



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

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

GOVT 2305: Federal Government (Dual Credit) | Lecture | #19142

Spring 2020 | 16 Weeks (01/21-05/17)

In-person Bellaire High School Rm.338

3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor: Jared Manuel

Office: Rm. 338

HCC Email: jared.manuel@hccs.edu

Office Phone: [\(713\) 295-3704](tel:(713)295-3704)

Office Hours: Before or after school

Office Location: Bellaire High School

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

Instructor's Preferred Method of Contact

You can contact me through either my HCC email (preferred method of contact) or Canvas. Emails sent from non-HCC accounts (i.e. gmail, yahoo, etc) will not receive a response.

I will respond to emails within 24 hours Monday through Friday; expect a reply to emails sent over the weekend by Monday morning.

What's Exciting About This Course

Students who finish GOVT 2305 will have completed one of the most important classes taken during in their college career. In this class, it will be made clear that government and politics are in everything that we, as citizens, do and interact with, particularly when it comes to ensuring our liberty and our security. These concepts, while equally important, also are in conflict with each other. Laws that promote liberty may compromise security and vice versa. To what extent does the US Federal Government and its institutional structure find a balance between liberty and security? What role do we, as residents in the United States, play in promoting (or even inhibiting) liberty and/or security and, more generally, influence the actions of our government? This will be a large theme in my course.

My Personal Welcome

On behalf of the Government Department, 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 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

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/>

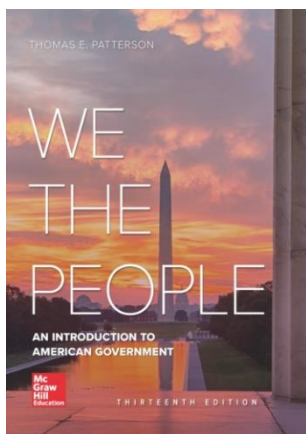
Scoring Rubrics, Sample Assignments, etc.

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 (2018) *We the People, 13th 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

Tutoring

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

Libraries

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

Supplementary Instruction

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

Course Overview

Government 2305 is one of two courses designed to introduce students to the study of the origin and development of the U.S. Constitution, structure and powers of the national government, including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights. The course goals are to develop an understanding of the institutions and political processes of the American political system; encourage critical thinking about political events; and introduce students to the discipline of Political Science and how political scientists study politics scientifically. This course is fully transferable to all Texas State colleges and universities.

Core Curriculum Objectives (CCOs)

This course satisfies the Government/Political Science requirement in the HCCS core curriculum. The HCCS Government Discipline Committee has specified that the course address the following core objectives:

- **Critical Thinking Skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communication Skills**—to include effective development, interpretation and expression of ideas through written, oral and visual communication
- **Empirical/Quantitative Skills**—to include manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- **Teamwork**—to include ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility**—to include the ability to connect choices, actions and consequences to ethical decision-making
- **Social Responsibility**—to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Program Student Learning Outcomes (PSLOs)

Can be found at:

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

Course Student Learning Outcomes (CSLOs)

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

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

Learning Objectives

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

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook

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

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

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

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

As a student, it is your responsibility to:

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

Assignments, Exams, and Activities

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 15) will result in 10 points off each day late and will NOT be accepted after April 24. The essay test question will be given with the case study on February 26 (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 (-10 points for each day late; will not be graded if the similarity report from Turnitin.com is above 25%)

_____ 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
1/21-24	Syllabus and Course Expectations; Ch. 1 Democratic Ideas	1
1/27-31	Ch. 1 completed; Ch. 2 Constitution; Constitutional analysis	1;2
2/3-7	Ch. 2 completed; Ch. 3 Federalism; Readings Locke and Mill	2;3; Readings on Canvas
2/10-14	Complete Ch. 3 and Readings; Test 1: Ch. 1-3 plus readings on February 11: Multiple choice 50 questions ; Ch. 4 Civil Liberties	1,2,3; Readings on from Locke and Mill; 4
2/17-21	Complete Ch. 4; Readings on Chinese Exclusion Act and Japanese Internment; Reading on 14 th Amendment	4; Readings on Canvas

2/26-28	Ch. 5 Equal Rights	5
3/2-6	Ch. 7 Political Participation; Ch. 8 Political Parties	7;8
3/9-13	Complete Ch. 7-8; Test 2: Ch. 4,5,7,8 plus readings March 10: Multiple choice 50 questions ; Ch. 13 Federal Bureaucracy, APA style presentation for writers workshop	4,5,7,8; Readings on Chinese Exclusion Act, Japanese Internment and 14 th Amendment; 13; APA PP
3/16-20	NO CLASS Spring Break	No class
3/23-27	Ch. 11 Congress	11
3/31-4/3	Ch. 12 Presidency; Readings on Electoral College	12
4/6-9	Ch. 14 Judiciary; Court cases	13;14
4/13-17	Essay Paper from Case Study Due April 15 (this is an on-line submission so not in class) ; Complete Ch. 14 Judiciary with court rulings reading assignment	13;14
4/20-24	Complete Ch. 14 Judiciary with court rulings reading assignment	14; Readings on Canvas
4/27-5/1	Complete Ch. 15 Economic and Environmental Policy	15
5/4-8	Ch. 16 Income, Welfare and Education Policy	16
5/12	Final at class time: Test 3: Multiple choice 50 questions Ch. 11,12,14 as major focus; Ch. 15 and 16 will be included May 12	11,12,14,15,16

Other important dates:

Last day to withdraw with a "W" 4/6/2020

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. However, if you have to miss either the first or second exam for any reason, you may take a makeup exam with proper documentation of the reasons for missing.

While the material covered in the makeup exam is similar to material covered in the original exams, students typically do not score as high on the makeup and this will be a different version of the exam.

Exam 3 is also scheduled during the last week of this term. STUDENTS WILL NOT BE ALLOWED TO MAKE UP THE THIRD EXAM (the final) at that.

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.