

Clarendon College
Liberal Arts Division/Government
Course Syllabus 3 Credit Hours Online Course

Summer Two 2025



Federal Government 2305 Syllabus
Summer II 2025

Your Instructor for this course is Ms. Kim Jeffrey. E-mail: kim.jeffrey@clarendoncollege.edu. A message through Open LMS (moodlerooms) is the preferred way to contact me. I will make every effort to check the course website every day and respond to your message within 24 hours.

Important dates:

Class begins	Monday, July 7
Class Orientation	Monday, July 7 – Thursday, July 10
Last day to drop with “W”	Wednesday, July 23
Due dates for this class	All due dates are for U.S. Central Standard Time before 11:55 pm

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.

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 (Class Orientation) must be completed by July 10.

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



Required Instructional Materials: Textbook: *American Government 3e* is an online textbook authored and published by OpenStax.org. Links are available in your course.

Core Objectives: CT = Critical thinking skills – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

COM = Communication skills – to include effective written, oral, and visual communication

SR = Social responsibility – to include intercultural competency, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

PR = Personal responsibility – to include the ability to connect choices, actions, and consequences to ethical decision-making

Student Learning Outcomes: 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 1, 2, and 3 Critical Thinking Assignments.
2. Demonstrate knowledge of the federal system - Assesses CT and COM with Chapter 2 and 3 Critical Thinking Assignments.

3. Describe separation of powers and checks and balances in both theory and practice – Assessed CT and COM with Chapters 2, 4, 8, 11 Critical Thinking Assignments.
4. Demonstrate knowledge of the legislative, executive, and judicial branches of the federal government – Assesses CT and COM with 5, 6, 7 and 8 Critical Thinking Assignments.
5. Evaluate the role of public opinion, interest groups, and political parties in the political system - Assesses CT, COM, PR, SR and PR with Opinion Paper Assignment.
6. Analyze the election process – Assesses CT, COM, PR, SR and PR with Opinion Paper Assignment.
7. Describe the rights and responsibilities of citizens – Assesses CT, COM, PR, and SR with Opinion Paper Assignment.
8. Analyze issues and policies in U.S. politics – Assesses CT, COM, SR and PR with Opinion Paper assignment and Your Choice Discussion Forums.

Course Expectations: You may expect a response time from me of **24 hrs.** for messages or email.

Etiquette expectations (netiquette) for all types of communication: You are expected to take responsibility in helping to maintain a classroom environment that is conducive to learning. Please be polite and maintain a professional tone in your writing. NO abusive language will be tolerated in this course.

Success in this course: In order to be successful in this course you may need to spend approximately **17 to 26 hours per week** on this course? (This is a full semester course jammed into just 5 1/2 weeks)

Computer/Technology Requirement: This course uses a variety of web resources that requires a good Internet connection and an up-to-date internet browser. Other technology requirements will be listed in the course overview in your online course.



Grades: Grades earned for each graded activity will be available in **your OpenLMS course. However, in your OpenLMS gradebook, assume that any activity you did not complete is a zero, even if a hyphen appears beside the activity in the gradebook. The current course average shown in the OpenLMS gradebook will not be correct until I have replaced the hyphens with zeroes.**

College Policies: Online Attendance Policy: Regular weekly attendance is mandatory in all online courses. Specific activities will be identified on the course schedule that must be completed for students to be considered “in attendance.” Attendance will be posted to the Student Portal. Failure to complete these assignments can result in forfeiture of Financial Aid and failure of the class.

Student Academic Integrity and Classroom Ethics

“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 an 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 activity; 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.** (**Clarendon College Student Handbook 2021-2022 – Student Academic Integrity & Classroom Ethics section**) --- The *CC Student Handbook* is available online on CC’s homepage. Click on “Inside CC” – under “Students” - click on “Forms & Resources” – then click on “2021-2022 Student Handbook” – Find the “Student Code of Conduct” section and then the “Student Academic Integrity” section – p. 43.

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



1. **AI and Internet use:** Copying and pasting from the Internet and/or ChatGPT or any other AI program is plagiarism. All work must have an appropriate and accurate citation, this includes the use of any form of AI.

2. 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.
3. 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.
4. 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.
5. 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.
6. Internet use: Copying and pasting from the Internet copying and pasting from any source using AI generated text is plagiarism. Purchasing papers from a paper mill is plagiarism. All work must have an appropriate citation.
7. 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. **Please password protect your computer and/or your flash drive.**

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. You will receive a zero for any assignment that is plagiarized.**

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 Vice-president of Students. The VP of Students will maintain a file on all violations. If a faculty member prefers to report the case directly to the VP 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. Students have **three (3)** business days from the day grades are posted at the end of the semester in which the course was taken to challenge the assigned grade.

Course Withdrawal: A student may drop a class with a "W." This must be done on or before the last day to drop a class as designated by the college calendar. This request for permission to drop a course is initiated by the student by **procuring a drop form from the registrar's office**. The student should sign the form, have the instructor sign the form, and return it to the office. For on-line students, this can also be done by calling the Registrar's Office. Please remember that failure to officially drop a course will result in a final grade of "F" for the class. Any student who is considering dropping this course is encouraged to contact me before initiating the drop. Remember, a student is only allowed to drop the same class twice before he/she will be charged triple the tuition amount at Clarendon College for taking the class a third time or more. Furthermore, students in Texas may only drop a total of 6 courses throughout their entire undergraduate career. After the 6, 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.

Nondiscrimination Policy: Clarendon College, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status. It is the policy of Clarendon College not to discriminate based on gender, age, disability, race, color, religion, marital status, veteran's status, national or ethnic origin, or sexual orientation. Harassment of a student in class, i.e., a pattern of behavior directed against a particular student with the intent of humiliating or intimidating that student will not be tolerated. The mere expression of one's ideas is not harassment and is fully protected by academic freedom, but personal harassment of individual students is not permitted.

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

For this course I use Turnitin to check all student work for **plagiarism** for ALL papers and assignment in this course. Instructions on how to do this are posted in those sections. **Turnitin also contains an AI checker.**

Do NOT use Grammarly for assignments in this course as Turnitin will flag it as AI generated text. Students are not allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT or Dall-E 2) on assignments in this course. Each student is expected to complete each assignment without substantive assistance from others, including automated tools.



Course Policies :

This Course uses Turnitin.com to check for plagiarism and for AI generated text. It will also detect AI generated text that has been paraphrased. You are responsible for ensuring that your work is consistent with Clarendon College's



expectations concerning academic integrity. If needed, there are instructions and videos available at CC's website at the Students > Forms & Resources link. Additional information about the Turnitin plagiarism prevention and AI detection tool is available at <http://turnitin.com>.

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 **Thursday**. Students who follow the online attendance policy are marked "present." This status can be checked in the Student Portal on the Clarendon College website. 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 can 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 allowed and late assignments are not accepted. In an emergency, notify me at once. I generally don't make exceptions, but I am more apt to work with you if you will contact me.
- ✚ I can be reached through the Open LMS Message system. 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 it is sent.

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.

Course Policies

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

- 48% Exams (4 exams). (12 points each).
- 18% Power and Purpose Critical Thinking Assignments (6 assignments; 3 points each).
- 24% Opinion Papers (3 assignments; 8 points each).
- 10% Discussion Forum (10 posts & 10 replies; 10 point each).
- 100% Total

- ✚ **Any activity not completed is a zero**, even if a hyphen appears beside the activity in the LMS gradebook.
- ✚ The current course average in the LMS gradebook is not correct until all hyphens are replaced with zeros.
- ✚ **At the end of the semester, your final course grade will be available in the Student Portal on the Clarendon College Homepage at:** www.clarendoncollege.edu at the end of the semester.

Tentative Course Schedule: The course schedule is subject to change. If changes are made, I will send you a message through LMS and your Bulldog email and change the course schedule.

Tentative Course Schedule

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- Your grades can be found in the Gradebook Link in the Course Dashboard.
- All due dates are set for U.S. **Central Standard** time zone.
- **Links** for exams, quizzes, and assignments with instructions are in each section of the course and are due by 11:55 p.m. The due dates are on each link and in the **Open LMS Calendar**.
- Exams can be taken only on the dates specified in the Course Schedule. No make-up exams.
- **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. Do not wait until the last minute to submit an assignment or take an exam. Things can and do go wrong.
- Assignments and practice quizzes are open so you may work ahead on those. This does not include the Discussion Forum. **You may not work ahead on the Discussion Forum since it's the primary method I will use to report your attendance every week.**

Class Orientation: Opens Monday, 7 through Thursday, July 10

- You must sign the EVA Syllabus Agreement, take the quick syllabus test, and read the Course Overview by the Census date or you will not have access to the course content and assignments.
- Specific activities have been identified that must be completed in order for the student to be considered “in attendance” for that week.
- These activities are the Discussion Forum and are marked by an *asterisk in the Course Schedule.

Chapter 1 and 2: Open from Monday, July 7 through Friday, July 11

- Read: Chapter 1: American Government and Civic Engagement
- Read: Chapter 2: The Constitution and Its Origins

Chapter 1 and 2 Discussion Forum (graded and used for attendance) **Submit this posting and a reply to be considered “in attendance” for the week.*

- One Posting and 1 reply; open from Monday, July 7 through Friday, July 11.

Graded Written Assignment: Chapter 2 is due by Friday, July 11.

Chapter 3: Saturday, July 12 – Monday, July 14

- **Read:** Chapter 3: American Federalism

Chapter 3 Discussion Forum (graded and used for attendance) **Submit this posting and a reply to be considered “in attendance” for the week.*

- One Posting and 1 reply; open from Thursday, July 11 through Monday, July 14.

Graded Written Assignment: Chapter 3 is due by Monday, July 14.

Exam I – Sunday and Monday, July 13 and 14.

- Exam I covers Chapters 1, 2, 3 with 50 multiple choice questions. You have 50 minutes to take the test.

Chapter 4: Tuesday, July 15 – Thursday, July 17

- Read: Chapter 4: Voting and Elections

Chapter 4 Discussion Forum * (graded and used for attendance)

- One Posting and 1 reply; open from Tuesday, July 15 through Thursday, July 17.

Graded Written Assignment: Chapter 4 is due by Thursday, July 17

Chapter 5: Friday, July 18 – Monday, July 21

- Read Chapter 5: The Presidency

Chapter 5 Discussion Forum *(graded and used for attendance)

- One Posting and 1 reply; open from Friday, July 18 through Monday, July 21

Chapter 5 Opinion Paper – Presidential Government (graded essay)

- Due Monday, July 21

Chapter 6: Tuesday, July 22 – Thursday, July 24

- Read: Chapter 6: Foreign Policy

Chapter 6 Discussion Forum* (graded and used for attendance)

- One Posting and 1 reply; open from Tuesday, July 22 through Thursday, July 24

Graded Written Assignment: Chapter 6 is due by Thursday, July 24

Exam II – Wednesday and Thursday, July 23 and 24

- The exam covers Chapters 4, 5 and 6. There are 50 multiple choice questions timed for 50 minutes.

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Chapter 7 and 8: Open Friday, July 25 - Sunday, July 27

- Read: Chapter 7: Congress
- Read: Chapter 8: Political Parties

Chapter 7 and 8 Discussion Forum * (graded and used for attendance)

- One Posting and 1 reply; open from Friday, July 25 through Sunday, July 27

Chapter 7 and 8 Opinion Paper – Issues, Policies and Political Participation (graded essay) Due by Sunday, July 27

Chapter 9: Monday, July 28 – Wednesday, July 30

- Read: Chapter 9: Interest Groups and Lobbying

Chapter 9 Discussion Forum * (graded and used for attendance)

- One Posting and 1 reply; open from Monday, July 28 through Wednesday, July 30

Graded Written Assignment: Chapter 9 is due by Wednesday, July 30

Exam III – Tuesday and Wednesday, July 29 and 30.

The exam covers Chapters 7, 8 and 9. There are 50 multiple choice questions. Timed for 50 minutes.

Chapter 10: Thursday, July 31 – Monday, August 4

- Read Chapter 10: The Courts

Chapter 19 Discussion Forum * (graded and used for attendance)

- One Posting and 1 reply; open from Thursday, July 31 through Monday, August 4

Graded Written Assignments: Chapter 10 is due by Monday, August 4.

Chapter 11: Tuesday, August 5 – Friday, August 8

- Read: Chapter 11: Civil Liberties

Chapter 11 Discussion Forum* (graded and used for attendance)

- One posting and 1 reply open from Tuesday, August 5 through Friday, August 8

Chapter 11 Opinion Paper – Rights and Responsibilities (graded essay) Due Friday, August 8

Chapter 12: Saturday, August 9 - Monday, August 11

Read: Chapter 12: The Media

Your Choice Discussion Forum (graded) **Submit your posting on or before the following dates to be considered “in attendance” for the week.*

- Open from Saturday, August 9 through Monday, August 11

Final Exam: Sunday and Monday, August 10 and 11.

- The exam covers Chapters 10, 11, 12. There are 50 multiple choice question. You have 50 minutes.

Some suggested readings are located in the Quick Links in Open LMS

- The Constitution of the United States
- The Declaration of Independence
- Electoral College Votes by State, 2010 – 2020
- Selected U.S. Supreme Court Cases
- Federalist Papers #10 and #51