GOVT 2305: Federal Government | Lecture | #10333
In-Person | CE Business Career Center – Central Campus Rm. 211 |
            MW 9:30-10:50am
            3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor: Wanda Mullen
Office: CE Business Careers Center, Faculty Workroom, 3rd Floor
HCC Email: wanda.mullen@hccs.edu
Office Hours: MW 2-3pm

Instructor’s Preferred Method of Contact

I am always available via e-mail communication. Feel free to correspond at any time. If you want to meet with me, face-to-face, let me know. We can set up an appointment during office hours or at another time if those hours are inconvenient for you.

Prerequisites and/or Co-Requisites

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

Class Assignments
Look in this syllabus and The Learning Web for class assignment templates and instructions for completing assignments. https://learning.hccs.edu/faculty/wanda.mullen

Scoring Rubrics
Look in this syllabus and Eagle Online Canvas for the scoring rubrics for assignments. https://eagleonline.hccs.edu/login/ldap

Grades
All grades will be posted in Eagle Online Canvas.
**Instructional Materials**

**Textbook Information**

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](http://library.hccs.edu).

**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](http://library.hccs.edu) 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](http://library.hccs.edu).

**Supplemental Instruction**

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

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

**Core Curriculum Objectives (CCOs)**

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

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

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

**Program Student Learning Outcomes (PSLOs)**

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

**Course Student Learning Outcomes (CSLOs)**

Upon successful completion of this course, students will:

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

**Learning Objectives**

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

**Student Success**

Expect to spend at least twice as many hours per week on your own in addition to the time you would normally spend during instruction. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

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

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

**Instructor and Student Responsibilities**

As your Instructor, it is my responsibility to:

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

As a student, it is your responsibility to:

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

• Classes will be in an interactive instructor-student format. While some of you are not ‘talkers’, I encourage you to move out of your ‘comfort’ zones. I encourage all questions. However, avoid being unprepared for class. That leads to uninformed questions. When you have not read the textbook material, viewed the PowerPoint slides or have not listened during our classroom discussions you miss opportunities to be well-informed.

• Class participation goes together with class attendance. If you are absent, you are missing daily class discussions. Please do not enter the classroom if you are more than 15 minutes late.

• The textbook and PowerPoint presentation are the information sources for class discussion. Class lectures and especially class discussions are for clarification of what you may not fully understand from these sources. I will sometimes include information in the lectures that is not covered in these sources. This information is designed to provide further clarification and education for you. Your classmates will also provide valuable input during our discussions. Do not miss out on this ‘team learning’.

IN-CLASS EXPECTATIONS AND BEHAVIOR

• Cell phones and laptops may be used during class time for research purposes. However, if you are found to be viewing material that is not pertaining to class topics, you may be dismissed from class that day.

• Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for more information.

• Disrespect of the instructor or fellow students will not be tolerated. This includes any type of disruption during lecturing or discussion. Adult behavior is expected. Disruptive or inappropriate behavior/activities which interfere with teaching and/or learning will not be tolerated, and may result in an administrative withdrawal without refund.

• We must be mindful of others and their views. We will be discussing hot button issues in today’s society. Inevitably, disagreements will arise. This is OK, and debate is encouraged. But it is important to maintain a high level of decorum during these discussions and treat your colleagues with the utmost respect. In addition, please use appropriate language in the classroom.
<table>
<thead>
<tr>
<th>Dates</th>
<th>Discussions and Readings</th>
</tr>
</thead>
</table>
| **Jan 14- Feb 5** | **About Us and the Course**  
Meet and Greet, Discussion of Syllabus  
Discussion of Assignments and Grading  
**Module One**  
Chapter 1 – Political Thinking and Political Culture  
Chapter 2 – Constitutional Democracy  
Chapter 3 – Federalism  
Chapter 4 – Civil Liberties  
Chapter 5 – Equal Rights |
| **Jan 21** | **M L K Birthday Observed (Campus closed)** |
| **Feb 11** | **Exam One (Chapters 1, 2, 3, 4, 5)** |
| **Feb 13 - Mar 4** | **Module 2**  
Chapter 11 – Congress  
Chapter 12 – The Presidency  
Chapter 13 – The Federal Bureaucracy  
Chapter 14 – The Federal Judicial System |
| **Feb 18** | **Presidents’ Day (Campus closed)** |
| **Mar 6** | **Exam Two (Chapters 11, 12, 13, 14)** |
| **Mar 18 - Apr 3** | **Module 3**  
**Please attend all of these classes!**  
Chapter 10 – The News Media  
Chapter 6 – Public Opinion  
Chapter 7 – Political Participation  
Chapter 8 – Political Parties, Candidates and Campaigns  
Chapter 9 – Interest Groups |
| **Apr 1** | **Debate Teams and Topics Chosen; Paper Specifications Posted** |
| **Apr 8** | **Exam Three (Chapters 10, 6, 7, 8, 9)** |
| **Apr 10 - 22** | **Discussion of Exam Three**  
**Module 4**  
Chapter 15 – Economic and Environmental Policy  
Chapter 16 – Income, Welfare and Education Policy  
Chapter 17 – Foreign Policy |
| **Apr 24** | **Class Debate** |
| **Apr 29** | **Semester Paper Due** |
| **Apr 29** | **Review for Final Exam** |
| **May 6** | **Final Exam (Chapters 15,16,17 and TBD )** |
Syllabus Modifications
The instructor reserves the right to modify this syllabus at any time during the semester. Students will be notified of the changes while in class and via e-mail.

INSTRUCTOR GRADING CRITERIA

<table>
<thead>
<tr>
<th>Activities</th>
<th>Grade Specifications</th>
<th>Percent of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams 1, 2, 3</td>
<td>100 points each</td>
<td>45% (15% each)</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100 points</td>
<td>20%</td>
</tr>
<tr>
<td>Semester Paper</td>
<td>Letter grade</td>
<td>10%</td>
</tr>
<tr>
<td>Class Debate</td>
<td>Team grade</td>
<td>15%</td>
</tr>
<tr>
<td>Current Event Summary</td>
<td>100 points each</td>
<td>5%</td>
</tr>
<tr>
<td>Class Participation</td>
<td>100 points</td>
<td>5%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

STUDENT ASSIGNMENTS

✓ Exams (4 – including the final exam)
✓ Semester paper
✓ Class Debate
✓ Current Event Summary
✓ Class Participation

Exams
You will have four (4) exams. The final exam will not be comprehensive, though it will weigh more than the other three. Please see the Activity Calendar. **Be on time for each exam. If a student has already completed the exam and left the testing area, late-coming students will not be allowed to take the exam. There will be no bathroom or water breaks once testing has begun.** Please take care of these specifics before entering the testing area. This is to ensure the integrity of the exam for all students.

Semester Paper
I will provide the specifications for this paper. It will require no more than 2 pages. The specifications will be posted in the Learning Web and Eagle Online Canvas.

Class Debate
Students will choose their topic as it applies to Federal Government and Federal Public Policy. Debate teams and co-leaders will be chosen by me. **(Please refer to the Activity Calendar and be in attendance on the day we do this!)**
Current Event Summary

Students will be assigned a report date at the beginning of the semester. Each student will submit one summary report. The worksheet w/instructions, required for these assignments, is posted in The Learning Web (see first page of syllabus for the web address) and in Eagle Online Canvas. Please make every effort to complete and submit this assignment to the best of your ability. Contact the tutors in the Writing Lab for assistance if you are not familiar with writing summaries. There is also a link that may help you (see the Learning Web) This report will also help you to complete the semester paper.

Class Participation

I will take roll at the beginning of each class. Here is my attendance rubric.

A 1-2 absences
B 3 absences
C 4 absences
D 5 absences
F 6 absences

3 tardies or 3 leave earlies = 1 absence

If you have jury duty, please let me know. A copy of the certificate of participation must be submitted.

This is my basic guide for your Class Participation grade. I will take personal notes on how you contribute to class discussion. Your composite grade will be determined at the end of the semester.

MAKE-UP POLICY

After each of the first three exams, preparation will begin immediately for the following exam. Because of the short time-frame for the class, make-up exams cannot be provided until the end of the semester. Please note the test dates and plan your schedules accordingly. Do not miss an exam!

GRADING SCALE

90-100% = A (4pts)  IP (In Progress) (0 pts)
80-89% = B (3 pts)  W (Withdrawal) (0 pts)
70-79% = C (2 pts)  I (Incomplete) (0 pts)
60-69% = D (1 pt)  AUD (Audit) (0 pts)
less than 60% = F (0 pts)
**INCOMPLETE POLICY**
The grade of "I" (Incomplete) is conditional. A student receiving an "I" must arrange with the instructor to complete the course work within six months of the end of the incomplete term. After the deadline, the "I" becomes an "F." Upon completion of the coursework, the grade will be entered as I/grade on the student transcript. All "I"s must be changed to grades prior to graduation.

**EXTRA CREDIT**
There are eight (8) categories that will be graded during this Fall 2018 Semester. It is your choice to complete all of them. **Consider anything besides the four exams to be 'built-in’ extra credit.** It is in your best interest to submit ALL assignments – especially if you do not test well. **You will NOT be allowed an opportunity to receive extra credit.**

**Student Notification Statements:**

**FINAL GRADE OF FX:** Students who stop attending class and do not complete at least 60% of the course, and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Please note that HCC will not disperse financial aid funding for students who have never attended class. Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.

---

**Tips for Class Success**

Balance school time with work and personal time

Study the textbook material

Study the material in the PowerPoint presentation

Complete all assignments - on time

Take all four (4) exams

Join the class discussion and ask informed questions

Do not be afraid to speak up. Your voice and opinions matter.

Ask questions of me in class or by e-mail
HCC Policy Statement: Academic Honesty

HCCS students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by HCC System officials against a student accused of scholastic dishonesty.

"Scholastic dishonesty" includes, but is not limited to, cheating on a test, plagiarism, and collusion. Cheating on a test includes but is not limited to: Copying from another student's test paper; using unauthorized materials during a test; unauthorized collaboration with another student during a test; knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test; and bribing another person to obtain a copy of a test. Plagiarism includes the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work. Collusion includes the unauthorized collaboration with another person in preparing written work. Possible punishments for academic dishonesty may include a grade of 0 or F in the assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

Withdrawals

Course withdrawals are the responsibility of the student. If you fail to withdraw from the class by the required withdrawal date do not ask me to do it for you, because no matter what the reason is I WILL NOT.

Students who take a course for the third time or more must now pay significant tuition/fee increases at HCC and other Texas public colleges and universities. At HCC, it is an additional $50 per credit hour. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/ counselor as early as possible about your study habits, reading and writing homework, test-taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available. Also, the state of Texas has passed a new law limiting new students (as of Fall 2007) to no more than six withdrawals throughout their academic career in obtaining a baccalaureate degree.

The drop/withdrawal date this semester is Monday, April 1, 2019

Repeating Courses

Because of recent Texas legislative changes, please be advised that HCC is charging additional tuition for students who enroll in the same class three or more times at HCC.

While it is the hope of HCC that students will be successful in their first attempt at classes, we realize that life demands, academic struggles, and other issues may
result in students needing to take the same class more than once. Speaking with an advisor will help you develop student success skills, improving your overall academic performance. If a student repeats a course in which a grade (A-F) has been received, the highest grade received at HCC is the permanent grade for the course and will be used in computing the GPA. All grades earned in a given course will be reflected on the transcript. Other colleges may compute the GPA differently than HCC.

**HCC Policies**
Here’s the link to the HCC Student Handbook [http://www.hccs.edu/resources-for/current-students/student-handbook/](http://www.hccs.edu/resources-for/current-students/student-handbook/) In it you will find information about the following:

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

**EGLS³**
The EGLS³ (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. EGLS3 surveys are not offered during the Summer semester due to logistical constraints.
[http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/](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/](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/](http://www.hccs.edu/departments/institutional-equity/))

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

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

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

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

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