



**POLS 1101 – AMERICAN GOVERNMENT
COURSE SYLLABUS
ONLINE
SPRING SEMESTER 2019**

COURSE INFORMATION

Credit Hours/Minutes: 3/2250

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 16 weeks

Course Reference Number (CRN): 40013

Preferred Method of Contact: email

INSTRUCTOR CONTACT INFORMATION

Adjunct Instructor Name: Michael Wedincamp

Adjunct College Email Address: [Michael Wedincamp \(mwedincamp@southeasterntech.edu\)](mailto:Michael.Wedincamp@southeasterntech.edu)

Campus/Office Location: No office on campus

Office Hours: N/A (Not Applicable)

Phone: 912-538-2256

Fax Number: N/A

Full-Time Instructor Name: Joanna Bell / Sonya Wilson

Email Address: [Joanna Bell \(Jbell@southeasterntech.edu\)](mailto:Jbell@southeasterntech.edu) / [Sonya Wilson \(swilson@southeasterntech.edu\)](mailto:swilson@southeasterntech.edu)

Campus/Office Location (Joanna Bell; Sonya Wilson): Swainsboro / HS Building 8; Swainsboro / Building 6

Office Hours (Sonya Wilson): Monday & Wednesday, 8:00 – 11:00; Tuesday & Thursday, 1:00 – 3:00

Phone: 478-289-2298

Fax Number: N/A

Tutoring Hours: N/A

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND STUDENT HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Student Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

Textbook is embedded into the course as an eText.

As a supplement, you can also read the textbook [American Government](#) online at the OpenStax CNX website.

This version is better for students reading from a mobile device or students using assistive technology to navigate through the textbook. This link is also provided in the Blackboard course.

REQUIRED SUPPLIES & SOFTWARE

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

Emphasizes study of government and politics in the United States. The focus of the course will provide an overview of the Constitutional foundations of the American Political processes with a focus on government institutions and political procedures. The course will examine the constitutional framework, federalism, civil liberties and civil rights, public opinion, the media interest groups, political parties, and the election process along with the three branches of government. In addition, this course will examine the processes of Georgia state government.

MAJOR COURSE COMPETENCIES

Topics include: foundations of government, political behavior, and governing institutions.

PREREQUISITE(S)

None

COURSE OUTLINE

1. Foundations of Government
2. Political Behavior
3. Governing Institutions

GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS (ONLINE)

Students are expected to complete all homework assignments, discussion boards, and exams on time as specified in the **Lesson Plan** portion of this syllabus. Students will be required to attend one noncumulative Final Proctored Exam on the date and time specified in the **Lesson Plan** portion of this syllabus. Students are required to check email and blackboard messages to keep themselves up-to-date on course proceedings. Students experiencing computer problems or internet problems can use computer labs made available for students. Computer labs are available on the Vidalia and Swainsboro campuses. Computer or internet issues are not entitled to an exception to a due date.

Office 365 College Email if found in the mySTC section and in our course.

Office 365 College Email Username: 9XXXXXXXX@students.southeasterntech.edu using your student id.

College Email Password format: XXXXXX using your six-digit BannerWeb Pin Number.

ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" (Failing 0-59) in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due by 11:59 p.m. on Wednesday of each week and are scheduled on the lesson plan for online math. Exceptions to the time frame and Wednesday deadline may be the proctored exam and final exam.

Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services

Swainsboro Campus: [Macy Gay \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Macy Gay \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade

for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of “F” (Failing 0-59) being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students’ eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of “W” will count in attempted hour calculations for the purpose of Financial Aid.

Online Proctored Event Withdrawals

Students who do not complete the proctored exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course with a “WF” (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an “F” for the course.

PROCTORED EVENT REQUIREMENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. Dual enrollment students enrolled in online courses have the same options, but can also complete the event on the high school campus. The event will be monitored by the instructor, another College employee, or high school counselor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor’s discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a “WF” (Withdrawn Failing). If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an “F” (Failing) for the course.**

Proctoring Fees

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

The dates and locations for the Final Proctored Exam can be found below on the [Spring 2019 Lesson Plan](#).

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC...)

Homework assignments, discussion boards, Exams I and II, and the Final Proctored Exam will not be available to be made up for any reason other than those listed under the **Online Attendance** section of this syllabus.

ACADEMIC DISHONESTY POLICY

The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination

on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’s website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College website \(southeasterntech.edu\)](http://southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Discussion Boards	40%
Homework Assignments	40%
Final Proctored Exam	20%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79

Letter Grade	Range
D	60-69
F	0-59

DISCUSSION BOARDS

There will be a total of five (5) Discussion Boards throughout the semester. The Grading Rubric for Discussion Boards can be found at the end of this syllabus. Your discussion board should be at least 300 (three hundred) words in length. Your discussion board replies should be at least 100 (one hundred) words in length. Combined, the Discussion Board and discussion board reply grades are worth 40% (forty percent) of the student's grade.

HOMEWORK QUIZZES

Each week the student will be expected to read the chapter(s), analyze the content, and take a quizzes under each week's lesson. Students will have one (1) attempt to do the homework quiz until their due date. Once you begin these homework quizzes they must be completed in one sitting. After the due date the content will no longer be available. Combined, the Homework grades are worth 40% (forty percent) of the student's final grade.

FINAL PROCTORED EXAM

The Final Proctored Exam will be cumulative and will cover all of the chapters that were covered in class. The Final Proctored Exam will be taken on the dates, times, and locations as described in the Lesson Plan below. No resources are allowed. The Final Proctored Exam is each worth 20% (twenty percent) of the student's final grade.

POLS 1101 – American Government

Spring 2019 – 201914 - Lesson Plan

Date/Week	Chapter	Content	Assignments & Tests Due Dates	Competency Area
No Show Jan7-9 Week 1 Jan7-15	Chapter 1: American Government and Civic Engagement	Getting Started folder in BlackBoard Chapter 1: American Government and Civic Engagement lesson in BlackBoard	<ul style="list-style-type: none"> Complete components of Getting Started (Getting Started, Pledge Acknowledgement Quiz, Email Instructor, & Student Introduction) Due by 7/9/19 by 11:59 PM Read Chapter 1 	I A, B, C
Week 2 Jan 15-22	Chapter 2: The Constitution and Its Origins	Chapter 2: The Constitution and Its Origins lesson in BlackBoard	<ul style="list-style-type: none"> Read Chapter 2 	I A, B, C
Week 3 Jan 22-29	Chapter 3: American Federalism	Chapter 3: American Federalism lesson in BlackBoard	<ul style="list-style-type: none"> Read Chapter 3 Note that Discussion Boards require original posts and time to respond to others. Go ahead and look at Week 5. Work on Chapter 3 Discussion now. 	I, III A, B, C
Week 4 Jan 29 – Feb 5	Chapter 4: Civil Liberties	Chapter 4: Civil Liberties lesson in BlackBoard	<ul style="list-style-type: none"> Read Chapter 4 	I, II, III A, B, C
Week 5 Feb 5-12	Chapter 5: Civil Rights	Chapter 5: Civil Rights lesson in BlackBoard	<ul style="list-style-type: none"> Read Chapter 5 Due by 2/12/19 by 11:59 PM <ul style="list-style-type: none"> Chapter 1 Quiz Chapter 2 Quiz Chapter 3 Quiz Chapter 3 Discussion Board Chapter 4 Quiz Chapter 5 Discussion Board 	II, III A, B, C
Week 6 Feb 12-19	Chapter 6: The Politics of Public Opinion	Chapter 6: The Politics of Public Opinion lesson in BlackBoard	<ul style="list-style-type: none"> Read Chapter 6 	II, III A, B, C
Week 7 Feb 19-26	Chapter 7: Voting and Elections	Chapter 7: Voting and Elections lesson in BlackBoard	<ul style="list-style-type: none"> Read Chapter 7 	I, II, III A, B, C

Date/Week	Chapter	Content	Assignments & Tests Due Dates	Competency Area
Week 8 Feb 26 – Mar 5	Chapter 8: The Media	Chapter 8: The Media lesson in BlackBoard	<ul style="list-style-type: none"> • Read Chapter 8 	I, III A, B, C
Week 9 Mar 5-12	Chapter 9: Political Parties	Chapter 9: Political Parties lesson in BlackBoard	<ul style="list-style-type: none"> • Read Chapter 9 	I, II, III A, B, C
Week 10 Mar 12-19	Chapter 10: Interest Groups and Lobbying	Chapter 10: Interest Groups and Lobbying lesson in BlackBoard Students having Spring Breaks over the next few weeks should complete assignments before due dates if planning on being out of town.	<ul style="list-style-type: none"> • Read Chapter 10 • Due by 3/19/19 by 11:59 PM <ul style="list-style-type: none"> ○ Chapter 6 Discussion Board ○ Chapter 7 Quiz ○ Chapter 8 Quiz ○ Chapter 9 Quiz ○ Chapter 10 Quiz ○ Chapter 10 Discussion Board 	I, II, III A, B, C
Week 11 Mar 19-26	Chapter 11: Congress	Chapter 11: Congress lesson in BlackBoard	<ul style="list-style-type: none"> • Read Chapter 11 	I, II, III A, B, C
Week 12 Mar 26 – April 2	Congress 12: The Presidency	Chapter 12: The Presidency lesson in BlackBoard	<ul style="list-style-type: none"> • Read Chapter 12 	I, II, III A, B, C
Week 13 April 9-16	Chapter 13: The Courts	Chapter 13: The Courts lesson in BlackBoard	<ul style="list-style-type: none"> • Read Chapter 13 	I, II, III A, B, C
Week 14 April 16-23	Chapter 14: State and Local Government	Chapter 14: State and Local Government lesson in BlackBoard	<ul style="list-style-type: none"> • Read Chapter 14 	I, II, III A, B, C
Week 15 April 23-30	Chapter 15: The Bureaucracy	Chapter 15: The Bureaucracy lesson in BlackBoard	<ul style="list-style-type: none"> • Read Chapter 15 • Due by 4/30/19 by 11:59 PM EST <ul style="list-style-type: none"> ○ Chapter 11 Quiz ○ Chapter 12 Quiz ○ Chapter 13 Quiz ○ Chapter 14 Quiz ○ Chapter 15 Quiz ○ Chapter 15 Discussion Board 	I, II, III A, B, C

Date/Week	Chapter	Content	Assignments & Tests Due Dates	Competency Area
FINALS	Chapters 1-15	Chapters 1-15	<ul style="list-style-type: none"> • The Final Proctored Exam will be held on: <ol style="list-style-type: none"> 1. 5/1/18 (Wednesday) at 10:00 AM EST on the Swainsboro Campus (Room 6204, Building 6) 2. 5/2/18 (Thursday) at 10:00 AM EST on the Vidalia Campus (Room 405, Main Building) 	I, II, III A, B, C

COMPETENCY AREAS:

1. Foundations of Government
2. Political Behavior
3. Governing Institutions

GENERAL CORE EDUCATIONAL COMPETENCIES

- A. The ability to utilize standard written English.
- B. The ability to solve practical mathematical problems.
- C. The ability to read, analyze, and interpret information.

DISCLAIMER STATEMENTS

- The instructor reserves the right to change the syllabus and/or lesson plan as necessary.
- The official copy of the syllabus is located inside the online Blackboard course shell or will be given to the student during face to face class time the first day of the semester. The syllabus displayed in advance of the semester, in a location other than the course a student is enrolled in, is for planning purposes only.

GRADING RUBRIC FOR DISCUSSION BOARDS

Category	Outstanding	Proficient	Basic	Below Expectations	No Credit
Critical Thinking Weight 20.00%	100 % (20 points) Discussion is rich in content. Generates thought provoking questions. Shows signs of insight and analysis of the subject.	75 % (15 points) Discussion is substantial in content. Shows some insight and analysis has taken place.	50 % (10 points) Discussion is generally competent. Information may be thin and commonplace, or one or more of the required postings are missing limiting the student's ability to meet the criteria.	25 % (5 points) Discussion is rudimentary and superficial, no analysis or insight is displayed, or two or more of the required postings are missing limiting the student's ability to meet the criteria.	0 % Did not complete any of the requirements.
Content Connections Weight 20.00%	100 % (20 points) Clear connections to previous or current life situations.	75 % (15 points) Connections are somewhat evident. Some connections with real life situations but not very clear or obvious.	50 % (10 points) Limited connections. Vague generalities.	25 % (5 points) No connections. Off topic.	0 % Did not complete any of the requirements.
Length Weight 20.00%	100 % (20 points) The discussion post is at least 300 words in length. The reply post is at least 100 words in length.	75 % (15 points) The discussion post is at least 275 words in length. The reply post is at least 175 words in length.	50 % (10 points) The discussion post is at least 250 words in length. The post reply is at least 150 words in length.	25 % (5 points) The discussion post is less than 250 words in length. The reply post is less than 150 words in length.	0 % Did not complete any writings for the post.

Category	Outstanding	Proficient	Basic	Below Expectations	No Credit
Timeliness Weight 20.00%	100 % (20 points) All required postings are completed in advance of the deadline ensuring others have time to respond.	75 % (15 points) All required postings are completed by the deadline. Some posts or replies are not completed in time for others to read and respond.	50 % (10 points) All or some of the required posts/replies are completed at the last minute without allowing time for others to respond. This category can also be used to deduct points when one or more of the required postings are missing which limits the ability to meet the criteria.	25 % (5 points) Some of the required postings are missing which limits the ability to meet the criteria.	0 % Did not complete any of the requirements.
Grammar/Stylistics Weight 20.00%	100 % (20 points) 1 or 2 grammatical or stylistic errors.	75 % (15 points) 3-5 grammatical or stylistic errors.	50 % (10 points) 5 or more obvious grammatical errors. Errors interfere with discussion content.	25 % (5 points) Obvious grammatical errors that make understanding impossible.	0 % Did not complete any of the requirements.