



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

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

GOVT 2305: Federal Government | Lecture | 16464, 16013, 16014
Spring 2020 | 16 Weeks (Jan 21, 2020 – May 17, 2020)
3 Credit Hours | 48 hours per semester
ONLINE

Instructor Contact Information

Instructor: Jennifer “Danielle” Bachan	Office Phone:	713-718-2781
Office: Alief Hayes	Office Hours:	T/TH 9-11 or by Appt
HCC Email: Jennifer.bachan@hccs.edu	Office Location:	Alief Hayes - 408

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 faculty, I welcome you to the study of Federal Government at Houston Community College.

To meet the expectations placed in this course, students are required to do several things.
- Students should also take advantage of the Eagle Online modules that correspond with the assigned readings. In addition, ancillary material (i.e. practice questions, textbook-based activities, etc.) - I also will make class announcements, which will often address questions some of you might have about your status in the class or the general progress of the overall course. These announcements also serve as reminders of upcoming deadlines of assignments, exams, etc.

Prerequisites and/or Co-Requisites

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

Canvas Learning Management System

This section of GOVT 2305 will use [Canvas \(https://eagleonline.hccs.edu\)](https://eagleonline.hccs.edu) extensively for making instructional material available and for communication with students. ALL assignments will be completed through canvas --- NO LATE WORK ACCEPTED UNDER ANY CIRCUMSTANCES>

HCCS Open Lab locations may be used to access the Internet and Canvas. **USE [FIREFOX](#) OR [CHROME](#) AS THE INTERNET BROWSER.**

HCC Online Information and Policies

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

Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap>

Instructional Materials

Textbook Information

There is no required textbook for this course --- This course does not require a textbook. If you have bought one please return it to the bookstore, we will not be using it. Instead we will be using OER (open educational resources) and materials provided by the instructor.

Additional supplemental content and reading materials will be provided by the instructor through Eagle Online.

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

Writing Assignments Students will complete 3 reflective writings, in this course. Completion instructions for each, are detailed, with step by step, directions, in Canvas.

Formatting, Reflective writings are to be written in essay format, double spaced, with paragraphs, using complete sentences, proper grammar, 12 point font in Times New Roman. The minimum page length requirement is 2 pages.

Submission Directions Reflective Writings will be uploaded, as only either a .pdf, .doc., or .docx file. Upload reflective writing responses, along with bibliography, as a single file, to the designated submission link, in Eagle Online (canvas). Bibliography, In-text(parenthetical) Citations, and Research Expectations A bibliography must be accompanied, along with the student's minimum length, 2 page reflective writing. The bibliography does not count towards the minimum page length requirements.

Students will submit their 2 page reflection, along with bibliography, to the designated link, in Eagle Online (canvas). Bibliographies may be formatted using either MLA, APA, or Chicago style, depending on the student's preference.

Students are encouraged to find scholarly resources, and incorporate evidence, from these, to support their critical responses, to each of the reflective writing prompts. Wikipedia is not considered a scholarly source, although it can be a good place to help you start conducting independent research. If you begin with Wikipedia, scroll down to the bottom of the page, and view the works cited sources. From here, utilize these sources to begin researching the topic. These will likely lead to more scholarly and academic resources that you can incorporate, as evidence, to support your discussion and perspective. ANY AND ALL directly quoted and/or paraphrased information, ideas or thoughts, which are incorporated into your essay must be cited, using an in-text (parenthetical) citation. Failure to include an in-text (parenthetical) citation will result in an automatic goose-egg (that means z-e-r-o), without further consideration. To paraphrase or directly quote information, ideas or published work, from another source, without providing a proper in-text (parenthetical) citation, is considered plagiarism, and will be dealt with according to the HCC system policy.

Current Event Article Discussions (10% each) Students will participate in a 2 part online discussion, for each of the 3 separate current event class discussions, required by this course. Current events must be pertinent to one of the 12 American Government Topics assigned in this course. To be current, articles must be retrieved within the last 3 months. Finding a Current Event Article Students will find a current news article (online or in print) about a current political event, issue, election, debate (etc.) that has taken place within the federal level of American governments or politics, in the last 3 months. They can be related to any of the topics, covered in the book chapters or module contents, for this course.

Summary Analysis/ Critical Response Instructions Whats a summary analysis? Harold Lasswell, is known for defining Politics. , Ideological values, beliefs, and opinions, aside, when it comes to government and politics, his definition of the word (ironically) is probably the only thing that all mankind can agree on. Lasswell, defines politics, as "who, gets what, where, when, and how". Apply that definition to the article's information, or the article's information to that definition, and write a .5- 1 page minimum summary that focuses on critically

evaluating what is going on, from your personal perspective. Interject your opinion. You should be making a statement, argument, and your opinion about the subject matter, should be known. However, this needs to be done in a scholarly and academic manner. Focus on explanation, reason and rationalization, to provide a clear opinion statement and discussion of their personal perspective and political position towards the event or issue in their article. Formatting Summary Analysis/ Critical Response write-ups to the current event article you have found must be formatted, as follows - minimum 1/2-1 page in length - 12 point font - double spaced -Times New Roman -Typed

While you should have ample time to complete all discussion activities, I do caution against waiting until near the deadline to make your primary post as the intent of these discussions is to hold a dialogue. Such delay does not allow your classmates time to interact with you and defeats the purpose of the assignment; your grade may also reflect this aspect of your participation

Exams

Exam 1 & 2 are not comprehensive. The final, and 3rd exam, will be comprehensive. Students will have 1 attempt at each exam. Exams must be completed and submitted within a 2 hour time limit. Exams will be comprised of multiple choice and true false questions, based on the information from the module content materials and book chapters that they are assigned. Online Module Activities Quizzes will cover a narrow scope of information, from book chapters and module contents. See each individual quiz, for specific details, about what book chapters and modules will be covered. Students have 3 attempts at each quiz. Each attempt has a time limit of 45 minutes. No late or makeup, or extensions.

SYLLABUS QUIZ

In addition to exams and module assignments, there will also be a required syllabus quiz open during the first week of the semester. Students will have unlimited opportunities to take and retake the quiz until the maximum number of points (TEN) can be earned. While the syllabus quiz will not be an official grade that students can earn, any student who fails to earn the maximum number of points on the syllabus quiz will not gain full access to the course AND will be at risk of being withdrawn from the course. The purpose of the syllabus quiz is to insure that all enrolled students become familiar with my course expectations and requirements. Lastly, the format of the syllabus quiz is multiple choice.

Extra Credit

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

Incomplete Policy:

It is safe to assume that incomplete ("I") grades will not be granted to students. Exceptions may be made on a case-by-case basis should the student provide a legitimate non-academic reason backed with appropriate documentation. Further, at least 85% of the required work in the course should have already been completed.

Students granted an "I" will have until the end of the next long semester to finish the course. All "I's" will convert to "F's" unless the student successfully complete all remaining work as determined by the instructor.

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

Course Calendar

Review Course Calendar for all assignment due dates, in Eagle Online (Canvas)

Assignment	Due Date-
Current Event 1	2/9
Current Event 2	2/20
Current Event 3	3/15
Current Event 4	4/19
Current Event 5	5/3
Quizzes- ALL	5/10
Exam 1	3/22
Exam 2	4/12
Exam 3 (final-comprehensive)	5/10
Reflective Writing 1	4/5
Reflective Writing 2	4/26
Reflective Writing 3	5/10

Version 2.1.FY2020

Course Calendar

Review Course Calendar for all assignment due dates, in Eagle Online (Canvas)

1st 8 week, second start, second 8 week, and 16week official drop dates

APRIL 2020

Date	Event	Semester
Apr 6	Spring 2020 Reg 16 WK: Last day to withdraw	Spring
Apr 7	Spring 2020 3rd 4-WK: Last Day to withdraw	Spring
Apr 16	Spring 2020 2nd Start: Last Day to withdraw	Spring

1st 8 week, second start, 2nd 8 week, 16 week official census dates

APRIL 2020

Date	Event	Semester
Apr 6	Spring 2020 Reg 16 WK: Last day to withdraw	Spring
Apr 7	Spring 2020 3rd 4-WK: Last Day to withdraw	Spring
Apr 16	Spring 2020 2nd Start: Last Day to withdraw	Spring

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Instructor's Practices and Procedures

Missed Assignments

There will be NO make-up opportunities to any missed module assignments. Expect the deadlines to submit these assignments to be hard, firm deadlines. Students are also encouraged to start early on these assignments to avoid any potential problems and/or difficulties that may surface as the respective deadlines approach

Academic Integrity

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

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

All faculty at HCC are required to document these violations in Maxient, a system used to report any student behavior that constitutes a violation of academic integrity, triggering involvement from other appropriate departments.

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

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

Attendance Procedures

Attendance is required and is taken daily (or if an online class is monitored regularly). Students who do not attend and actively participate in class will be marked as "never attended" on the official census roster, triggering an administrative withdrawal from the course. Students who are absent and/or who are not current with the required coursework will receive an Early Alert email from their professor and from an HCC adviser. The Early Alert system is designed to help students who may be facing challenges that impact their ability to succeed in class.

Online students are expected to log into their courses in Eagle Online, know the rules and expectations in the course, keep up with announcements, and meet assignment deadlines. Your course grade WILL be a reflection of your level of participation in the course.

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

Student Conduct

Students will be required to participate in discussion activities and interact with fellow classmates in class and/or in an online setting. Any and all communication among class participants must be civil and respectful. HCC Government Department faculty are required to document any violations of student conduct by completing a Maxient report. An HCC

counselor will contact the student named in the Maxient report to discuss and resolve the issue it identifies.

Instructor's Course-Specific Information (As Needed)

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

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

Government Department Information

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

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

HCC Policies

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

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades

- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

EGLS³

The EGLS³ ([Evaluation for Greater Learning Student Survey System](#)) will be available for most courses near the end of the term. This brief survey will give valuable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term.

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

Campus Carry Link

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

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

HCC Email Policy

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

Housing and Food Assistance for Students

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

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

Office of Institutional Equity

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

disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and

state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

Title IX

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

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

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

Department Chair Contact Information

Department Chair: Dr. Cammy Shay
Email Address: cammy.shay@hccs.edu
Office Number: 713-718-7141

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