside of class as you do in class studying the course content. 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 a 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 making up assignments
- Provide the course outline and class calendar that 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

Course Calendar

MODULE I

American Government and Civic Engagement, The Constitution and its Origins, and American Federalism

Reading Assignment:

Book Chapters 1-3

Exam 1: Open April 13 12:00 am-11:59
PM

Discussion 1: Open Mar 30–April 13
11:59PM

MODULE II

Civil Liberties and Civil Rights

Reading Assignment:

Chapters 4-5

Exam 2: Open April 23 12:00am-11:59 PM

Discussion 2: Open April 14-23 at 11:59 PM

MODULE III

Government Institutions

Reading Assignment:

Chapters 11-13

Exam 3: Open May 4 12:00 am - 11:59 PM

Discussion 3: Open April 24-May 4 at 11:59 PM

MODULE IV

Outputs of Government

Reading Assignment:

Chapters 15-17

Exam 4: Open May 15 12:00 am-11:59 PM

Discussion 4: Open May 5-15 at 11:59 PM

Other important dates:

March 30 – First Day of Class

April 6 – Official Day of Record–**Students who have not logged into the class before this date will be dropped. That date is April 6, 2020.**

Discussions and Exams

Written Assignments

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 at least 25% of your grade be based on written work. In this course, approximately 55% of your grade will be based on your written discussion posts and your answers to the short essay portion of your exams.

Exams

There will be FOUR non-cumulative exams scheduled this term. Each exam will comprise of 25 multiple choice questions and 10 short answer essay questions. Students will also have SIXTY continuous minutes to start AND finish each exam.

To preserve the integrity and security of each exam, all tests will contain each of the following provisions.

1. No two students will receive anything close to the same exam. Questions that appear for each exam and for each student originate from an extensive pool of questions spanning multiple chapters randomly pulled for each student, both in the order of when/if the question appear on the exam and on whether they appear at all. It is entirely possible for students to receive a completely and absolutely different exam from each other so as long as they are drawn from the same chapters.
2. Students will be given NINETY continuous minutes on each exam. *All exams must also be turned in by a certain date (see schedule) at 11:59pm CENTRAL time. All exams will be submitted by 11:59pm regardless of completion status.* To be afforded the full 90 minutes, be sure to start an exam at 10:29pm or before on the deadline date. Students that open an exam AFTER 10:59pm will only have until 11:59 pm that same day to finish

Students SHOULD NOT take any breaks during the middle of the exam; doing so will count against the minutes remaining to complete the exam as the clock will continue to tick. As such, before starting the exam, make sure that all bodily needs have been met and that you are in a distraction-limited environment to insure exam completion within the allotted time.

Grading Scale

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 together your exam and discussion scores. Use the following scale to determine your course grade:

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

Incomplete Policy:

It is safe to assume that incomplete ("I") grades will not be granted to students. Exceptions may be made on a case-by-case basis should the student provide a legitimate non-academic reason backed with appropriate documentation. Further, at least 85% of the required work in the course should have already been completed.

Students granted an "I" will have until the end of the next long semester to finish the course. All "I's" will convert to "F's" unless the student successfully complete all remaining work as determined by the instructor.

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

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 Exams

You may make up ONE exam near the end of the semester. This semester, that date is May 10. Make ups are for missed exams only. YOU MAY NOT TAKE AN EXAM MORE THAN ONCE. You are limited to one exam. THERE ARE NO MAKE UPS FOR DISCUSSIONS.

Expect the makeup exam to be different from the original exam – different, but not necessarily more difficult. Still, please be aware that students do not typically score as well on the makeup

Concerning tests, I STRONGLY recommend that you make yourself available for the exam date. However, if you have to miss one of the first three exams, for any reason, you may take a makeup exam.

Exam 4 is also scheduled during the last week of this term. STUDENTS WILL NOT BE ALLOWED TO MAKE UP THE FOURTH EXAM at that time as the makeup exam date is scheduled EITHER during the same week Exam 4 is scheduled OR in the 1-2 weeks prior (*check schedule for exact dates*). Students who miss the third exam will have VERY limited, if any opportunities to makeup Exam 4 given the test's proximity towards the end of the semester. Simply put, making up Exam 4 will be VERY inconveniencing administratively for the student.

There will be NO make-up opportunities to any missed discussions. Expect the deadlines to submit these posts to be hard, firm deadlines. Students are also encouraged to start early on these discussions to avoid any potential problems and/or difficulties that may surface as the respective deadlines approach

Academic Integrity

Houston Community College is committed to a high standard of academic integrity in the academic community. In becoming 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 an "F" for the course, being withdrawn from the course, or being expelled from the College.

All faculty at HCC are required to document these violations in Maxient, a system used to report any student behavior that constitutes a violation of academic integrity, triggering involvement from other appropriate departments.

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/>

Attendance Procedures

Attendance is required and is taken daily (or if an online class is monitored regularly). Students who do not attend and actively participate in class will be marked as "never attended" on the official census roster, triggering an administrative withdrawal from the course. Students who are absent and/or who are not current with the required coursework will receive an Early Alert email from their professor and from an HCC adviser. The Early Alert system is designed to help students who may be facing challenges that impact their ability to succeed in class.

Online students are expected to log into their courses in Eagle Online, know the rules and expectations in the course, keep up with announcements, and meet assignment deadlines. Your course grade WILL be a reflection of your level of participation in the course.

Student Conduct

Students will be required to participate in discussion activities and interact with fellow classmates in class and/or in an online setting. Any and all communication among class participants must be civil and respectful. HCC Government Department faculty are required to document any violations of student conduct by completing a Maxient report. An HCC counselor will contact the student named in the Maxient report to discuss and resolve the issue it identifies.

Government Department 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.

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

EGLS₃

The EGLS₃ (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term. This brief survey will give valuable 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.

<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 food 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 your professor if you are comfortable doing so.

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

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 long and short term conditions, 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/>

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

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.