



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

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

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**GOVT 2306: Texas Government |Online | CRN 12177**

Summer 2020 | 2nd 5-Weeks, Jul 13-Aug 16, 2020

via HCC Online on Canvas

3 Credit Hours | 48 hours per semester

### Instructor Contact Information

Instructor: Jaye Sutter, M.A., J.D..

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Office Phone: 713.718.5561

Office Hours: Online: Request by eMail

Office Location: 303/FWS 3.13 Staf.LrnHub

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is important to me. I am available for your concerns and to discuss course topics. Email with questions or to set up an online chat or discussion. I will respond far faster to email than a phone call. To contact me, email me at [jaye.ramseysutter@hccs.edu](mailto:jaye.ramseysutter@hccs.edu) from your HCC Student email account.

### Instructor's Preferred Method of Contact

The preferred method of contacting me is from your HCC Student Email account to my HCC email address ([jaye.ramseysutter@hccs.edu](mailto:jaye.ramseysutter@hccs.edu)). You may also contact me through Canvas email (click the "Inbox" icon on the main page to write and receive Canvas email). Emails sent from non-HCC accounts (i.e. Gmail, Yahoo, etc.) will not receive a response. Include your class information in the subject line (e.g., **GOVT2306, CRN12177**) of any email to me.

I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on no later than Monday. If your issue is urgent, note that in your subject line and I'll do my best to respond to you sooner.

### What's Exciting About This Course

If you live and work in Texas you need to study Texas Government, especially the grassroot government—cities, counties, and special district government, because they're the closest governments to you. Government, especially local government, provides services essential to your safety and well-being. Your education is provided by local and state government. Schools and colleges are regulated by government to ensure you of a quality education.

Essential services necessary for life in communities, services such as water and sewage, are provided and monitored by local government. Your safety is protected by fire, EMS and police services. State government is heavily involved in the battle against the spread of the COVID-19 virus. And government is most responsive to your needs if you are aware of its operation and participate in the operation of government through the political process. That is what we study.

## My Personal Welcome

Welcome to the study of Texas Government at Houston Community College. This is a fully online course. We do not meet on campus in a “face-to-face” classroom setting. Our work is entirely done via HCC Online on the Canvas learning management system. As we will be using Canvas and a whole host of online technology, you and your fellow online student must be proficient with computers and other necessary electronic devices to access instructional material and course assignments. I am here to help you with the study of government. I can’t be of much help with the technology but I can always be of help to you in understanding how government works. I’ve worked for half my adult life in politics and government and the other half teaching about it. I’ve worked in Washington for a U.S. Representative as press secretary, in Austin for the Attorney General of Texas as Director of Special Projects and as the public relations director for a powerful lobby group in Austin, our state capitol. In Waco I was a reporter for a TV station, my beat being the courts and local government. I worked at the administrator and press spokesperson for the District Attorney of McLennan County. I have a B.A. in journalism and an M.A. in political science from Baylor and a law degree from South Texas College of Law in Houston. I often say that if you don’t play the game you’ve got no say in the rules. That means if you don’t understand government and participate in political affairs you live under the rules that other people make for you. I like to have a say in the rules I live by. If you think about it, so do you. And that’s why I want to help you learn about Texas politics and government. Certainly, the last week of mass protests across the country, the concerns regarding police brutality, the questions of racism must have caught your attention. This is a matter squarely related to why I consider this class important to you. The police are agents of the government. Governments decide what the laws are regarding the many issues than have been raised and fought over in the streets across the United States and the world following native Houstonian George Floyd’s death under the knees of Minneapolis police officer Derek Chauvin. This is politics and this is government. And in the Floyd killing, it is a matter for the state and local government of Minnesota and Minneapolis to settle. What result should come of this controversy? What has brought tens of thousands of people across America in protest? Are you concerned about these issues? Are you concerned about immigration policy? Are you concerned about the question of racism in American and what the government is doing about it. It’s been 55 years since the enactment of the landmark Civil Rights Act. Has government done enough? Should it do more? Are you concerned about these things? If you are, you need to know how to use the tools available to you to effectuate change. You need to learn about government and politics. And I’m here to help you in that incredibly important quest.

## Prerequisites and/or Co-Requisites

GOVT 2306 requires college-level reading and writing skills. The minimum requirement for enrollment in GOVT 2306 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 2306 will use [Eagle Online Canvas \(https://eagleonline.hccs.edu\)](https://eagleonline.hccs.edu) as your online classroom where you get your assignments, get support in your study, take your exams, and participate in activities. While this course is a completely online class, I provide you with instructional material and study material on Eagle Online Canvas. You have to buy and read your textbook but I am always available to help you understand what you read and help you prepare for exams and writing assignments via Canvas and Email.

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**. I strongly urge you to access Canvas online with a computer and NOT your smartphone or tablet. The smartphone app is inferior to direct access to Canvas on Firefox or Chrome. I advise you never to take any of our four exams on your smartphone or tablet. You can have problems that using those devices as opposed to a computer that could cost you dearly in technical failures when taking tests. If you take a test make sure your equipment is equipped to handle the task.

### 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/>

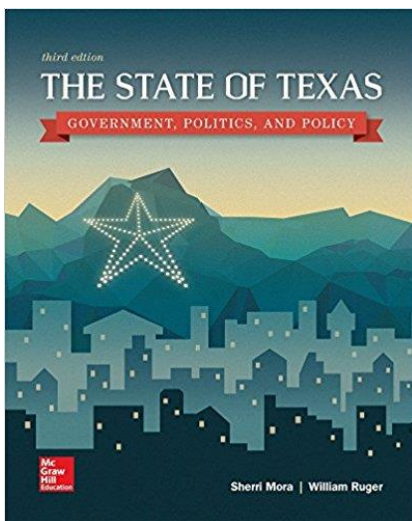
### Scoring Rubrics, Sample Assignments, etc.

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



Sherri Mora & William Ruger, *The State of Texas*, 3rd Edition. (ISBN: 9781260664188.)

This ISBN is for a package that includes the loose-leaf version of the text with the Connect access card. The Connect access contains a SmartBook/eBook. It is included in a package that contains the text as well as an access code and are found at the [HCC Bookstore](#). However, be advised that I do **not** use Connect software in our course. You could save money by not buying the package at the bookstore and buying only the book. You may either use a hard copy of the book, or rent the e-book from McGraw-Hill. You are **not** required to purchase the book from the HCC Bookstore. Buy it from whatever vendor you wish in whatever form you wish. But get the book. We do use it extensively in the class.

## 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>.

## 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 2306** is one of two courses designed to introduce students to the study of the origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas. This particular survey of the Texas state system of government includes the fundamental principles of political science, the study of the Texas state constitution, the state legislative, executive and judicial branches, local governments, methods of participation, and analysis of contemporary policies. 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 the State of Texas government
2. Identify and evaluate information sources for political news, data, and opinion.
3. Analyze the effects of the historical, social, political, economic, and cultural forces on politics and government.

### Course Student Learning Outcomes (CSLOs)

Upon successful completion of this course, students will:

1. Explain the origin and development of the Texas constitution.
2. Describe state and local political systems and their relationship with the federal government.
3. Describe separation of powers and checks and balances in both theory and practice in Texas.
4. Demonstrate knowledge of the legislative, executive, and judicial branches of Texas government.
5. Evaluate the role of public opinion, interest groups, and political parties in Texas.
6. Analyze the state and local election process.
7. Identify the rights and responsibilities of citizens.
8. Analyze issues, policies and political culture of Texas.

### Learning Objectives

Learning Objectives for each CSLO 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

You have a mandatory writing assignment that is due at the end of the semester which counts as 25% of your course grade. The essay assignment will be announced sometime following the completion of your unit one exam. Your essay will be submitted via Canvas and no late papers will be accepted without a **grade penalty**. You will be well served by submitting your paper before the deadline. Your paper will be a manageable writing assignment and you will be afforded ample time to prepare the essay. Explicit, detailed instructions will accompany the assignment.

### Exams

Your reading, writing and exams are your assignments. You are provided with study materials for each unit exam which are sufficient, if used properly, to enable you to succeed in the class.

All exams are objective: Multiple choice and a few true/false questions. The exams are strictly timed and offered over a three-day period as scheduled on the course reading assignment and testing calendar. Each exam will have from 50 to 100 questions.

There are **four exams** (one exam for each of the four units), the lowest of the four test grades is dropped. There is one graded mandatory writing assignment. After the lowest test grade is dropped, the three remaining test grades are added to the writing assignment grade, and the average of those four grades is your **final course grade**. Hence, the three remaining test grades (after the lowest test grade is dropped) along with the writing assignment grade each constitutes 25% of your final course grade. Any final grade average which reflects a .5 or higher will be rounded to the next whole number. An 89.5, therefore, would be a 90 and an "A." An 89.4, however, would still be a grade of 89 and, thus, a "B." You must take all four exams.

## Worksheet of Terms and Concepts for Each Unit Examination

A "work sheet of terms and concepts" is posted on our Eagle Online Canvas course-site for each of the unit examinations. You can prepare your review for the exam using your textbook and with materials I provide you on the course-site, providing definitions, explanations, analysis of the terms on the work sheet. I will take your questions via email about the material up until the night before the exam period. Writing (typing) out the terms and studying your completed work sheet of terms is crucial to your success in the class. You do not submit your completed worksheet of terms to me for a grade. Your test grade on the exam is your grade and completion of and study of your completed worksheet of terms will enhance your test grade. Use your book, use my notes. Do Internet research to complete the worksheet Read your assignments from the textbook carefully. Read and study any addition lecture notes or similar material that I post for you. You will be responsible for that posted material as well as the textbook material. And know this: I've found that people who do a thorough job of completing their worksheets usually do very well on the exams. Conversely, those folks who don't spend the time necessary to complete fully their worksheets usually do not do so well on the exams.

**How to Prepare for the Exam:** I recommend you preview the material (read through the material quickly, looking for headings and subheadings in the chapter, notes in the margins, etc.); then read the material again, slowly and closely, making notes, looking up material whenever needed (e.g., if do you know what a word means in a sentence, you MUST look it up in a dictionary or you may not understanding what your reading about in the entire paragraph), and filling out your work sheet of terms; then, finally, review the material in its entirety, reading through it quickly to see if you missed anything.

Always ask questions about your reading if you are unsure of concepts or facts presented to you in the readings you have completed. I'm happy to help you IF you've helped yourself by reading your assignments and doing the research and spending the time to fully complete your worksheets.

Fully and comprehensively working up your worksheet of terms for each unit is the major portion of your work in the course. You have four tests and a writing assignment. Those test and the writing assignment are the only graded assignments in the course. Let me repeat myself, to effectively prepare for those exams you need to focus heavily on preparing the work sheet of terms completely and carefully. It will take a lot of time and effort. This is why I don't give you a number of "make-work" assignments like you had in high school. Focus on your reading, making your notes, and studying those completed notes. You may, of course, consult with me via HCC Email with any questions about the textbook material, lecture notes, or worksheet terms. I am here to assist you whenever you need direction or assistance. But also remember, we have only FIVE WEEKS to do all this. And we will cover the same amount of material that students in a 16-week fall or spring class covers. You must take this seriously or you will not do well in the class. Plan your time and study and work every day if at all possible on this class. You've made the commitment to do this by taking a five-week class. And you're not doing it for me. You're doing it for you...for your future.

### Extra Credit

There is absolutely **no** extra credit. Please, do not ask. There is nothing a student can do to improve their grade except do passing work on their exams. The time to worry about grades

is not at the end of the semester but at the beginning of the semester with good study habits. Students who earn failing grades will fail the course.

Do *not* ask your professor to “curve” your grade, to “give” you extra points at the end of the semester because you “need” an “A” in order to become an astronaut or to transfer to Harvard, or whatever. You get what you earn. If your final grade is an 89.4 you have a “B.” If you have an 89.5 you have an “A” in the course. You should not ask because you will not be “given” any additional points. Your grade reflects what you have earned by the final grade calculation.

The grade you get is the grade you earn in this class. And I am more than willing to assist any student with his/her studies and preparations for class, exams and preparation so that he/she can earn the grade desired. But the essential burden rests with you.

## Grading Formula

### Grading Scale

90-100% = A

80-89% = B

70-79% = C

60-69% = D

less than 60% = F

There are four exams (one exam for each of the four units), the lowest of the four test grades is dropped. There is one graded mandatory writing assignment. After the lowest test grade is dropped, the three remaining test grades are added to the writing assignment grade, and the average of those four grades is your **final course grade**. Hence, the three remaining test grades (after the lowest test grade is dropped) along with the writing assignment grade each constitutes 25% of your final course grade. Any final grade average which reflects a .5 will be rounded to the next whole number. An 89.5, therefore, would be a 90 and an “A.” an 89.4, however, would still be a grade of 89 and, thus, a “B.” You must take all four exams.

### Course Content and Exams Are Online

Your course content (other than your textbook) will be found on your Canvas coursesite on HCC Eagle Online. All four exam are administered on Canvas. You can take your exam from anywhere on the planet where you have access to the Internet. You are responsible for your Internet access and your computer. If your internet service provider kicks you off, there is nothing I can do to reopen the exam. If your computer “freezes” I will not re-open an exam. You are responsible for taking your exams on a reliable computer with a reliable ISP. **If you have technical problems while taking an exam, you must contact HCC Tech Support immediately.** Do not try to contact me. I’m not online all the time and, more importantly, I’m not a tech whiz. I use a Mac. I don’t care how my computer works, just that it does. So I can’t help you with a tech issue. But HCC tech support can. Report the problem, let them help and get documentation by filing a “ticket” with HCC tech support. Then and only then can an exam be reopened if indeed HCC tech support reports that the problem is, for instance, with the college system, not with your equipment. If it is a problem with your equipment, they might be able to solve it with you. But no exams will be reopened because of a person computer or Internet service provider problem. If you’re taking the test on an



HCC Computer in an HCC Computer Lab and there's a failure, get documentation from the tech person and I would allow a make-up.

You can contact HCC Tech Support by calling or going to the Website (and you can learn a lot on the Website about how to be a success in your online classes). Here is the link for you: <https://www.hccs.edu/online/technical-support/>

## Participation

We will have some online discussions in our on-campus classroom. You are expected to participate during the online class discussions. You should check your Eagle Online Canvas site at least every other day for postings and other new material. You should check the ANNOUNCEMENTS section on Canvas and your HCC Student Email Inbox every day for important messages and announcements about this class, and, in the case of HCC Email, other classes, and from HCC administration.

IMPORTANT: SET YOUR CANVAS TO ALERT YOU TO DISCUSSIONS, ANNOUNCEMENTS, DUE DATES, AND COURSE CONTENT. To do that look at the vertical tool bar on the left side of your main course site page on Canvas. The top button is your "Account" (your picture is in a circle). Click "Account" then on the next page click "Notifications" then put a check mark (☑) in order to "Notify Me Right Away" for DUE DATE, COURSE CONTENT, ANNOUNCEMENT, AND DISCUSSION. You want to set the notifications to go to both your email (and that email must be your HCC STUDENT EMAIL ACCOUNT and "Push Notification."

You may be asked to participate in online class discussions based on topics I assign related to the unit we are studying at the time or related to a significant current event at the time. Participation in class discussion is an essential element of a college class and you will be able to be involved in virtual discussions via our course-site discussion page. I will take note of any student's complete lack of involvement in class discussions throughout the semester. Consistent and obvious lack of preparation as evidenced by lack of or poor participation in class virtual discussion may lead to a penalty of up to five (5) points on your final grade.

I will check HCC email several times every day and usually respond within 24-hours or sooner to questions or problems. Feel free to ask questions about the material. I encourage you to post on the main discussion page topics and questions for fellow students and, if you wish, set up study chat rooms or meetings in person to review. It is your class and you may work together on your preparations. Study groups prove effective for many people. I leave it up to you to establish them if you wish. However, be advised that **working in groups when taking an exam is cheating** and any student caught doing so **will receive an "F"** in the class.

## Preparation

This course is reading intensive and requires a great deal of self-discipline and pacing on the part of the student to succeed. I provide you with terms and review material to work with as you study and prepare for your examination. If you use that material and spend a significant amount of time with your textbooks in preparation, you should do well. And I am always available to assist you with the material. *But it is up to you* to read your assigned material, work up your study notes, and ask questions.

This course is for college credit. It will be taught, tested and graded on a college level. A great deal of reading is required for this exam and self-discipline is a must. It is incumbent upon you to wisely monitor your time and schedule.

Preparation is important. Read your assignments in a timely fashion. Follow the news each day. I recommend you check [www.texastribune.org](http://www.texastribune.org) (The *Texas Tribune*), [www.chron.com](http://www.chron.com) (The *Houston Chronicle*), [www.nytimes.com](http://www.nytimes.com) (The *New York Times*), [www.washingtonpost.com](http://www.washingtonpost.com) (The *Washington Post*), and [www.statesman.com](http://www.statesman.com) (*The Austin American-Statesman*).

**How to Prepare for the Exam:** I recommend you preview the material (read through the material quickly, looking for headings and subheadings in the chapter, notes in the margins, etc.); then read the material again, slowly and closely, making notes, looking up material whenever needed (e.g., if do you know what a word means in a sentence, you MUST look it up in a dictionary or you may not understanding what your reading about in the entire paragraph), and filling out your work sheet of terms; then, finally, review the material in its entirety, reading through it quickly to see if you missed anything.

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A “worksheet of terms and concepts” is posted on our Eagle Online Canvas course-site for each of the unit examinations. You can prepare your review for the exam using your textbook and with materials I provide you on the course-site, providing definitions, explanations, analysis of the terms on the work sheet. I will take your questions via email about the material up until the night before the exam period. Writing (typing) out the terms and studying your completed work sheet of terms is crucial to your success in the class. You do not submit your completed worksheet of terms to me for a grade. Your test grade on the exam is your grade and completion of and study of your completed worksheet of terms will enhance your test grade. Read your assignments from the textbook carefully. Read and study any addition lecture notes or similar material that I post for you. You will be responsible for that posted material as well as the textbook material.

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

## **Course Calendar**

### **Unit 1: Texas Politics, Constitutionalism, Federalism and Local Government**

#### **UNIT 1 EXAM AVAILABLE: JULY 20-21, MONDAY-TUESDAY**

*Exam 1 Textbook Reading Assignment:*

- ✦ Chapter 1: Introduction to Texas History and Politics
- ✦ Chapter 2: The Texas State Constitution & American Federal System
- ✦ Chapter 6: Local Governments in Texas

**Unit 2: Political Participation in Texas****UNIT 2 EXAM AVAILABLE: JULY 28-29, TUESDAY-WEDNESDAY**

*Exam 2 Textbook Reading Assignment:*

- ✦ Chapter 7: Voting and Political Participation in Texas
- ✦ Chapter 8: Campaigns & Elections in Texas
- ✦ Chapter 9: Political Parties in Texas
- ✦ Chapter 10: Interest Groups & Lobbying in Texas

**Unit 3: The Legislative and Executive Branches of Texas Government****UNIT 3 EXAM AVAILABLE: AUGUST 5-6, TUESDAY-WEDNESDAY**

*Exam 3 Textbook Reading Assignment:*

- ✦ Chapter 3: The Texas Legislature
- ✦ Chapter 8: The Executive Department & Office of Governor of Texas
- ✦ Chapter 11: Public Policy in Texas
- ✦ Chapter 13: Financing State Government

**Unit 4: The Texas Judicial System****UNIT 4 EXAM AVAILABLE: AUGUST 13-14, THURSDAY-FRIDAY**

*Exam 4 Textbook Reading Assignment:*

- ✦ Chapter 5: The Court System in Texas
- ✦ Chapter 12: The Criminal Justice System in Texas

**MANDATORY WRITING ASSIGNMENT**

- **DEADLINE FOR SUBMISSION: TO BE ANNOUNCED**
- Topic and instructions to be announced at some point following completion of Unit 1 exam (Assignment is 25% of final course grade)

**Other important dates:**

July 13--Classes Begin

July 16—Official Day of Record\*

August 3—Last Day to Withdraw

August 11—Last Day of instruction

August 16—Semester Ends

*\*I am required by the college to report to the registrar on the morning of July 17 (the morning after the Official Day of Record) the name of any students who have not attended class by logging into the Canvas course site, and participated in the class by completing a required "participation" assignment. Any student who has not done so will be **dropped** from the class for non-attendance/non-participation by the college registrar. I am required to do this. It's not my policy...it is the college's policy so please log-in and complete the required "participation" assignment **before 11:59 p.m. Thursday night, July 16.***

**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

Make-up exams are generally not allowed EXCEPT *in the case of verifiable emergencies*. You must take the exams when they are available. They are not available whenever you want. No student is given an exam early or late under any circumstances. Work conflicts, vacations, and other personal business are not excuses for a change in the test schedule. If a student misses an exam, the grade is a zero and is dropped. "Forgetting" you had an exam is not an excuse that provide you with a make-up exam. A "missed" or "forgotten" exam will be scored as a zero and that will be the test grade that is dropped. (I do this because it is, indeed, possible and understandable that people forget. But it's a one-time situation. I drop the lowest grade of the four exam grades and if you miss a test and get a zero for not having a valid excuse, then that zero is your dropped grade. Forget about a test again and you'll end up with a lousy final average. Verifiable emergencies (that which can be documented and proven) such as a death in the immediate family emergency, surgery, death in immediate family, will be get make-up. A written request must be submitted to professor with documents. Documentation such as a funeral contract or medical discharge papers MUST be provided by the student in order for a make-up exam. But let me know very soon after you miss a test in order to present me with the reason you missed the exam so I can consider the situation and work with you.

### 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.*

### Student Conduct

**Be kind. No harassment toward fellow classmates or instructor will be tolerated.**

I will *not* penalize anyone for stating his or her opinions. If the professor states a political opinion in on-line discussion, it is only to spur discussion, not to proselytize or criticize. Your opinions are your own, are valuable and are not subject to grading by the professor. Your grasp and knowledge of the material presented, however, is graded (i.e., I don't care, particularly, what you think as long as you do think!). I do demand, however, proper decorum from my students. No "flaming," "name-calling" or other breaches of behavior. One can disagree but do so agreeably. Respect one another and respect yourself by recognizing a need to behave in an adult, responsible fashion.

I will check email and general discussion postings daily and usually respond within 24-hours or sooner to questions or problems. Feel free to ask questions about the material. I encourage you to post on the main discussion page topics and questions for fellow students and, if you wish, set up study chat rooms or meetings in person to review. It is your class and you may work together on your preparations. Study groups prove effective for many people. I leave it up to you to establish them if you wish. However, be advised that working in groups when taking an exam is cheating and any student caught doing so will receive an "F" in the class.

## 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

### EGLS<sub>3</sub>

The EGLS<sub>3</sub> (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. EGLS<sub>3</sub> surveys are only available for the Fall and Spring semesters. EGLS<sub>3</sub> 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](mailto: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](mailto: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.