



**Summer I 2019
 Federal Government 2305**

Your instructor for this course is Ms. Kim Jeffrey. E-mail: kim.jeffrey@clarendoncollege.edu. Home phone: 806-874-5932.



The required textbook for this course is ***American Government: Power and Purpose, Brief 14th Ed.*** Theodore J. Lowi, Benjamin Ginsberg, Kenneth Shepsle, and Stephen Ansolabehere. W.W. Norton & Company: New York: ISBN-13: 978-0-393-28377-8. *If you have a different edition, let me know as soon as possible.*

You are more likely to be successful in this course if you have your textbook within the first week of the semester. You can order the book new, used, or e-copy from Clarendon College or any other online source.

Important Dates:

Classes begin	Monday, June 3
Census Day	Thursday, June 6 – Last day to complete Syllabus EVA*
Last day to drop with a “W”	Monday, June 24
Exam I	Monday, Tuesday, Wednesday, June 10, 11, 12.
Exam II	Wednesday, Thursday, Friday, June 19, 20, 21.
Exam III	Friday, Saturday, Sunday, June 28, June 29, 30.
Exam IV	Sunday, Monday, Tuesday, July 7, 8, 9.
Due dates for this class	All due dates are for U.S. Central Standard Time

Required Enrollment Verification Activity: Students who fail to complete the Syllabus Agreement & Enrollment Verification Activity by the official census date may not be able to continue in the course. This could result in an F for the course and forfeiture of Financial Aid. The census date for this term can be found on the Academic Calendar located at the Inside CC link on Clarendon College’s home page. **(The Census date is Thursday, June 6.)**

Online Attendance Policy: Regular attendance is mandatory in all online courses. Specific activities will be identified each week or during each chapter that must be completed in order for students to be considered “in attendance.” Failure to complete these assignments can result in forfeiture of Financial Aid and failure of the class.

***Syllabus EVA Agreement must be completed by this date in order to continue with the course.**

Course Statement of Purpose: This course partially satisfies the Government/Political Science component of the core curriculum and is designed for transfer to a senior college or university.

Course Description: Federal Government is an introduction to the theory and practice of politics and government in America at the national level. Topics include political theory, the U.S. Constitution, federalism, political participation and elections, the institutions of government, and domestic and foreign policies.

Method of Instruction: Since this is an online course, students who take responsibility for learning are the ones who learn the most. I am more of a "facilitator of learning" rather than a "traditional teacher." For help with questions or problems, I am only a message away. My policy is to respond to messages within 24 hours from the date they are sent.

Course website: This online course uses Moodle as its online course management program. All instructions, tutorials, exams, and assignments are provided at the course website. All assignments will be submitted there. Due dates for all assignments are listed in the “Course Schedule” at the course website. Most communication between you and your instructor and fellow classmates will be handled in Moodle through the “Messages” feature and discussion forums. You will be able to log into the course website once you have officially registered for the course and once you have been added to the course website. The course website will become available to you by the first day of the semester. If you register late, you will generally have access to the course within 24 hours after you register.



To be successful in this online class you should plan on spending between 17 – 26 hours or more per week.

Information explaining how to log into your course website can be obtained by going to [Clarendon College](#)'s home page, and clicking on the Login to Online Classes button. If you have any difficulty logging in, email our help desk at: administrator@clarendoncollege.edu.

Course Expectations: You may expect a response from me in about one day (24hrs) for messages or email. You should usually receive grades for assignments within 5 to 7 days after the assignment comes due or sooner in summer.

Etiquette expectations (netiquette) for all types of communication: You are expected to take responsibility in maintaining a classroom environment that is conducive to learning. Please be polite and maintain a professional tone in your writing.



Computer/Technology Requirement: This course uses web resources that require a good Internet connection and an up-to-date browser. You should use the latest version of **Mozilla Firefox, Google Chrome, or Internet Explorer.**

Core Objectives for Government and Political Science

- Critical thinking skills, creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information (CT).
- Effective written, oral, and visual communication skills (COM).
- Personal responsibility, the ability to connect choices, actions and consequences to ethical decision-making (PR).
- Social responsibility, intercultural competency, civic knowledge, and the ability to engage effectively in regional, national and global communities (SR).

Upon successful completion of this course, the learner shall be able to:

1. Explain the origin and development of constitutional democracy in the United States – Assesses CT and COM with Chapter Power and Purpose Assignments.
2. Demonstrate knowledge of the federal system - Assesses CT and COM with Chapter Power and Purpose Assignments.
3. Describe separation of powers and checks and balances in both theory and practice – Assessed CT and COM with Chapter Power and Purpose Assignments.
4. Demonstrate knowledge of the legislative, executive, and judicial branches of the federal government – Assesses CT and COM with Chapter Power and Purpose Assignments.
5. Evaluate the role of public opinion, interest groups, and political parties in the political system - Assesses SR with Opinion Paper Assignment.
6. Analyze the election process – Assesses SR with Opinion Paper assignment.
7. Describe the rights and responsibilities of citizens – Assesses PR with Opinion Paper assignment.
8. Analyze issues and policies in U.S. politics – Assesses CT, COM, and PR with Opinion Paper assignment.

School Course Policies



Clarendon College is committed to a philosophy of honesty and academic integrity. It is the responsibility of all members of the Clarendon College community to maintain academic integrity at Clarendon College by refusing to participate in or tolerate academic dishonesty. Any act of academic dishonesty will be regarded by the faculty and administration as a serious offense.

PLAGIARISM: Read the following explanations carefully and be sure that you understand them.



1. Word-for-word plagiarism: The student quotes his or her source without using quotation marks. Even if the student cites the source, he or she is still plagiarizing because proper quotation procedures were not used.

2. Paraphrased plagiarism: The student uses a source and with the exception of changing a few words or phrases essentially quotes the original. Even if the source is properly cited, the writing is still plagiarized because the student has used the author's style, vocabulary, and content and claimed it as his or her own.

3. Improper citations: If a student uses someone's information other than his or her own, the source of the material must be properly cited. Failure to do so is plagiarism.

4. Improper use of ideas: Ideas are as equally protected as words. If the student uses someone's ideas, but expresses them in his or her words, the student plagiarizes if he or she does not cite the source of the idea.

5. Internet use: Copying and pasting from the Internet is plagiarism. Purchasing papers from a paper mill is plagiarism.


6. Student sharing: While students are certainly free to work together and study together, an assignment that calls for individual work must reflect the student's personal effort. If a student borrows or copies another student's work, that is plagiarism. If a student has another student write a paper, that is plagiarism. If two students collaborate on an individual assignment and turn in the same work, that is plagiarism. Plagiarism is a serious academic offense. It involves legal issues about improper use of materials that do not belong to the student. Plagiarism is unethical. A student must do his or her own work; otherwise, the learning process is compromised. Plagiarism is unfair to fellow students who take the time and make the effort to do their own work. **Essentially, plagiarism is cheating and will not be tolerated.**

Academic dishonesty violations include, but are not limited to: (1) obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion; (2) discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given; (3) observing the work of another during an examination or providing answers to another during the course of an examination; (4) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment; (5) entering an office, classroom, laboratory, or building to obtain unfair advantage; (6) taking an examination for another person; (7) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (8) altering grade records; (9) using any unauthorized form of an electronic communication device during an examination, classroom activity, or laboratory exercise; and/or, (10) plagiarism. (Plagiarism is defined as the using, stating, offering, or reporting as one's own, an idea, expression, or production of another person's work without proper credit. This includes, but is not limited to, turning in a paper purchased or acquired from any source, written by someone other than the student claiming credit, or stolen from another student.)

Students are responsible for reporting known acts of academic dishonesty to a faculty member, the program coordinator, or the Vice-president of Students. Any student with knowledge of a violation who fails to report it shall him/herself be in violation and shall be considered to have committed an act of academic dishonesty. Additionally, any student who reports him/herself in violation of this code before it is likely that another might consider this possibility will be understood as repentant and acting in good faith. Though the confession will not excuse the student for the violation, the confession will be considered and the violation should not result in suspension from school except in the most extreme cases.

While academic integrity and honesty are the responsibility of the individual student, each individual faculty member, teaching assistant, and/or laboratory instructor is responsible for classroom management and for maintaining ethical behavior within the classroom and/or laboratory. Faculty who discover or suspect a violation should discuss the matter with the suspected violator(s) and attempt to resolve the case at that point. In cases of convincing evidence, the faculty member should take appropriate action. The faculty member and student should complete a Counseling Sheet regarding the violation. (The Counseling Sheet should contain at a minimum the date and time of the violation, the course, the instructor's name, the student's name, an explanation of the infraction or facts of the case, and the resolution to the incident.) This form should be signed by the student, faculty member, program coordinator, and the Dean of Students. The Dean of Students will maintain a file on all violations. If a faculty member prefers to report the case directly to the Dean of Students, it remains his/her prerogative to do so. Additionally, if the faculty member and the accused student cannot reach a resolution or if the faculty member believes that suspension from school is the only fair sanction, the case should immediately be reported by the faculty member, in writing, to the Vice-president of Students. If the Vice-President of Students observes any trends in student behavior which involve more than one violation or act of academic dishonesty, the Vice-president of Students is responsible for notifying all faculty members involved, for contacting the student(s) involved, and after consultation with the faculty member(s) involved for taking the appropriate action. The Vice-president of Students is responsible for the timely notification (normally within two weeks) to all parties of an action taken. Students wishing to appeal a disciplinary decision involving academic integrity or acts of academic dishonesty may do so through the Student Appeals and Grievance Procedure.

Withdrawing from (Dropping) the Course: If you decide that you are unable to complete this course or that it will be impossible to complete the course with a passing grade, you may drop the course and receive a "W" on your transcript instead. (The last day to drop a course is available on the Academic Calendar, located at the Student link on the Clarendon College website.) Withdrawal from a course is a formal procedure that you must initiate. If you do not go through the formal withdrawal procedure, you will receive whatever grade you have earned.

Whether to drop a class or not requires a lot of thought. According to Texas state law a student is only allowed to drop  the same class twice before he/she will be charged triple the tuition amount for taking the class a third time or more. Furthermore, beginning with the Fall 2007 semester, students in Texas may only drop a total of 6 courses throughout their entire undergraduate career. After the 6th dropped class, he/she will no longer be able to withdraw from any classes.

Accommodations Statement: Clarendon College provides reasonable accommodations for persons with temporary or permanent disabilities. Should you require special accommodations, notify the Vice-president of Student Services. We will work with you to make whatever accommodations we need to make.



Student Rights and Responsibilities: Student Rights and Responsibilities are listed on the College website at: <http://www.clarendoncollege.edu/Resources/Student%20Services/StudentRightsResponsibilities.pdf>.

Course Policies

Weekly attendance is mandatory in all online courses. Students are expected to log-in to their online course(s) at least twice a week. Progress towards satisfactory completion of weekly assignments is expected on a weekly basis.

Attendance will be reported each *Wednesday*. Students who follow the online attendance policy are marked "present." This status can be checked in the Student Portal. Students can be placed on academic probation or lose financial aid for chronic non-attendance.

Course policy for cheating or plagiarizing:

-  Any student caught cheating or plagiarizing will receive a zero for the assignment or exam and will be referred to the Vice-president of Students Affairs.
-  Any additional cheating/plagiarism will result in a grade of "F" for the course.

Course policy for late work and make-up exams:

- ✚ No make-up exams are given and late assignments are not accepted. In an emergency, notify me at once. I generally don't make exceptions, but I am much more apt to work with you if you will contact me.
- ✚ I can be reached through the Messages link in this course; Home phone: 806-874-5932.
- ✚ E-mail: kim.jeffrey@clarendoncollege.edu. This contact information is also in the Quick Links.
- ✚ I normally return messages within 24 hours from the date the message is sent.

Grading Formula for the Course: The final semester grades will be figured as set in the current catalog:

90 to 100 = A 80 to 89 = B 70 to 79 = C 60 to 69 = D Below 59 = F

- ✚ Grades will require from 5-7 days after the date it is due.
- ✚ **Any activity not completed is a zero**, even if a hyphen appears beside the activity in the Moodle gradebook.
- ✚ The current course average in the Moodle gradebook will not be correct until the hyphens have been replaced with zeroes.
- ✚ Course grades are based on the following:

✚ 52%	Exams (4 exams, each exam represents 13 points toward your total grade for this course).
✚ 16%	Power and Purpose (8 assignments, each represents 2 points of your total grade).
✚ 12%	Opinion Papers (3 assignments, each represents 4 points of your total grade).
✚ 20%	Discussion Forum (20 posts & 20 replies, each post & reply represents 1 point of your total grade).
100%	Total

Your Grades can be found in the Course Dashboard under the Gradebook link in Moodle and in your Student Portal on the Clarendon College Homepage at: www.clarendoncollege.edu .

In order to begin this course, you must agree to abide by the policies contained in the syllabus you have just read. Not following some of these policies could significantly affect your grade. This syllabus will be considered a binding contract between you and me that will be used in the event of any disagreements or issues that may occur concerning your grades in this course. Make sure you have read the syllabus and understand all of the information in it.

Tentative Course Schedule

The course schedule below is subject to change. If changes are made, I will send you a message through Moodle and your Bulldog email. I will also change the course schedule.

The Course Schedule starts on the next page.

Tentative Course Schedule

If changes are made to the Course Schedule, you will be notified by message through Moodle, through your Bulldog e-mail, or email listed in your student profile. The Course Schedule will be updated.



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Your grades can be found in the Gradebook Link in the Course Dashboard. Your official grades will be in the Clarendon College Student Portal. It will take a couple of extra days for grades to appear in the Student Portal.

- All due dates are set for the U.S. **Central Standard** time zone.
- **Links** for exams, quizzes, and assignments with instructions are located in each section of the course and are due by 11:55 p.m. on the due date.
- Due dates are on the assignment link and also in the Moodle Calendar.
- I do not accept late work. If you do not understand how to submit an assignment, refer to the Student Tutorials at the bottom of every page or send me a message, and I will help you. It is advisable that you not wait until the last minute to submit an assignment or take an exam.
- Exams can be taken only on the dates specified in the Course Schedule.
- Assignments and practice quizzes are open so you may work ahead. This does not include the Discussion Forum. **You will not be able to work ahead on the Discussion Forum.**

The Class Orientation: Monday, June 3 through Thursday, June 6 (Census day).

- You must sign the EVA Syllabus Agreement and have read the Course Overview by the Census date or you will not have access to the course content.
- ***Specific activities will be identified each week that must be completed in order for student to be considered "in attendance."** These activities are marked by an *asterisk in the Course Schedule.

Unit I: Monday, June 3 – Wednesday, June 12

Textbook reading assignments

- Chapter 2: Constructing a Government: The Founding and the Constitution.
- Chapter 3: The Constitutional Framework: Federalism and Separation of Powers.
- Chapter 10: Elections

- The United States Constitution is located in the Appendix.

Unit I: Discussion Forum **Submit at least two postings per week to be considered “in attendance” for that week.*

Post 5 original discussion forum postings and 5 replies to the original postings of other students. **Each posting plus a reply** represents one point toward your total score for this class. There are five points per unit.

Due dates are as follows:

- Posting #1 and 1 reply are due Sunday, June 9.
- Posting #2 and 1 reply are due Sunday, June 9.
- Posting #3 and 1 reply are due Sunday, June 9.
- Posting #4 and 1 reply are due Wednesday, June 12.
- Posting #5 and 1 reply are due Wednesday, June 12.

Power and Purpose Assignments – 2 points each

- **Chapter 2** is due by Sunday, June 9
- **Chapter 3** is due by Wednesday, June 12

Opinion Paper I – Politics, Policies, and Issues in the U.S. (Personal Responsibility) – 4 points

- Due by **Wednesday, June 12**
- *You will need a word processing program.*

How’s it going? The course evaluation is open from June 3 until June 12. Feel free to make suggestions.

Unit I, Exam I: Monday, Tuesday, Wednesday, June 10, 11, 12.

- Exam I covers Chapters 2, 3, and 10, with 50 multiple choice questions. Each Unit Exam represents 13 points.
- Once you begin you will have 60 minutes to take the test. This is plenty of time, but make sure you’re ready. You don’t want any distractions or disturbances while you are taking the exam.
- Each exam is open from 1:05 a.m. on the first day of the exam until 11:55 p.m. on the last day of the exam.

Unit II: Thursday, June 13 - Friday, June 21

Textbook reading assignments

- Chapter 5: Congress: The First Branch
- Chapter 11: Political Parties
- Chapter 12: Groups and Interests

Unit II Discussion Forum **Submit at least two postings per week to be considered “in attendance” for that week.*

Post 5 original discussion forum postings and 5 replies to the original postings of other students. **Each posting plus a reply** represents one point toward your total score for this class. There are five points per unit.

Due dates are as follows:

- Posting #6 and 1 reply are due. Monday, June 17.
- Posting #7 and 1 reply are due Monday, June 17.
- Posting #8 and 1 reply are due Monday, June 17.
- Posting #9 and 1 reply are due Friday, June 21.
- Posting #10 and 1 reply are due Friday, June 21.

Power and Purpose Assignments – 2 points each

- **Chapter 5** is due by Monday, June 17
- **Chapter 12** is due by Friday, June 21

Opinion Paper II –Political Participation and Social Responsibility – 4 points

- Due Friday, June 21
- *You will need a word processing program.*

How's it going? Course evaluation is open from June 13 until June 21.

Unit II, Exam II: Wednesday, Thursday, Friday, June 19, 20, 21.

- Exam II covers Chapters 5, 11, and 12 with 50 multiple choice questions. Each Exam represents 13 points.
- Once you begin the exam you will have 60 minutes to take the test. Each exam will be open from 1:05 a.m. on the first day of the exam until 11:55 p.m. on the last day of the exam.

Unit III: Saturday, June 22 – Sunday, June 30

Textbook reading assignments

- Chapter 6: The Presidency
- Chapter 7: The Executive Branch
- Chapter 14: Foreign Policy and Democracy

Unit III: Discussion Forum **Submit at least two postings per week to be considered "in attendance" for that week.*

Post 5 original discussion forum postings and 5 replies to the original postings of other students. **Each posting plus a reply** represents one point toward your total score for this class. There are five points per unit.

Due dates are as follows:

- Posting #11 and 1 reply are due Wednesday, June 26.
- Posting #12 and 1 reply are due Wednesday, June 26.
- Posting #13 and 1 reply are due Wednesday, June 26.
- Posting #14 and 1 reply are due Sunday, June 30.
- Posting #15 and 1 reply are due Sunday, June 30.

Power and Purpose Assignments – 2 points each

- **Chapter 6** is due by Wednesday, June 26
- **Chapter 14** is due by Sunday, June 30

Opinion Paper III – Power and the Presidential Government (Social Responsibility) – 4 points

- Due Sunday, June 30

Unit III, Exam III: Friday, Saturday, Sunday, June 28, 29, June 30.

- Exam III covers Chapters 6, 7, and 14, with 50 multiple choice questions. Each Exam is worth 13 points.
- Once you begin the exam you will have 60 minutes to take the test. Each exam will be open from 1:05 a.m. on the first day of the exam until 11:55 p.m. on the last day of the exam.

Unit IV: Monday, July 1 - Tuesday, July 9

Textbook reading assignments

- Chapter 4: Civil Liberties and Civil Rights.
- Chapter 8: The Federal Courts
- Chapter 13: Introduction to Public Policy

Unit IV: Discussion Forum **Submit at least two postings per week to be considered “in attendance” for that week.*

Post 5 original discussion forum postings and 5 replies to the original postings of other students. **Each posting plus a reply** represents one point toward your total score for this class. There are five points per unit.

Due dates are as follows:

- Posting #16 and 1 reply are due Friday, July 5.
- Posting #17 and 1 reply are due Friday, July 5.
- Posting #18 and 1 reply are due Friday, July 5.
- Posting #19 and 1 reply are due. **Tuesday, July 9.**
- Posting #20 and 1 reply are due **Tuesday, July 9.**

Power and Purpose Assignments – 2 points each

- **Chapter 4** is due by Friday, July 5
- **Chapter 8** is due by Friday, July 9

No Opinion Paper is required in this unit.

Unit IV, Exam IV: Sunday, Monday, Tuesday, July 7, 8, 9.

Exam III covers Chapters 4, 8, 13, with 50 multiple-choice questions and is worth 13 points. You have 60 minutes.