



Government Department  
Southeast College – Distance Education

**GOVT 2305 : American Government**  
**CRN 45435**  
**Face to Face/ Jan. 20, 2015 – May 17, 2015**  
**3 hour course/ 48 contact hours per term/ 16 weeks**  
**Fridays 9:00 AM – 12:30 PM/ Fraga 348**

### **Instructor**

Ms. Jamey Crane, B.A, MA, PhD (in progress),  
Faculty Adviser to HCC South East Campus’s Student Government Association

### **Student – Professor Communication**

Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and to discuss course topics.

### **Office Hours**

By appointment only

### **Instructor Contact Information**

Email to [Jamey.crane@hccs.edu](mailto:Jamey.crane@hccs.edu) with student name and CRN in the subject line.

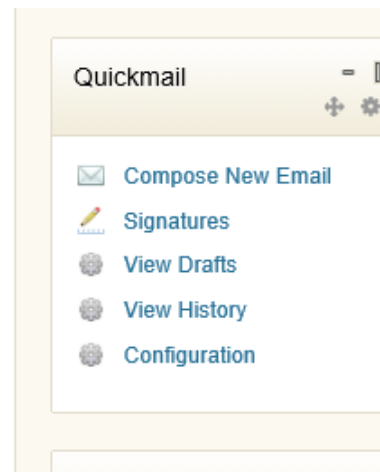
\*\*Students are required to communicate with the instructor, using their HCC E-mail accounts. Students, who have never logged in to their hccs.edu student email accounts can do so, using this link below:  
[webmail.hccs.edu](http://webmail.hccs.edu)

**\*\*BE AWARE!!!!** Emails and messages sent, from within Eagle Online, using Quick Mail are not always successfully received by the professor. Quick mail e-mails can be sent, but not received from within Eagle Online. Replies to e-mails, sent by students, to the Professor through Quick Mail, can only be accessed and reviewed by logging into your personal student HCCS.edu email account. Don’t trust me? See below.

This is a visual of what the Quickmail tool looks like, in Eagle Online.

Notice you can compose a new email, but there is no inbox to check for responses or replies.

VIEW history will only show you all past messages you have sent, but not received



## **Purpose of Course**

The study of government helps us grapple with the enduring question “How do we want to live together?” It helps us understand the rules we live by and the processes by which rules are made, changed, or dissolved. Government 2305 is one of two courses designed to introduce students to the study of the origin and development of the US government, structures and powers of the national government, federalism, political socialization and public opinion, the election process, and select public policies. This particular survey of the national government includes the fundamental principles of political science, the study of the US Constitution, the national legislative, executive and judicial branches, and analysis of contemporary policies. This course is fully transferable to all Texas state colleges and universities.

## **Teaching Philosophy, Learning Objectives & Student Performance Expectations**

### **Teaching Philosophy**

I bring a teaching philosophy focuses on student centered learning and learning style diversity. My instructional approach to coursework, such as content, readings, and activities, emphasizes student independence and responsibility in acquisition of knowledge, skills, and abilities applicable to real, and every day, living in the 21<sup>st</sup> century. Teaching cannot simply be defined as the ability to provide answers. It requires patience, knowledge, energy and a passion that encourages students to connect with each other and their teachers. My passion as an educator is leveraging my creativity, energy, academic experience, and positive attitude in order to develop innovative methods of teaching a diverse student body. I have developed original course material, activities, and assignments that incorporate a variety of learning styles. I value reflective thinking and critical analysis of course content and concepts, above memorization and quantity of information. In order to provide the most effective and best quality learning experience for students, accessibility is my priority.

My professional duties and responsibilities, to students, are not limited to just teaching the content material and subject matter for a particular course. As an educator, I believe it is my duty also offer, and provide, all of my students with academic, professional, and general life mentorship, as needed. I offer support to my students in all aspects of academics and life.

Students are the future of our Nation and it is my responsibility to ensure their growth in knowledge while promoting cultivation of character. I believe that the learning environment should be active and engaging. This takes place not only inside, but outside the classroom, using tools that promote creativity, participation and independent analytical thinking. Teaching through leadership and examples are fundamental to reinforcing good values.

The course format requires different forms of interaction and active learning. Students will participate with me, with each other, and with the course material primarily through asynchronous discussions about relevant topics. Students are expected to take an active interest in their own learning this term.

### **Course Goals**

To engage students in a real-world understanding of the role of government in their lives and the nature of politics that occur around us at the state and local levels of society. Successful students will complete the course with the ability to think critically about government theories, history, and policies and will develop a genuine interest to continue future learning. Successful students will leave the course with greater confidence in their understanding of several contemporary political issues and an ability to express their knowledge civilly and constructively.

### **Student Learning Outcomes:**

1. Explain the origin and development of the U.S. constitution.
2. Describe the U.S. political systems and their relationship with the federal government.

3. Describe separation of powers and checks and balances in both theory and practice in the U.S..
4. Demonstrate knowledge of the legislative, executive, and judicial branches of American government.
5. Evaluate the role of public opinion, interest groups, and political parties in the U.S. government
6. Analyze the state and local electoral process, including campaign finance regulation, the role of the media, and trends in participation.
7. Identify the rights and responsibilities of citizens.
8. Analyze issues, policies and political culture of America.

### **Technical Requirements**

This class is a web enhanced class that requires some coursework be completed using the Houston Community College System's Eagle Online 2. Each student must maintain Internet access throughout this course. 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 Eagle Online. **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> (please click here<<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.**

### **Attendance**

Required, an taken each day, by roll call, or sign in sheet. You are graded based on being present, or absent (this includes being late) when roll is called, or collected. If you are absent you will receive a grade of a 0 for that day. If you are present you will receive a grade of a 100 for that day.

Although it is the responsibility of the student to officially withdraw from the course, a student may be dropped for reasons outlined in the Policy Regarding W, F, and I section on the last page of this syllabus. Failure of student to withdraw officially could result in the student receiving a grade of "F" in the course.

### **EGLS3—Evaluation for Greater Learning Student Survey System:**

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

### **Core Objectives**

Students in this Core Curriculum course are assessed on their ability to demonstrate all or most of the following core objective proficiencies as mandated by the Texas Higher Education Coordinating Board, which are as follows:

- Critical thinking skills, Communication skills, Empirical and Quantitative skills, Teamwork, Social Responsibility, Personal Responsibility

### **Syllabus Modification**

This syllabus acts as a contract between students and professor. I will make every effort to fulfill the requirements of this syllabus during this term. However, in the unlikely event that changes must be made, I reserve the right to make such changes and to notify students in a timely manner of any such changes.

### **Required Texts, Resources and Reading Materials for Course**

#### **REQUIRED Text, Content Materials, Readings, and Resources**

All **REQUIRED** course content materials, readings and resources, necessary to complete to coursework, such as lessons, activities, and assignments will be provided by the professor. Students are required to complete all assigned coursework, lessons, and activities solely using the files, links, resources, and other materials provided by the professor, in Eagle Online. Quizzes, lessons, and activities that have been assigned are solely based on the content, information, topics, subjects and concepts discussed in THESE particular instructional materials.

### **Textbook**

#### **Instructional Materials**

There is one textbook used in this class. William T. Bianco and David Canon, American Politics Today, Third Essentials Edition, W.W. Norton & Company, 2013, ISBN: 978-0-393-92106-9. (HCC Bookstore)

### **Student Compliance & Course Requisites**

#### **Course Prerequisites**

Must be placed into college-level reading and college-level writing

### **Scholastic Dishonesty**

There will be no sharing of answers on exams and the written assignment. In addition, students must present their original work on all assignments and document all outside sources. Plagiarism is not allowed. Cheating will result in a grade of "F" in the course, as well as disciplinary actions.

### **ADA Statement**

Any student with a documented disability (e.g., physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty is authorized to provide only the requested by the Disability Support Services Office. To contact the ADA counselor at Southeast College, call (713) 718-7218.

### **Tentative Schedule of Instruction & Coursework**

**16 Week Instructional Calendar of Coursework will be provided on the first day of class, Tues. Jan. 20, in print and through Eagle Online.**

### **Grade Distribution & Calculation by Assignment Categories**

Assignment Category and Weight	Description
<b>Module Assignments and Activities 50%</b>	<p>Lessons, activities and assignments are topic specific to a particular module's content materials. Successful completion of module activities and assignments requires students review all content materials in a module's folder.</p> <p>A file of instructions, to complete assignments, will be made available to students, in Eagle Online. Assignments will be submitted online, using the designated link. Completion instructions files and submission links are organized into separate topic section folders, according the week number, for the due date assigned in the Course Schedule.</p> <p>Types of assignments include independent research activities, free write responses to a topic, video/movie analyses, group or class discussion, current event articles, an interactive lesson, content quiz, self-directed or guided research</p>
<b>Attendance 5%</b>	<p>Attendance is mandatory, and participation is required. Attendance will be taken every day. Days missed will receive a grade of a 0, and days present will receive a grade of a 100. An average of all each day's grade will be weight as .5 of your total course grade.</p>
<b>Participation 15%</b>	<p>A single grade for overall class participation will be assigned to each student. Grades will be determined, based on an overall evaluation, based on, but not limited to, student's completion of all assignments, class attendance, peer interaction during group work activities, mastering of learning objectives, and engagement in class discussions, or simulations.</p>
<b>TBD 30%</b>	<p>Constitution Simulation – first week of class</p>

**Houston Community College Policies on Academic Rights & Responsibilities of Students**

Access Student Services Policies on their Web site: <http://hccs.edu/student-rights>

**POLICY REGARDING “W,” “F,” AND “I”:** Withdrawal from a Course (“W”) It is your responsibility to officially withdraw from a class and prevent an “F” from appearing on your transcript. When considering withdrawal from a course, remember the following information:

\*If you withdraw before the Official Date of Record, no grade is given and your transcript reflects no record of the course.

\*A “W” (indicating withdrawal) appears on your transcript if you drop a course after the Official Date of Record and before the final deadline.

\*College policy requires instructors to write “never attended” on the official roll sheet next to the names of those students who do not attend class by the Official Date of Record. If you do not attend class before the Official Date of Record, the college may automatically drop you from the course.

\*A “W” may negatively impact your ability to receive financial aid or your visa status if you are an international student.

\*Students who take a course three or more times face additional tuition/fee increases at HCC and other Texas public colleges and universities. 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.

\*The Texas Legislature passed a law limiting first-time entering freshmen to no more than SIX total course withdrawals throughout their educational career in obtaining a baccalaureate degree. This policy is effective beginning with the fall 2007 semester. There may be future penalties imposed.

\*If you MUST withdraw, visit with your instructor, a counselor or online student services associate prior to withdrawing the class BEFORE the “Last Day for Administrative/Student Withdrawals” posted in the HCC Schedule of Classes. Instructors are no longer allowed to process a “W” on their final grades—YOU are responsible for processing the paperwork in a timely manner.

#### **Failure of a Course (“F”)**

You will receive an “F” in this class if your grade is less than 60%. Receiving an “F” may negatively impact your ability to receive financial aid. It is YOUR responsibility to submit college-level quality work in a timely fashion or to withdraw yourself from the course by the deadline if you cannot complete your work satisfactorily.

#### **Incomplete (“I”)**

You will receive an “I” only in the event of a documented emergency situation that prevents you from completing the last assignment, such as the final exam. You must speak with your instructor as soon as possible in the event of such an emergency to arrange a course completion schedule. If you receive an “I,” you must arrange with the instructor to complete the course work before the end of the next long semester. After that deadline, the “I” becomes an “I/F.” All “I” designations must be changed to grades prior to graduation. The changed grade will appear on your record as “I/Grade” (e.g., “I/B”).

#### **Reinstatement Policy**

Students have a responsibility to arrange payments for their classes when they register, either through cash, credit card, financial aid or the installment plan. Faculty members have a responsibility to check their class rolls regularly, especially during the early weeks of a term, and reconcile the official class roll to ensure that no one

is attending class whose name does not appear on it. Students who are dropped from their courses for nonpayment of tuition and fees who request reinstatement after the official date of record payment of tuition and fees who request reinstatement after the official date of record payment in full and paying an additional \$75 per course reinstatement fee. A student requesting reinstatement should present the registrar with a completed Enrollment Authorization Form with the signature of the instructor, department chair, or dean who should verify that the student has been regularly attending class. Students who are reinstated are responsible for all course policies and procedures, including attendance requirements. A dean may waive the reinstatement fee upon determination that the student was dropped because of a college error. The dean should note the nature of the error in a memo to the registrar with appropriate documentation.

### **Student Handbook**

Please refer to the HCC Student Handbook (<http://www.hccs.edu/students/handbook/HandbookHome2.html>) for information about students' rights and responsibilities. It is your responsibility to be aware of the information provided in this document.

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