



**POLS 1101 – American Government
COURSE SYLLABUS
Online
Spring Semester 2018**

COURSE INFORMATION

Credit Hours/Minutes: 3/2250
Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard
Class Meets: Via Internet for 15 weeks
Course Reference Number (CRN): 40169
Preferred Method of Contact: email

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Michael Wedincamp
Office Location: No office on campus
Office Hours: N/A
Email Address: [Michael Wedincamp \(mwedincamp@southeasterntech.edu\)](mailto:mwedincamp@southeasterntech.edu)
Phone: N/A
Fax Number: 912-538-2256
Tutoring Hours (if applicable): 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

Ginsberg, Benjamin, Theodore, J. Lowi, Weir, Margaret, Tolbert, Caroline J., and Spitzer, Robert J. *We the People: An Introduction to American Politics*, Eleventh Essentials Edition, W. W. Norton and Company, 2017, New York, New York. ISBN: 978-0-393-63998-8

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.

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.

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 at 11:59 PM on Tuesday of each week. 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.

SPECIAL NEEDS

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, [Helen Thomas](mailto:hthomas@southeasterntech.edu) (hthomas@southeasterntech.edu), to coordinate reasonable accommodations.

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 advise me and make appropriate arrangements with Helen Thomas, 912-538-3126, [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu).

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (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 when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' (Failing 0-59) being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

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. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

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

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 two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. 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 further 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, 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 will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, May 2, 2018, 3:00 PM, and Swainsboro Campus, May 3, 2018, 10:00 AM. Room Locations Will Be Announced.

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	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 Email: Blythe Wilcox bwilcox@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).

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	20%
Homework Assignments	20%
Exam I	20%
Exam II	20%
Final Proctored Exam	20%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

DISCUSSION BOARDS

There will be a total of five (5) Discussion Boards throughout the semester. Each Discussion Board will cover and attempt to connect the topics from multiple weeks' lessons. The Grading Rubric for Discussion Boards can be found at the end of this syllabus. Combined, the Discussion Board grades are worth 20% (twenty percent) of the student's grade.

HOMEWORK ASSIGNMENTS

Each week the student will be expected to read the chapter, analyze the content, and take quizzes under each week's lesson. Students will have as many attempts as they would like to do the homework assignments until their due date. After the due date the content will still be available but no more homework submissions will be accepted. The components' average will be the Homework grade for each week. Combined, the Homework grades are worth 20% of the student's grade.

EXAMS I & II AND FINAL PROCTORED EXAM

Exams I & II will be taken online and be available for one week. The student has two hours to complete Exams I & II once started. Exam I will cover Chapters 1-4 and 9 (one through four and nine). Exam II will cover Chapters 10-13 (ten through thirteen) and SCOTUS's Greatest Hits Content. The Final Proctored Exam will not be cumulative and will cover Chapters 5-8 (five through eight). The Final Proctored Exam will be taken on the dates, times, and locations as described in the Lesson Plan below. Exam I, Exam II, and the Final Proctored Exam are each worth 20% of the student's final grade.

POLS 1101 – American Government

Spring Semester 2017 Lesson Plan

Date/Week	Chapter	Content	Assignments & Tests Due Dates	Competency Area
Week 1 January 9-16	Chapter 1: American Political Culture	Getting Started folder in BlackBoard Chapter 1: American Political Culture 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 1/10/14 at 11:59 PM EST • Read Chapter 1 • Homework Chapter 1 Due by 1/16/18 at 11:59 PM EST 	I A, B, C
Week 2 January 16-23	Chapter 2: The Founding and the Constitution	Chapter 2: The Founding and the Constitution lesson in BlackBoard	<ul style="list-style-type: none"> • Read Chapter 2 • Homework Chapter 2 Due by 1/23/18 at 11:59 PM EST 	I, III A, B, C
Week 3 January 23-30	Chapter 3: Federalism	Chapter 3: Federalism lesson in BlackBoard Chapters 1 - 3 under Discussion Boards	<ul style="list-style-type: none"> • Read Chapter 3 • Homework Chapter 3 Due by 1/30/18 at 11:59 PM EST • Chapters 1 - 3 Discussion Board Due by 1/30/18 at 11:59 PM EST 	I, II, III A, B, C
Week 4 January 30- February 6	Chapter 4: Civil Liberties & Civil Rights	Chapter 4: Civil Liberties and Civil Rights lesson in BlackBoard	<ul style="list-style-type: none"> • Read Chapter 4 • Homework Chapter 4 Due by 2/6/18 at 11:59 PM EST 	II, III A, B, C
Week 5 February 6- 13	Chapter 9: Congress	Chapter 9: Congress lesson in BlackBoard	<ul style="list-style-type: none"> • Read Chapter 9 • Homework Chapter 9 Due by 2/13/18 at 11:59 PM 	II, III A, B, C
Week 6 February 13-20	Exam I	Exam I will cover Chapters 1-4 & 9	<ul style="list-style-type: none"> • Exam I Due by 2/20/18 at 11:59 PM EST 	I, II, III A, B, C
Week 7 February 20-27	Chapter 12	Chapter 12: Federal Courts lesson in BlackBoard Chapters 4, 9, & 12 under Discussion Boards	<ul style="list-style-type: none"> • Read Chapter 12 • Homework Due by 2/27/18 at 11:59 PM EST • Chapters 4, 9, & 12 Discussion Board Due by 2/27/18 at 11:59 PM EST 	I, III A, B, C

Date/Week	Chapter	Content	Assignments & Tests Due Dates	Competency Area
Week 8 February 27-March 6	SCOTUS' Greatest Hits	SCOTUS' Greatest Hits lesson in BlackBoard	<ul style="list-style-type: none"> • Watch "Top 10 Court Cases that Changed America" • Read "Top 10 Controversial Supreme Court Cases" • Homework Due by 3/6/18 at 11:59 PM EST 	I, III A, B, C
Week 9 March 6-13	Chapter 10: The Presidency	Chapter 10: The Presidency lesson in BlackBoard	<ul style="list-style-type: none"> • Read Chapter 10 • Homework Due by 3/13/18 at 11:59 PM EST 	I, III A, B, C
Week 10 March 13-20	Chapter 13: Domestic Policy	<p>Chapter 13: Domestic Policy lesson in BlackBoard</p> <p>SCOTUS' Greatest Hits and Chapters 10 & 13 under Discussion Boards</p>	<ul style="list-style-type: none"> • Read Chapter 13 • Homework Due by 3/20/18 at 11:59 PM EST • SCOTUS' Greatest Hits and Chapters 10 & 13 Discussion Board Due by 3/20/18 at 11:59 PM EST 	I, III A, B, C
Week 11 March 20-27	Chapter 11: Bureaucracy	Chapter 11: Bureaucracy lesson in BlackBoard	<ul style="list-style-type: none"> • Read Chapter 11 • Homework Due by 3/27/18 at 11:59 PM EST 	II, III A, B, C
Week 12 March 27-April 10	Exam II Chapter 7: Political Parties, Participation, and Elections	<p>Exam II will cover Chapters 10-13 and SCOTUS' Greatest Hits</p> <p>Chapter 7: Political Parties, Participation, and Elections lesson in BlackBoard</p>	<ul style="list-style-type: none"> • Exam II Due by 4/10/18 at 11:59 PM EST • Read Chapter 7 • Homework Due by 4/10/18 at 11:59 PM EST 	I, II, III A, B, C
Week 13 April 10-17	Chapter 5: Public Opinion	<p>Chapter 5: Public Opinion lesson in BlackBoard</p> <p>Chapters 11, 7, & 5 under Discussion Boards</p>	<ul style="list-style-type: none"> • Read Chapter 5 • Homework Due by 4/17/18 at 11:59 PM EST • Chapters 11, 7, & 5 Discussion Board Due by 4/17/18 at 11:59 PM EST 	II, III A, B, C
Week 14 April 17-24	Chapter 6: The Media	Chapter 6: The Media lesson in BlackBoard	<ul style="list-style-type: none"> • Read Chapter 6 • Homework Due by 4/24/18 at 11:59 PM EST 	I, II, III A, B, C
Week 15 April 24-May 1	Chapter 8: Interest Groups	<p>Chapter 8: Interest Groups lesson in BlackBoard</p> <p>Chapters 6 & 8 under Discussion Boards</p>	<ul style="list-style-type: none"> • Read Chapter 8 • Homework Due by 5/1/18 at 11:59 PM EST • Chapters 6 & 8 Discussion Board Due by 5/1/18 at 11:59 PM EST 	II, III A, B, C

Date/Week	Chapter	Content	Assignments & Tests Due Dates	Competency Area
Finals Week	Final Proctored Exam	The Final Proctored Exam will cover Chapters 5-8	<ul style="list-style-type: none"> • The Final Proctored Exam will be held on: <ol style="list-style-type: none"> 1. 5/2/18 at 3:00 PM EST on the Vidalia Campus (Room #842) 2. 5/3/18 at 10:00 AM EST on the Swainsboro Campus (Building #8 Health Sciences Building Room #8164) 	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.

Grading Rubric for Discussion Boards and Homework

	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 post is at least 300 words in length.	75 % (15 points) The post is at least 275 words in length.	50 % (10 points) The post is at least 250 words in length.	25 % (5 points) The post is less than 250 words in length.	0 % Did not complete any writings for the post.
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	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.

	Outstanding	Proficient	Basic	Below Expectations	No Credit
			when one or more of the required postings are missing which limits the ability to meet the criteria.		
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.