



## Government Course Syllabus

*GOVT 2305*

*Fall 2016*

*CRN# 14414*

*Sept. 19, 2016- Dec. 11, 2016*

*48 Hours / 3 semester credit hours/ Second Start/ Distance Education/ Online*

***Instructor:*** Ms. Jamey Nelson (Crane)

***E-mail:*** [jamey.crane@hccs.edu](mailto:jamey.crane@hccs.edu)

*\*\*Students are required to communicate using through official HCCS student email. E-mails coming from a personal (i.e. yahoo, gmail, hotmail....etc.) will not be responded to.*

***Office Hours:*** Available to chat online via e-mail Mondays-Fridays 8:00 AM-3PM or in person at the Southeast Campus on the following days, at the following times.

*Before or after class, or by appointment*

**Government Department Chair:** Evelyn Ballard, [Evelyn.Ballard@hccs.edu](mailto:Evelyn.Ballard@hccs.edu), 713-718-2490

**\*Please contact your professor, Jamey Crane, with all concerns, questions and issues, before Ms. Ballard**

### **SCANS or Core Curriculum Statement and Other Standards**

This is a core curriculum course. GOVT 2305 (Federal Government and U.S. Constitution) is one of two courses required by the state of Texas, designed to introduce students to the politics of national, state, and local government. GOVT 2305 and GOVT 2306 are fully transferable to other public colleges and universities in Texas.

### **Course Student Learning Outcomes (SLO) Only the ones that apply to the course number you are enrolled. This course is GOVT 2305**

1. Identify and describe the institutions of American national government. GOVT 2305
2. Identify and describe the institutions of the State of Texas government. GOVT 2306
3. Identify and evaluate information sources for political news, data, and opinion. GOVT 2306
4. Analyze the effects of the historical, social, political, economic, and cultural forces on politics and government. GOVT 2306

5. 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. GOVT 2305

### **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.

Prerequisite, Co-requisite

Must have passed or co-enrolled in English 1301 (Composition I) as a co-requisite.

1. Explain the origin and development of constitutional democracy in the United States.
2. Demonstrate knowledge of the federal system.
3. Describe separation of powers and checks and balances in both theory and practice.
4. Demonstrate knowledge of the legislative, executive, and judicial branches of the federal government.
5. Evaluate the role of public opinion, interest groups, and political parties in the political system.
6. Analyze the election process.
7. Describe the rights and responsibilities of citizens
8. Analyze issues and policies in U.S. politics.

### **Core Objectives**

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.

### Technical Requirements

Failure to maintain internet access will not excuse incomplete, failed or missed submissions of assignments. The impact will significantly affect student's academic success, and lead to a reduction in grade for this course. If student's experience technical difficulties they should immediately contact Distance Education and the instructor to show documentation of issues.

In addition, to required internet access, you are also responsible for maintaining up-to-date software as required by the instructor; a stable Internet connection; and use of the Firefox browser when using Canvas. The instructor is not required to give consideration for lost/missing/unacceptable work stemming from technical non-compliance and/or end- user technical issues.

Any student who cannot keep up with the coursework owing to a lack of computer or Internet must drop the course. Any student found to have quit logging in (two weeks is typical) and whom the Professor is unable to contact is subject to being dropped without further warning, resulting in either a "W" or a "FX" grade, depending upon the time of the term at which the behavior is noted. If a student has not reset his/her email profile within PeopleSoft to reflect that email which he/she uses most often, the Eagle Online system will default to delivering notifications and messages to that student's HCC default email address, i.e., [yourfirstname.yourlastname@student.hccs.edu](mailto:yourfirstname.yourlastname@student.hccs.edu) <<mailto:yourfirstname.yourlastname@student.hccs.edu>> (please access the link <<http://webmail.hccs.edu>> to access the HCC Webmail system).

The Professor is not responsible for communicating with students who fail to follow this instruction

### **Course Calendar**

#### **Exams**

Exam 1- opens Fri. Oct. 14<sup>th</sup> at noon and due at midnight Sun. Oct. 16<sup>th</sup>- Week 1-4 content materials and book chapters

Exam 2- opens on Fri. Nov. 18<sup>th</sup> at noon and due at midnight Sun. Nov. 20<sup>th</sup> Weeks 5-9 content materials book chapters

Exam 3- Opens Dec. 6<sup>th</sup> at noon and is due by midnight on Fri. Dec. 9<sup>th</sup> Comprehensive. All weeks 1-11 content materials and book chapters

**Current Event Articles : See instructions below, or outlined in the current event article discussion forum, in Canvas.**

CE1 Oct. 2nd

CE 2 Oct. 23rd

CE3 Nov. 13<sup>th</sup>

**Reflective Writings:**

RW 1- due Sunday Oct. 2nd at midnight  
RW 2- due Sunday. Oct. 16th at midnight  
RW 3- due Sunday Oct. 30th at midnight  
RW 4- due Sunday Nov. 13th at midnight  
RW 5- due Sunday Dec. 4th at midnight

### Quizzes

**\*\*\*\*Syllabus Quiz due Census day. Students who fail to complete, and pass the syllabus quiz, by 8 am on Thurs. Sept. 29<sup>th</sup> will be dropped from the course. (even if you have completed all other assignments on time)**

Syllabus Quiz- 8 am Sept. 29th-Syllabus Quiz

Quiz 1- due Sunday Oct. 9th by midnight- Week 1-3 materials  
Quiz 2- due Sunday Oct. 30th by midnight -Week 4-6 materials  
Quiz 3- due Sunday Nov. 13th by midnight- Week 7 and 8 materials  
Quiz 4- due Sunday Dec. 4th at midnight- Week 9 and 10 materials

### Reading Schedule:

#### **Week 1 Gateways to American Democracy and Foundations of American Government**

-Ch. 1 and Module 1

#### **Week 2 Federalism and the U.S. Constitution**

-Ch. 2, 3 and Module 2

#### **Week 3 Legislative Branch and Congress**

-Ch. 12 Module 3

#### **Week 4 Executive Branch, Presidency and the Bureaucracy**

-Ch. 13, 14 and Module 4

#### **Week 5: Judicial Branch, Federal Justices and Courts, Supreme Court, and Decision Making**

-Ch.15 and module 5

#### **Week 6 Political Parties and Interest Groups**

-Ch. 8 and 9

-module 6

#### **Week 7 Campaigns and Elections and Voting and Participation**

-Ch. 10 and 11

-module 7

#### **Week 8 Public Opinion and the News and Social Media**

-Ch. 6 and 7

#### **Week 9 Civil Liberties and Civil Rights**

-Ch. 4 and 5

-Module 8

#### **Week 10: Economic, Domestic and Foreign Policy**

-Ch. 16 and module 9

#### **Week 11 Review**

## Week 12 Final Exam

### Holiday Schedule

SEPTEMBER 2016		
Date	Day	Event
<input type="checkbox"/> Sep 19	Monday	Fall 2016 2nd Start: Classes Begin
<input type="checkbox"/> Sep 26	Monday	Fall 2016 1st 8 WK: Last Day to withdraw
<input type="checkbox"/> Sep 29	Thursday	Fall 2016 2nd Start: Official Day of Record
OCTOBER 2016		
Date	Day	Event
<input type="checkbox"/> Oct 1	Saturday	Fall 2016 2nd Start: Last Day for 70% refund
<input type="checkbox"/> Oct 5	Wednesday	Fall 2016 2nd Start: Last Day for 25% refund
<input type="checkbox"/> Oct 11	Tuesday	Fall 2016 1st 8 WK: Last day of instruction
<input type="checkbox"/> Oct 14	Friday	Fall 2016 2nd 8 WK: Last Day for 100% refund
<input type="checkbox"/> Oct 16	Sunday	Fall 2016 1st 8 WK: Semester ends
<input type="checkbox"/> Oct 17	Monday	Fall 2016 2nd 8 WK: Classes begin
<input type="checkbox"/> Oct 17	Monday	Fall 2016 2nd 8 WK: Classes begin
<input type="checkbox"/> Oct 24	Monday	Fall 2016 2nd 8 WK: Official Day of Record
<input type="checkbox"/> Oct 26	Wednesday	Fall 2016 2nd 8 WK: Last Day for 70% refund
<input type="checkbox"/> Oct 28	Friday	Fall 2016 Reg 16 WK: Last Day to withdraw
<input type="checkbox"/> Oct 28	Friday	Fall 2016 2nd 8 WK: Last Day for 25% refund
NOVEMBER 2016		
Date	Day	Event
<input type="checkbox"/> Nov 7	Monday	Fall 2016 2nd Start: Last Day to withdraw
<input type="checkbox"/> Nov 18	Friday	Fall 2016 2nd 8 WK: Last Day to withdraw

### Student Assignments and Grade Calculation

**25% Quizzes.** You will complete 5 quizzes this semester. The first quiz is the syllabus quiz. It must be completed and passed with a 100% score by census day (Sept. 29<sup>th</sup> at 8 am) or a student will be dropped from the course, and unable to re-enroll.

The remaining 4 quizzes will test students on information from module materials and book chapters. You will have 3 attempts at each quiz. Each attempt has a time limit of 45 minutes. The highest grade will be recorded in the gradebook and count towards the students course total.

**25% Reflective Writings** (5% each) Students will complete 5 reflective writing assignments. ALL reflective writings must be a minimum of 1.5-2 pages in length. They may go over. Reflective writings are to be written in essay format, double spaced, with

*paragraphs, using complete sentences, proper grammar, 1 inch margins, begin no more than 3 “enter taps” from the top of the page, and be in 12 point Times New Roman font.*

*A bibliography must be included, and accompany each student’s essay. Student must include in-text (parenthetical) citations, throughout their work, to reference and give credit to ANY and ALL paraphrased and directly quoted, information. Failure to do this will result in an automatic zero. It is considered plagiarism, to not cite original and even paraphrased thoughts, information, or work that is either not considered common knowledge or is the ideas, work and thoughts of someone else. This includes, any information obtained or used from the links, content materials, or book chapters that students are required to review. No exceptions.*

*If you have questions, about citations, ask! There is no excuse for not citing work. A good resource for citations is [easybib.com](http://easybib.com).*

*Students may use MLA, APA or Chicago style format, as long as they are consistent throughout. The bibliography does not count toward the minimum page length requirement. It should be an additional page, submitted with a student’s essay response, and any other additional parts, required, according to the reflective writing’s instructions.*

*Each writing will be relative to a particular topic that will be covered in this course. Essay prompts and instructions on how to complete each reflective writing will be available to students through Canvas, by clicking on the assignments tab, then the particular reflective writing they are completing. All reflective writings will be submitted, online, as a single file document. Students will upload submissions, by their due date. No late, make-up or emailed assignments will be accepted.*

### **20% Current Event Articles (5% each)**

*Students will participate in 3 separate current event class discussions. There are two parts to each discussion. Current events must be pertinent to the American Government Topics assigned the week they are due. To be current, articles must be retrieved within the last 3 months.*

*There will be a separate discussion board for students to both parts, for each of the two current event article assignments. Meaning, to successfully complete current event article 1, students will make 2 submissions, their part 1 post and part 2 rebuttal to this one discussion board. They will do the same, but on a different board, designated for Current Event Discussion 2.*

**Part 1-** students will find a current event, write a 10 sentence summary analysis, and upload the text or link to the article, along with their summary analysis to the designated current event discussion board.

**Part 2-** (cannot be completed until students first submit part 1) students will review the current event and analysis of one of their peers. Select an article written from a peer with a perspective and opinion that opposes your own. Write a rebuttal and post, before the deadline.

**30% Exam (10% each)** Exams may be comprised of a variation of open-ended, multiple choice, short answer, fill-in-the-blank and/or true false questions.

There are a total of 3 exams. Exams 1 and 2 are only over the module materials, content and book chapters assigned in to the weeks that each exam will covers. The weeks tested in exam 1 and 2 can be found above, under the course calendar portion of the syllabus.

The 3<sup>rd</sup>, or FINAL exam, will be comprehensive. Over all content materials and information from modules content materials and book chapters assigned for all the weeks.

Students will have 2 attempts at exam and 1 and 2, but only 1 attempt at the 3<sup>rd</sup>, and final exam. The time limit to complete each of the 2 attempts, allowed for exam 1 and 2, is 1.5 hours, or 90 minutes, in length. No extensions, make-ups or late exams will be accepted.

The final exam will be comprehensive over information from all the chapters and modules. Students will have a 2 hour time limit to complete their 1 attempt, at the final exam.

### **Grading Scale**

90-100%= A

80-89% = B

70-79% = C

60-69% = D

less than 60% = F

Reading Schedule

**Will be posted in Eagle Online on the first day of class**

### **Instructional Methods**

*Book chapters, video Lectures, exams, module readings, class discussions, external internet links and webpages, video links*

### **Course Materials**

*Geer, John G., et al, "Gateways to Democracy" 3e, Cengage Learning, 2016 (HCC Bookstore). We will not use MindTap , so do not purchase access.*

*Additional supplemental content and reading materials will be provided by the instructor through Eagle Online*

### **HCC Policies**

**ADA Policy:** If you have any special needs which affect your ability to learn in this class, please inform me. Appropriate steps will be taken to assist you with your needs. Any student with a documental disability (physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the ADA counselor at the beginning of each semester. There is a Disability Support Services Office at each campus. To find the name of the ADA counselor at your campus, visit [www.hccs.edu](http://www.hccs.edu), then click future students, scroll down the page and click on the words Disability Information. Faculty members are authorized to provide only the accommodations requested by the Disability Support Services Office.

Title IX of the Education Amendments of 1972 requires that institutions have policies that protect students; rights with regard to sex/gender discrimination. Information regarding these rights are in the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

**Student Rights and Responsibilities:** It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.

Log in to [www.edurisksolutions.org](http://www.edurisksolutions.org) Sign in using your HCC student e-mail account, then go to the button at the top right that says **Login** and enter your student number.

### **Scholastic Dishonesty:**

HCCS students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by HCC System officials against a student accused of scholastic dishonesty.

"Scholastic dishonesty" includes, but is not limited to, cheating on a test, plagiarism, and collusion. Cheating on a test includes but is not limited to: Copying from another student's test paper; using unauthorized materials during a test, unauthorized collaboration with another student during a test; knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test; and bribing



another person to obtain a copy of a test. Plagiarism includes the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work. Collusion includes the unauthorized collaboration with another person in preparing written work.

*Enter your specific policies dishonesty*

*Attendance: Enter your specific policy. College policy allows students to be dropped by the instructor for exceeding absences, but you must be careful in crafting your policy so that it is enforceable and reasonable.*

### **Withdrawals:**

Students who take a course for the third time or more must now pay significant tuition/fee increases at HCC and other Texas public colleges and universities. At HCC, it is an additional \$50 per credit hour. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/ counselor as early as possible about your study habits, reading and writing homework, test-taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available. Also, the state of Texas has passed a new law limiting new students (as of Fall 2007) to no more than six withdrawals throughout their academic career in obtaining a baccalaureate degree.

**The last day to withdrawal from this course is Nov. 7th.**

Review the academic and holiday calendar for the college by visiting <http://www.hccs.edu/district/events-calendar/academic-calendar/>

### **Repeating Courses:**

As a result of recent Texas legislative changes, please be advised that HCC is charging additional tuition for students who enroll in the same class three or more times at HCC. While it is the hope of HCC that students will be successful in their first attempt at classes, we realize that life demands, academic struggles, and other issues may result in students needing to take the same class more than once. Speaking with an advisor will help you develop student success skills, improving your overall academic performance. If a student repeats a course in which a grade (A-F) has been received, the highest grade received at HCC is the permanent grade for the course and will be used in computing the GPA. All grades earned in a given course will be reflected on the transcript. Other colleges may compute the GPA differently than HCC.

### **HCC Student Handbook:**

Please note that it is each student's responsibility to read and be familiar with the HCC Student Handbook. Please see:

<http://central.hccs.edu/students/student-handbook/>

### **Distance Education**

The Distance Education Student Handbook contains policies and procedures unique to the DE student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the DE Student Handbook by visiting this link:

[http://de.hccs.edu/media/houston-community-college/distance-education/student-services/pdf/2015-HCC-DE-Student-Handbook-%28Revised-5 28 15%29 will.pdf](http://de.hccs.edu/media/houston-community-college/distance-education/student-services/pdf/2015-HCC-DE-Student-Handbook-%28Revised-5%2015%29%20will.pdf)