1) **Catalog Description of the Course:** GOVT 2305 studies 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. Prerequisites: Sophomore standing or consent of the instructor.

2) **Introduction and Rationale for the Course:** GOVT 2305 fulfills one-half (three hours) of the six hour requirement mandated by the Texas Legislature for all graduates of a public institution of higher education in the state of Texas.

3) **Instructional Materials:**
   - **Required Materials**
     
     
     (Book + MindTap for Blackboard Access Card 1-semester Janda BNDL: THE CHALLENGE OF DEMOCRACY AMERICAN GOVERNME [13th © 2016])
     
     Students must have the textbook and a Blackboard Access Card for MindTap.

     B. Other materials and/or reading assignments may be added as supplements throughout the semester and will be provided by the instructor via Blackboard.

4) **Student Learning Outcomes:**

   1. Explain the origin and development of constitutional democracy in the United States.
   2. Demonstrate knowledge of the federal system.
   3. Describe separation of powers and checks and balances in both theory and practice.
   4. Demonstrate knowledge of the legislative, executive, and judicial branches of the federal government.
   5. Evaluate the role of public opinion, interest groups, and political parties in the political system.
   6. Analyze the election process.
   7. Describe the rights and responsibilities of citizens.
   8. Analyze issues and policies in U.S. politics.

Student Learning Outcomes are measured by a mandatory Departmental Student Learning Outcomes Assessment located within the course on the Blackboard system. The assessment consists of multiple choice questions generated from the adopted textbook.
5) **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 intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

The Core Objectives are assessed by mandatory Departmental Core Objective Assessments located within the course on the Blackboard system. The assessments consist of “Signature Assignments” that are designed utilizing the Student Learning Outcomes and the standards of the college adopted rubrics for critical thinking skills, communication skills, personal responsibility, and social responsibility. The Core Objectives are evaluated according to the college adopted rubrics by the office of the Academic Dean and faculty.

6) **Method of Instruction:** This is an online course. This course will consist of PowerPoint lectures/presentations, reading assignments, online discussions/class participation, and other online assessments/activities via the Navarro College class blackboard system.

7) **Method of Evaluation:** Evaluation will be based on unit exams, the departmental assessments, chapter quizzes, and discussions.

   A. **Exams:** Four exams will be required for this course and will be given at the completion of each unit. The exams will constitute no less than 60% of the student’s final grade. Exam questions will be drawn from the assigned readings, class discussion, and other class assignments. Students must take exam on or before the assigned date. They will appear in the section labeled Tests in Blackboard when they are assigned. The exams are timed and will automatically be submitted once the time has expired. Any student wishing to go over an exam must e-mail the instructor. We do not return exams back to students to protect the integrity of the exam.

   B. **Departmental Assessments:** Students are required to complete the Student Learning Outcomes Assessment and the Core Objective Assessments (Signature Assignments). Departmental assessments must be completed on or before the deadline- they will not be accepted after the deadline- no exceptions. Specific instructions can be found on Blackboard.

   The student learning outcome assessment will each count 5% toward your final grade in the course (15% total) and the Student Learning Outcomes assessment will count 5% toward your final grade in the course for a total combined total of 20% of your course grade.
1. Critical Thinking/Communication Competency Essay
Discuss the problems that can arise in public policy when a politician uses subjective measures instead of objective measures in advocating new laws. Subjective meaning his or her own personal beliefs and biases while objective measures are facts based on research. Write a one to three page essay addressing this issue, using at least two sources. The essay must demonstrate awareness of audience and purpose, use appropriate and relevant content to develop ideas, and use appropriate grammar and punctuation.

2. Social Responsibility Essay
The growth of Asian and Hispanic populations in the United States will create new pressures on economic, social, and political traditions. In a one to three page essay discuss how these changes will affect society from your own point of view considering your own heritage and its place in majority rule.

3. Personal Responsibility Essay
In today’s economy, how can you explain why sometimes people succeed or fail for reasons that have nothing to do with their personal talents and virtues or lack thereof? Write a one to three page essay addressing the issue.

C. Quizzes: Students will take 15 chapter quizzes during the course of the semester. These chapter quizzes will constitute a combined total of 10% of your final course grade.

D. Class discussion: The discussion board will account for 10% of your final grade and will be graded via the online discussion board. Discussion questions related to chapter materials will be posted and will be the means for our online discussions. Students are expected to respond to the original post provided by the instructor within the discussion board. Students are also expected to interact and respond to other students’ responses. Please post your responses in a timely manner as to adhere to a meaningful discussion about the subject posed. Your responses should include some substance- adding an idea, posing questions, providing some connection, etc. Short comments such as “I agree” or comments unrelated to the topic do not constitute as being substantive. Posts provided after the Sunday deadline will not receive any credit. Please see suggested guidelines via the discussion board tab on blackboard. There are no makeups for the discussion board-no exceptions.

8) Grades will be based on the following:
   1. Exam I  
   2. Exam II  
   3. Exam III  
   4. Departmental Assessments/SLO’s  
   5. Participation/Class Discussion Posts  
   6. MindTap Chapter Quizzes  

Grading usually takes a week. It is the responsibility of the student to ensure that all coursework has been received. If a student has not received a grade for an assignment which the student did complete
and turn in on time please contact the instructor immediately to get this resolved. Note that exam questions are not released to students. Late work is not accepted in this course under any circumstances.

9) **Grading Criteria:** Grade evaluation will conform to the established policy of Navarro College as stated in the College catalog: A=90-100%; B=80-89%; C=70-79%; D=60-69%; F=59% or below.

10) **Attendance/Withdrawal Policy:** Online course attendance will be assessed by participation in assigned activities. Students should log onto Blackboard regularly and should not wait until the last day to turn in assignments.

Students must log on the Blackboard by the first week of class to insure you remain in the class. It is the option of the instructor to drop a student should they not meet this requirement.

**Special notes:**

- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

- According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Excessive absences are defined as the equivalent of two weeks in a 16-week semester (or 1/8th of any shorter term) and may result in being dropped from the course. **Absence is defined as not completing an assigned activity within the time allotted.** If you miss a graded assignment OR a discussion assignment online, you will be counted absent for the entire time allotted for the assignment.

- For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or 1/8th of any shorter term, you may be dropped from the course.
  - **Example #1:** miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.
  - **Example #2:** Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than 1/8th of the term and you could be dropped for non-participation.

- No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic.
“Class days” are defined as Monday-Friday. Students may participate in the course any day of the week. However, Saturdays and Sundays are not considered in the three-day assignment periods specified above. Thus, work on the weekend if you wish to but you are not required to complete any course assignments on the weekends. Class assignments are usually due on Sunday by midnight however, you should not wait until Sunday in the case of an emergency- whether it be technological or personal in nature there are no exceptions made for late assignments.

Although the instructor MAY withdraw you from the class for excessive absences (insufficient participation), the RESPONSIBILITY for doing so belongs to you! If you are unable to complete the course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in your name remaining on the class roll and you will receive an ‘F’ at the end of the semester. Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College. Since this is an online course students should e-mail me and permission can be provided via e-mail for the registrar’s office.

11) The focus of the Navarro College QEP is to increase student completion in developmental and credit-bearing mathematics courses necessary to meet degree requirements. This initiative is designed to support student learning in mathematics and assist students in meeting their educational goals. – Together Everyone Achieves Math Mastery –TEA(M)²

12) Classroom Policies

While it is obvious you are not in a classroom setting there are still proper modes of behavior/etiquette that should exist online, especially in discussion posts. Be cautious with your style when writing. When you use all caps in a discussion forum it is interpreted that you are screaming at the individual- please refrain from using all caps in your writing. In your posts you are encouraged to share your opinion but please be respectful in your writing, profanity is course not allowed.

- Disruptive Classroom Behavior Policy: Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules for classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a
classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor’s appropriate classroom rules or instructions, or interferes with the normal operation of the College. Students are expected to use proper computer etiquette at all times. More information pertaining to etiquette can be found on the class blackboard page.

- **Tobacco Free Campuses:** The use of any tobacco products or other related devices (e.g., cigarettes, pipes, cigars, electronic cigarettes, vapor devices) is prohibited in college buildings and on college grounds, including parking areas and structures, sidewalks, walkways, and college owned buildings.

- **Academic dishonesty:** Navarro College expects all students to do their own schoolwork at all times. The academic dishonesty policy may be found in the current Navarro College student handbook. Any student guilty of dishonesty in academic work (including quizzes and departmental assessments) will receive an automatic zero for the work assigned and will be subject to disciplinary action. Cheating is a serious offense and will not be tolerated.

  Cheating includes, but is not limited to:

  A. Copying from another person’s test paper or other academic work.
  B. Using, during a test, materials and/or notes not authorized by your instructor.
  C. Collaborating, without authority, with another person during an examination or in preparing academic work. This includes using technology sources to review questions of an online quiz and/or sharing that information with other students.
  D. Substituting for another student, or permitting another person to substitute for you, to take a test or prepare other academic work.
  E. Stealing and deliberately using ideas or writings of others without giving credit, in writing, to them (plagiarism).

- **Late work/makeup exams:** **NO LATE WORK IS ACCEPTED IN THIS COURSE- NO EXCEPTIONS.** Students must take quizzes and exams by the assigned date. Makeup exams are in essay format and at the discretion of the instructor and are rarely allowed; only in the instance of an extreme emergency. The student must provide documentation and be prepared to make up the exam the last week of class. No exam will be reopened without proper documentation being provided beforehand. There are no makeup for missed quizzes. Students who are having difficulties should drop the course and take it at a later date. Students should keep in mind that instructors have access to when and where you logged on to the Blackboard system.

  Students are expected to have reliable computer with Microsoft Word and Adobe. If I cannot open an assignment I cannot grade it. Course documents are in PDF format with the exception of the outlines for the chapters which are in Microsoft Word designed to allow students to include their
own notes from the chapters. If you do not have an adobe reader you can download it for free. All lecture presentations are in PowerPoint. Read instructions carefully on how to submit assignments and only submit assignments in acceptable formats as listed within the assignment instructions.

Students are also expected to have reliable high speed internet service access. Computer issues might arise so have a backup plan. It is recommended that students not take exams on Ipads or other tablets. There have been a number of issues reported with these devices. There are times when an exam will freeze during the exam- if for whatever reason you are affected by this you will have one reset for the semester- the only exception is if Blackboard has a system wide issue.

14) EEOC Statement: Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veterans’ status.

15) Services for Students:
• Students with Disabilities: Navarro College is committed to providing all students equal access to learning opportunities. The Disability Services Office (DSO) is the campus office that works with students who have disabilities to provide and/or arrange reasonable accommodations. Students who have, or think they may have, a disability (e.g. mental health, attentional, learning, vision, hearing, physical, or systemic) are invited to contact the DSO at 903-875-7377 or the appropriate Navarro College Disability Services Representative on your campus to arrange a confidential discussion. Additional information is available at the DSO website: http://www.navarrocollege.edu/support-services/disability-services/
• If you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible. Please refer to the first page of the syllabus for my office location, hours, and contact information.
• Tutorial services: Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.
• Special populations students: Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.
16) **Subject to Change:** The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor.

17) **Course Outline:**

<table>
<thead>
<tr>
<th>Week of:</th>
<th>Chapters/Exams/Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 29</td>
<td>Introductions on Discussion Board</td>
</tr>
<tr>
<td></td>
<td>Read and study Chapters 1, 2, 3</td>
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<tr>
<td></td>
<td>MindTap Quizzes for Chapters 1, 2, 3 due on or before Sunday at 11:59PM</td>
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<tr>
<td></td>
<td>Post discussion on or before Sunday at 11:59PM</td>
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<tr>
<td>Sept 5</td>
<td>Read and study Chapters 4, 15, 16</td>
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<tr>
<td></td>
<td>MindTap Quizzes for Chapters 4, 15, 16 due on or before Sunday at 11:59PM</td>
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<tr>
<td></td>
<td>Post discussion on or before Sunday at 11:59PM</td>
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<tr>
<td>Sept 12</td>
<td>Exam I (Chapters 1, 2, 3, 4, 15, 16) due on or before Sunday at 11:59PM</td>
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<td></td>
<td>Departmental Assessment (Critical Thinking) due on or before Sunday at 11:59PM</td>
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<tr>
<td>Sept 19</td>
<td>Read and study Chapters 5, 6, 7</td>
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<tr>
<td></td>
<td>MindTap Quiz for Chapters 5, 6, 7 due on or before Sunday at 11:59PM</td>
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<tr>
<td></td>
<td>Post discussion on or before Sunday at 11:59PM</td>
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<tr>
<td>Sept 26</td>
<td>Read and study Chapters 8, 9, 10</td>
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<td></td>
<td>MindTap Quizzes for Chapters 8, 9, 10 due on or before Sunday at 11:59PM</td>
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<td></td>
<td>Post discussion on or before Sunday at 11:59PM</td>
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<tr>
<td>Oct 3</td>
<td>Read and study Chapter 11</td>
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<td></td>
<td>MindTap Quizzes for Chapter 11 due on or before Sunday at 11:59PM</td>
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<td></td>
<td>Post discussion on or before Sunday at 11:59PM</td>
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<td></td>
<td>Exam II (Chapters 5, 6, 7, 8, 9, 10) due on or before Sunday at 11:59PM</td>
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<td></td>
<td>Departmental Assessment (Social Responsibility) due on or before Sunday at 11:59PM</td>
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<tr>
<td>Date</td>
<td>Tasks</td>
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<tr>
<td>October 10</td>
<td>Read and study Chapters 12, 14&lt;br&gt;MindTap Quizzes for Chapters 12, 14 due on or before Sunday at 11:59PM&lt;br&gt;Post discussion on or before Sunday at 11:59PM</td>
</tr>
<tr>
<td>October 17</td>
<td>Exam III (Chapters 11, 12, 14) due on or before Friday at 11:59PM&lt;br&gt;Departmental Assessment (Personal Responsibility) due on or before Friday at 11:59PM</td>
</tr>
</tbody>
</table>

Note: This is a draft syllabus. Final syllabus will be provided for enrolled students.