



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

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

**GOVT 2305: Federal Government (Dual Credit Bellaire High School) |
Lecture | #15517**

Fall 2019 | 16 Weeks (August 26-December 15, 2019)

In-Person | Bellaire High School Rm. 338 |

3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor: Jared Manuel

Office Hours: Before class

HCC Email: jared.manuel@hccs.edu or jmanuel3@houstonisd.org

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns and to discuss course topics. E-mail either accounts and I will be available at least 1 hour prior to class.

Instructor's Preferred Method of Contact

You can contact me through either my HCC email (preferred method of contact) or HISD e-mail.

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

What's Exciting About This Course

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

My Personal Welcome

On behalf of the Government Department, I welcome you to the study of Federal Government at Houston Community College. While this is a traditional, face-to-face course, there will be a web-enhanced component. Students will need to be proficient with computers and other necessary electronic devices to access instructional material and course assignments.

Prerequisites and/or Co-Requisites

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

Eagle Online Canvas Learning Management System

This section of GOVT 2305 will use [Eagle Online Canvas \(https://eagleonline.hccs.edu\)](https://eagleonline.hccs.edu) to supplement in-class assignments, exams, and activities. While this course is a traditional in-person class, there is a web-enhanced component to the class as the bulk of instructional material is available only on Eagle Online Canvas. Very little material will be available by your instructor as a traditional hard-copy.

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

Specific rubric for the writing portion of this course along with the breakdown of the grading for the course will be explained later.

HCC Online Information and Policies

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

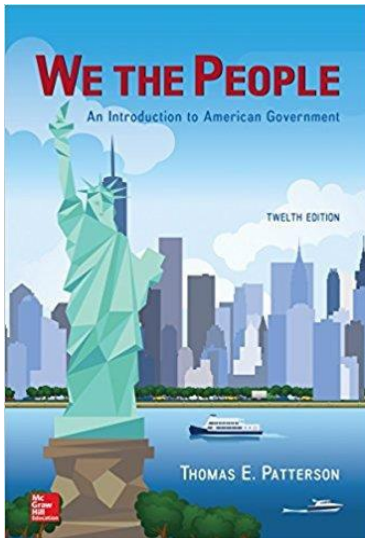
Scoring Rubrics, Sample Assignments, etc.

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

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

Instructional Materials

Textbook Information



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

This ISBN consists of a package that includes the loose-leaf version of the text with the *Connect* access card. The Connect access does contain SmartBook/eBook. 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](#)

Other Instructional Resources

Readings and traditional handouts will be provided along with presentation material through the Eagle Online Canvas.

Tutoring

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

Libraries

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

Supplemental Instruction

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

Course Overview

Government 2305 is one of two courses designed to introduce students to the study of the origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights. The

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

Core Curriculum Objectives (CCOs)

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

- **Critical Thinking Skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communication Skills**—to include effective development, interpretation and expression of ideas through written, oral and visual communication
- **Personal Responsibility**—to include the ability to connect choices, actions and consequences to ethical decision-making
- **Social Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making

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

Program Student Learning Outcomes (PSLOs)

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

Course Student Learning Outcomes (CSLOs)

Upon successful completion of this course, students will:

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

Learning Objectives

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

Student Success

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

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

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

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

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

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

As a student, it is your responsibility to:

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

Assignments, Exams, and Activities

Written Assignment

Paper Assignments: One written paper based on the concepts discussed from the course in conjunction with current events will be due. The topic and paper requirements will be posted on my learning web according to the dates listed under “calendar”, and the paper must be **submitted to [turnitin.com](#)** before or on the due date. Failure to turn in the paper on time (April 10) will result in

10 points off each day late and will NOT be accepted after April 15. The essay test question will be given with the case study on February 20 (if not before). The rubric for this paper is as follows:

Rubric:

_____	20 pts. Answered the question fully and completely on the failures identified in the case (-1-5 for minor issues, -6-10 for missing major issue, -11-15 for missing several items, -16-20 for missing)
_____	20 pts. Answered the question fully and completely on the remedies to the problems (-1-5 for minor issues, -6-10 for missing major issue, -11-15 for missing several items, -16-20 for missing)
_____	20 pts. Answered the question fully and completely on the issues of due process, bureaucracy and/or public policy from the textbook; must clearly state these ideas from the course work using Ch. 13 (-1-5 for minor issues, -6-10 for missing major issue, -11-15 for missing several items, -16-20 for missing)
_____	20 pts. Writing in a formal and college level essay (-1-5 for minor mistakes, -6-10 for missing major mistakes along with less than 1000 words but more than 2 pages, -11-15 for missing formal writing all together and less than 2 pages, -16-20 for missing formal writing and less than a page)
_____	20 pts. Overall essay quality
_____	Total out of 100

Exams

Exam 1: Will cover Chapters 1-3 of the required text and the Locke and Mill reading. This exam will be made up of 50 multiple choice questions.

Exam 2: Will cover Chapters 4,5,7,8 of the required text and the Chinese Exclusion Act and Japanese Internment readings. This exam will be made up of 50 multiple choice questions.

Exam 3 (Final): Will cover Chapters 11,12,14 (major focus but includes Ch. 15 and 16) of the required text. This exam will also be made up of 50 multiple choice questions and will not be comprehensive.

There will be THREE non-comprehensive exams scheduled this term. Each exam will comprise of 50 multiple choice questions (two points per question). Each exam will cover a combination of material from assigned chapter readings and lecture notes.

Additional guidelines pertaining to the exam are as follows:

- 1) Students are expected to arrive on time at the beginning of class on the day of the exam with their own no. 2 pencil and Scantron Form 882.*
- 2) Students will have the entire allotted time (1 hour, 20 minutes) to complete each exam. To take full advantage of the time allotted, be sure to arrive about 5 minutes BEFORE the official class time to find a seat and make yourself as comfortable as you can appropriately be in a classroom setting. Students who are late to an exam will have only the remaining time left after arriving.*
- 3) Students will NOT be permitted to take any breaks at any point during an exam; make sure that all bodily needs have been met and all life distractions are taken care of PRIOR to taking the exam or can be taken care of AFTER turning in that exam. Any and all "emergencies" a student absolutely has to be addressed during the exam WILL be considered a submission of that exam.*

- 4) Students should also power off all mobile devices in their possession and keep them off throughout the duration of the exam. Mobile devices that go off during the exam may also be seen as a submission.
- 5) Important Note: Exams should not be difficult with adequate preparation in advance (i.e. attend every class, take thorough notes, and keep up with the assigned readings, etc.).

Grading Formula

To calculate your grade, simply add up your three exam scores and your written assignment. You can earn a maximum of 400 points.

Course Assignments	Points for Each Assignment
EXAM 1	100 POINTS
EXAM 2	100 POINTS
Exam 3	100 POINTS
Essay	100 POINTS

TOTAL 400 POINTS

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

Total Points	Letter Grade
360-400	A
320-359	B
280-319	C
240-279	D
0-279	F

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

Course Calendar

Tentative Lecture Outline:

CLASS DATE	READING ASSIGNMENT	Reference Chapter
8/26-30	Syllabus and Course Expectations; Ch. 1 Democratic Ideas	1
9/2-6	No class 9/2 for Labor Day; Ch. 1 completed; Ch. 2 Constitution; Constitutional analysis	1;2
9/9-13	Ch. 2 completed; Ch. 3 Federalism; Readings Locke and Mill	2;3; Readings on Canvas
9/16-20	Complete Ch. 3 and Readings; Test 1: Ch. 1-3 plus readings on Sept. 17: Multiple choice 50 questions; Ch. 4 Civil Liberties	1,2,3; Readings on from Locke and Mill; 4

9/23-27	Complete Ch. 4; Readings on Chinese Exclusion Act and Japanese Internment; Reading on 14 th Amendment	4; Readings on Canvas
9/30-10/4	Ch. 5 Equal Rights	5
10/7-11	Ch. 7 Political Participation; Ch. 8 Political Parties; No Class 10/9 Fall Break	7;8
10/14-18	Complete Ch. 7-8; Test 2: Ch. 4,5,7,8 plus readings Oct. 15: Multiple choice 50 questions	4,5,7,8; Readings on Chinese Exclusion Act, Japanese Internment and 14 th Amendment
10/21-25	Ch. 13 Federal Bureaucracy, APA style presentation for writers workshop	13; APA PP
10/28-11/1	Ch. 11 Congress	11
11/4-8	Ch. 12 Presidency; Readings on Electoral College	12
11/11-15	Essay Paper from Case Study Due Nov. 11 (this is an on-line submission so not in class); Ch. 14 Judiciary	13;14
11/18-22	Complete Ch. 14 Judiciary with court rulings reading assignment; Ch. 15 Economic and Environmental Policy	14;15; Readings on Canvas
11/25-29	No School: Thanksgiving Break	
12/2-6	Complete Ch. 15 Economic and Environmental Policy; Ch. 16 Income, Welfare and Education Policy	15;16
12/9-13	Final at class time: Test 3: Multiple choice 50 questions Ch. 11,12,14 as major focus; Ch. 15 and 16 will be included	11,12,14,15,16

Other important dates:

Last day to withdraw with a "W" 11/1/2019

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**

Concerning tests, I STRONGLY recommend that you make yourself available for the exam date. Make-up exam permission is only given under certain conditions with noted documentation and email request (you need to contact me via email to create a paper trail

and time stamp well before the exam). Legitimate excuses are only military orders, illness, and jury summons. If the student comes to me with ample notice before-hand, I may make accommodations if I deem the reason acceptable. If due to illness and found to be legitimate, then a make-up exam will be given upon a scheduled time to be determined by me. There are no re-takes for this course.

Exam 3 is also scheduled during the last week of this term and is the Final for this course. Students who miss the third exam will have VERY limited, if any opportunities to makeup Exam 3 given the test's proximity towards the end of the semester. Simply put, making up Exam 3 will be VERY inconveniencing administratively for the student.

There will be 10 full points taken off of the essay for each day the essay is late (after April 10) and WILL NOT BE ACCEPTED AFTER APRIL 15. NO EXCEPTIONS!!

Academic Integrity

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

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

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

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

Attendance Procedures

I take attendance promptly at the beginning of every class. No portion of your grade will be based on attendance, but I expect students to come to class. It is important that you COME TO CLASS ON TIME. It is very distracting for students to wonder late into class. Please come to class on time. Students are expected to attend all class meetings, know the rules and expectations of the course, keep up with announcements, and meet assignment deadlines. Your course grade will reflect your level of participation in the course.

Student Conduct

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

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 essay, 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.

HCC Policies

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

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

EGLS³

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

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

Campus Carry Link

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

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

HCC Email Policy

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

Housing and Food Assistance for Students

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

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

Government Program Information

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

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

Office of Institutional Equity

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

disAbility Services

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

Title IX

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

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

Department Chair Contact Information

Department Chair: Dr. Cammy Shay

Email Address: cammy.shay@hccs.edu

Office Number: 713-718-7141

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