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 | #13969
Summer 2020 (Online First Term) | 5 Weeks (6.8.2020-7.2.2020)
HCC Online
3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor: Jared Manuel, M.A.T.   Office Phone:
Office: Bellaire High School   Office Hours: M-T 11-1:00 pm or by Appt
HCC Email: jared.manuel@hccs.edu   Office Location: online (Canvas)

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 Thursday; 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 *relevant* classes during their college career. In this class, it will be made clear that government and politics are in everything that we, as citizens interact with each other, with our government leaders, and the policies our government leaders enact. This is especially the case now in Summer 2020 given how we are in the middle of the Covid19 pandemic where every one of us is currently dealing in some form. In this survey course, we will be scratching the surface on the ins and outs of our federal government particularly in this current Covid19 norm.

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 at the end of the syllabus. Courtesy of Smartbook and Connect your assigned chapter readings are available online, which you can access with the access code provided by the Publishers.
- Second, students should also take advantage of the Eagle Online modules that correspond with the assigned readings. In addition, ancillary material (i.e. practice questions, textbook-based activities, etc.)
- 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) 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
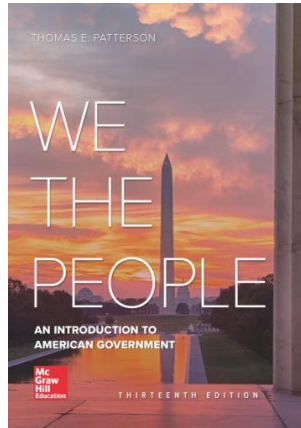
Patterson, Tom (2019) *We the People, 13th Edition*. McGraw-Hill
ISBN: 9781264028818.

The Connect access does contain SmartBook/eBook. Please be sure to purchase the package with *Connect* as it is a required component of your course.

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

Temporary Free Access to E-Book

Open Stax Government textbook: 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

GOVT 2305 Federal Government (Federal constitution & topics): 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.

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:

- o **Critical Thinking Skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- o **Communication Skills**—to include effective development, interpretation and expression of ideas through written, oral and visual communication
- o **Empirical/Quantitative Skills**—to include manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- o **Teamwork**—to include ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- o **Personal Responsibility**—to include the ability to connect choices, actions and consequences to ethical decision-making
- o **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 successful completion of this course, students will:
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.

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

· · **Bonus** · ·

Personal Introductions
Start Here Module Module | **Not available until** Jun 8 at 12:00am | **Due** Jun 11 at 11:59pm |
3 pts

· · **Research Project** · ·

Member of Congress Research Project
Start Here Module Module | **Not available until** Jun 8 at 1:00am | **Due** Jul 3 at 11:59pm |
100 pts

· · **Graded Discussion** · ·

Discussion 1: Student Loan Debt
Module 2: U.S. Constitution Module | **Not available until** Jun 8 at 12:00am |
Due Jun 20 at 11:59pm | 25 pts

Discussion 2: Minimum Wage
Module 6: The Politics of Public Opinion Module | **Not available until** Jun 8 at 12:00am |
Due Jun 28 at 11:59pm | 25 pts

Discussion 3: Paid Sick Leave
Module 11: Congress Module | **Not available until** Jun 8 at 12:00am | **Due** Jul 1 at 11:59pm |
25 pts

Discussion 4: Trump's Transgender Ban from the U.S. Military
Module 15: Domestic Policy Module | **Not available until** Jun 8 at 12:00am |
Due Jul 8 at 11:59pm | 25 pts

· · **Tests** · ·

Test 1 over Module 1-4
Module 4: Civil Liberties Module | **Not available until** Jun 8 at 12:00am |
Due Jun 15 at 11:59pm | 100 pts

Test 2 on Modules 5-8
Module 8: The Media Module | **Not available until** Jun 8 at 12:00am | **Due** Jun 22 at 11:59pm |
100 pts

Test 3 on Modules 9-12
Module 12: The Presidency Module | **Not available until** Jun 8 at 12:00am |
Due Jun 29 at 11:59pm | 100 pts

Test 4 on Modules 13-16
Module 16: Foreign Policy Module | **Not available until** Jun 8 at 12:00am |
Due Jul 11 at 11:59pm | 100 pts

Written Assignment

There will be one term paper for the course.   More information concerning the specific assignment themselves will be provided on Canvas. It is the student's responsibility to remain up to speed once details concerning these assignments become available to the class.

Papers are required to be submitted electronically through Canvas. To submit your paper through Eagle Online, students will need to either look for the "Turnitin Activities" tab found under the "Assignments" tab found on the left side of your screen or on "Paper Assignments" found somewhere near the middle of your screen (you may have to scroll down to see the link). Papers not submitted to www.turnitin.com WILL NOT be graded.

When submitted on Canvas, your paper will also be submitted to www.turnitin.com, an antiplagiarism tool many professors use to check for plagiarism. Papers in which

www.turnitin.com reports at least 20% of which are from uncited and/or improperly outside sources also may NOT be graded. While use of outside sources are required, please avoid using direct quotes from these sources to fully avoid any suspicion of academic dishonesty; ALWAYS paraphrase.

Exams

There will be FOUR non-cumulative exams scheduled this term. Each exam will comprise of FIFTY multiple choice 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 SIXTY 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 60 minutes, be sure to start an exam at 10:59pm or before on the deadline date. Students that open an exam AFTER 10:59pm will only have until 11:59pm 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.

All tests are intended to be closed-note exams. Before starting an exam, be sure to put away all notes, your textbook and other study material that you may have used in preparation for the exam. Strong students who have kept up with all of the course specifics should realize that any use of open material during the exam will be unnecessary if you have the appropriate preparation beforehand.

Students should not expect to know their grade on any exam until sometime AFTER the exam period closes. No exam will EVER be available for public viewing to preserve the exam's integrity. Students who wish to review the exam questions may only do so through two ways:

1) By setting up an appointment to meet with me in person on-site at an HCC Campus during a mutually convenient time.
2) By setting up a phone appointment through the office number I have provided above (Leave a message).

Online Module Activities

SYLLABUS QUIZ

In addition to exams and module assignments, there will also be a required syllabus quiz open during the first week of the semester. Students will have unlimited opportunities to

take and retake the quiz until the maximum number of points (TEN) can be earned. While the syllabus quiz will not be an official grade that students can earn, any student who fails to earn the maximum number of points on the syllabus quiz will not gain full access to the course AND will be at risk of being withdrawn from the course. The purpose of the syllabus quiz is to insure that all enrolled students become familiar with my course expectations and requirements. Lastly, the format of the syllabus quiz is multiple choice.

Final Exam

The final for this course will be the final (fourth) exam and will be due no later July 11 at 11:59 pm. This course ends at that time and all modules and activities must be completed.

Grading Formula

Course Assignments	Points for Each Assignment
EXAM 1	100 POINTS
EXAM 2	100 POINTS
EXAM 3	100 POINTS
Discussions	100 POINTS
Class Paper	100 POINTS
EXAM 4 (FINAL)	100 POINTS
TOTAL	**600 POINTS**

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

Total Points	Letter Grade
540-600	A
480-539	B
420-479	C
360-419	D
0-359	F

Extra Credit

Any and all extra credit opportunities to improve your grade will be announced only to the entire class on Canvas. Points awarded will be calculated in your overall grade in addition to points earned at the end of the semester. No other extra credit chances will be provided beyond what I have announced to the class.

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/

Course Calendar

Thu Jun 11, 2020
Assignment Personal Introductions   due by 11:59pm

Mon Jun 15, 2020
Assignment Test 1 over Module 1-4   due by 11:59pm

Sat Jun 20, 2020
Assignment Discussion 1: Student Loan Debt   due by 11:59pm

Mon Jun 22, 2020
Assignment Test 2 on Modules 5-8   due by 11:59pm

Sun Jun 28, 2020
Assignment Discussion 2: Minimum Wage   due by 11:59pm

Mon Jun 29, 2020
Assignment Test 3 on Modules 9-12   due by 11:59pm

Wed Jul 1, 2020
Assignment Discussion 3: Paid Sick Leave   due by 11:59pm

Fri Jul 3, 2020
Assignment Member of Congress Research Project due by 11:59pm

Wed Jul 8, 2020
Assignment Discussion 4: Trump's Transgender Ban from the U.S. Military   due by 11:59pm

Sat Jul 11, 2020
Assignment Test 4 on Modules 13-16 due by 11:59pm

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

There will be NO make-up opportunities to any missed module assignments. Expect the deadlines to submit these assignments to be hard, firm deadlines. Students are also encouraged to start early on these assignments 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.

Unless stated otherwise, the deadlines for all online assignments (i.e. exams, discussions, and chapter activities) are at 11:59pm central time. My recommendation: Stay AT LEAST a day or two ahead of the deadlines in case something goes wrong (technical/computer difficulties, the death of a close relative, etc.) as deadlines for all respective assignments are hard, firm, and assignments will NOT be re-opened.

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.

Instructor's Course-Specific Information (As Needed)

I will make an effort to ensure that all grades will be returned to students in a timely manner.

While I will be happy to discuss any questions and concerns with students especially on graded written work, please allow for AT LEAST a 24 hour "cooling" period after receiving your grade. Communication opportunities are often lost without such a period. Patience is virtue.

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.