

Clarendon College
Division of Liberal Arts
Federal Government 2305 Syllabus
Online Course 3 Credit Hours

Summer Two 2024



Your Instructor for this course is Ms. Kim Jeffrey

Important dates:

Class begins	Monday, July 8
Class Orientation	Monday, July 8 – Thursday, July 11
Last day to drop with "W"	Wednesday, July 24
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 11.

Instructor Contact Information

Phone: 806-382-2052

Email: kim.jeffrey@clarendoncollege.edu.

The **Messages** feature in Open LMS is the main method you should use to contact me. I will make every effort to check the course website every day and respond to your message within 24 hours.

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.

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.

Academic Integrity Policy: 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, AI or ChatGPT is plagiarism. Purchasing papers from a paper mill is plagiarism. All work must have an appropriate citation.

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. **Essentially, plagiarism is cheating and will not be tolerated. This includes copying of AI.**

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.

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, the associate vice president, and/or the vice president. 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 VP of Academic Affairs. The VP of Academic Affairs will maintain a file on all violations. If a faculty member prefers to report the case directly to the VP of Academic Affairs, 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 VP of Academic Affairs. If the VP of Academic Affairs observes any trends in student behavior which involve more than one violation or act of academic dishonesty, the VP of Academic Affairs 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 VP of Academic Affairs 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 integrity or acts of academic dishonesty may do so through the Student Appeals and Grievance Procedure.

Accommodation Statement: In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, any student who feels that he or she may need any special assistance or accommodation because of an impairment or disabling condition should contact the Associate Dean of Enrollment Services at 806-874-4837 / janean.reish@clarendoncollege.edu or visit the Clarendon campus at Clarendon College. It is the policy of Clarendon College to provide reasonable accommodation as required to afford equal educational opportunity. It is the student's responsibility to contact the Associate Dean of Enrollment Services. dishonesty may do so through the VP of Academic Affairs.

Dropping a Course: A student who is enrolled in a developmental course for TSI purposes may not drop his/her only developmental course unless the student completely withdraws from the college. A student may drop any other course with a grade of "W" any time after the census date for the semester and on or before the end of the 12th week of a long semester, or on or before the last day to drop a class of a term as designated in the college calendar. The request for permission to drop a course is initiated by the student by procuring a drop form from the Office of Student Services. (Refer to other policies concerning this issue in the current college catalog online.) 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.

Withdrawal from College : When a student finds it necessary to withdraw from school before the end of the semester, he or she should obtain a withdrawal form from the Office of Student Services. Students may also withdraw from the college by sending a written request for such action to the Registrar's Office. The request must include the student's signature, the student's current address, social security number and course information details. Students who withdraw after the census date for the semester and on or before the end of the 12th week of a long semester, or on or before the last day to drop a class of a term as designated in the college calendar will be assigned a grade of "W."

Grievance Policy If you have a dispute concerning your grade or policies in this class, it is your responsibility to FIRST contact the instructor, either by e-mail or in person, to discuss the matter. Should things remain unresolved after this initial contact, please follow the procedures described in the Clarendon College Catalogue. In the vast majority of cases, the matter can be resolved at the instructor/student level, and learning to communicate your concerns in a civilized manner is part of the college experience

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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>.

Course Policies : This Course uses Turnitin.com for plagiarism and AI detection.



You are responsible for ensuring that your work is consistent with Clarendon College's expectations concerning academic integrity. This **course uses Turnitin.com for plagiarism and AI detection**. 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 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 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.
- Grades will require from 5-7 days after the date it is due.

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

- 55% Exams (4 exams). (13.75 points for each one).
- 12% Power and Purpose Critical Thinking Assignments (6 assignments; 2 points each).
- 21% Opinion Papers (3 assignments; 7 points each).
- 12% Discussion Forum (12 posts & 12 replies; 1 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.
- ✚ **Your Grades can be found the Open LMS Gradebook. Your final grade will be 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 Open LMS and your Bulldog email. I will also change the course schedule.

Tentative Course Schedule Government 2305 – Online Summer Two 2024

Some important information:



- All due dates are for **U.S. Central Standard** time zone.
- All assignments and exams are due by 11:55 p.m. on the due date.
- All exams are set for one question at a time with sequential navigation. If you skip a question you will *not* be able to go back to that question later even if there is enough time left. Each question is automatically saved when you go to the next question.
- You will be able to see your grade immediately after finishing the quiz but you won't be able to see which questions you got right or wrong until after the quiz has closed.
- Due dates are on the assignment link and also in the LMS Calendar.
- I do not accept late work. Exams can be taken only on the dates specified in the Course Schedule.
- Written Assignments are open so you may work ahead. But this **does not include the Discussion Forum** since it is a graded attendance activity.
- You can contact me at any time. I can usually get back to you within 24 hours.

Class Orientation: Opens Monday, 8 through Thursday, July 11

1. Read each page of the Course Overview.
2. Take the Syllabus Quiz
3. Sign the EVA Syllabus Agreement by July 11
4. Send me a message to show you know how to use the message system in LMS.
5. You must complete the Course Overview, Syllabus Quiz, and EVA Agreement in order to access the course.
6. *Specific activities are identified each week that must be completed in order for the student to be considered "in attendance" and are marked by an *asterisk in the Course Schedule. The Discussion Forum is marked 'graded and used for attendance'.

Chapter 1: Open from Monday, July 8 through Friday, July 12

- **Read:** Chapter 1: American Government and Civic Engagement

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

- Posting #1 and 1 reply are due by Friday, July 12.

Chapter 2: Saturday, July 13 – Monday, July 15.

- **Read:** Chapter 2: The Constitution and Its Origins

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

- Posting #2 and 1 reply are due by Monday, July 15.

Graded Written Assignments – 2 points each

- Chapter 2 is due by Monday, July 15.

Chapter 3: Saturday, July 13 – Monday, July 15

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

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

- Posting #3 and 1 reply are due by Monday, July 15.

Graded Written Assignments – 2 points each

- Chapter 3 is due by Monday, July 15.

Exam I – Sunday and Monday, July 14 and 15.

- Exam I covers Chapters 1, 2, 3 with 50 multiple choice questions.
- Once you begin you have 60 minutes to take the test.

Chapter 4: Tuesday, July 16 – Friday, July 19

- **Read:** Chapter 4: Voting and Elections

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

- Posting #4 and 1 reply are due by Friday, July 19.

Graded Written Assignments

- Chapter 4 is due by Friday, July 19

Chapter 5: Saturday, July 20 – Friday, July 26

- **Read** Chapter 5: The Presidency

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

- Posting #5 and 1 reply are due by Friday, July 26.

Chapter 5 Opinion Paper – Presidential Government (graded)

- Due Friday, July 26

Chapter 6: Saturday, July 20 – Friday, July 26

- **Read:** Chapter 6: Foreign Policy

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

- Posting #6 and 1 reply are due by Friday, July 26

Graded Written Assignments – 2 points each

- Chapter 6 is due by Friday, July 26

Exam II – Thursday, Friday, July 25 and 26

- The exam covers Chapters 4, 5 and 6. There are 50 multiple choice questions-
- You have 60 minutes to take this exam.

Chapter 7: Saturday, July 27 - Monday, July 29

- **Read:** Chapter 7: Congress

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

- Posting #7 and 1 reply are due by Monday, July 29.

Chapter 8: Tuesday, Jul 30 – Monday, August 5

- **Read:** Chapter 8: Political Parties

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

- Posting #8 and 1 reply are due by Monday, August 5

Chapter 8 Opinion Paper – Issues, Policies and Political Participation (graded)

- Due by Monday, August 5.

Chapter 9: Saturday, Jul 30 – Monday, August 5

- **Read:** Chapter 9: Interest Groups and Lobbying

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

- Posting #9 and 1 reply are due by Monday, August 5.

Graded Written Assignments – 2 point each

- Chapter 9 is due by Monday, August 5.

Exam III – Sunday and Monday, August 4 and 5.

- The exam covers Chapters 7, 8 and 9. There are 50 multiple choice questions
- You have 60 minutes to take this exam. Navigation is sequential.

Chapter 10: Tuesday, August 6 – Thursday, August 8

- **Read** Chapter 10: The Courts

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

- Posting #10 and 1 reply are due by Thursday, August 8.

Graded Written Assignments – 2 points each

- Chapter 10 is due by Thursday, August 8.

Chapter 11: Friday, August 9 – Monday, August 12

- **Read:** Chapter 11: Civil Liberties

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

- Posting # 11 and 1 reply are due by Monday, August 12

Chapter 11 Opinion Paper – Rights and Responsibilities (graded)

- **Due Monday, August 12**

Chapter 12: Friday, August 9 – Monday August 12

- **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.

- Posting #12 and 1 reply are due by Wednesday, November 8.

Final Exam: Sunday and Monday, August 11 and 12.

- The exam covers Chapters 10, 11, 12. There are 50 multiple choice question
- You have 60 minutes.

How to see your official final grade at the end of Chapter 12

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