



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

COURSE INFORMATION

Credit Hours/Minutes: 3/2250

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

Class Meets: Via Internet for 9 weeks

Course Reference Number (CRN): 60014

Preferred Method of Contact: email

INSTRUCTOR CONTACT INFORMATION

Adjunct Instructor Name: Michael Wedincamp

Adjunct College Email Address: [Michael.Wedincamp](mailto:Michael.Wedincamp@southeasterntech.edu) (mwedincamp@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](mailto:Jbell@southeasterntech.edu) (Jbell@southeasterntech.edu) / [Sonya Wilson](mailto:swilson@southeasterntech.edu) (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

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.

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.

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 discussion boards 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 \(hthomas@southeasterntech.edu\)](mailto: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 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 required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, July 25, 2018, 3:30 PM, and Swainsboro Campus, July 26, 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:

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

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
D	60-69
F	0-59

DISCUSSION BOARDS

There will be a total of five (5) Discussion Boards throughout the semester. They cover Chapters 1-3, 5, & 6. 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. You will have to reply at least one (1) of the other students' discussion posts. Your discussion board replies should be at least 100 (one hundred) words in length. Combined, the Discussion Board Replies and the Discussion Boards are worth 40% (forty percent) of the students' 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 two (2) attempts to do the homework quiz until their due date. Once you begin these homework quizzes they must be completed in one sitting. The highest grade of the two (2) attempts will be taken. There are quizzes for Chapters 1-4, 7, & 9-12. After the due date the content will no longer be available. Combined, the Homework grades are worth 40% 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. The Final Proctored Exam is each worth 20% of the student's final grade.

**POLS 1101 – American Government
Spring Semester 2018 Lesson Plan**

Date/Week	Chapter	Content	Assignments & Tests Due Dates	Competency Area
Week 1 May 15-22	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 5/21/18 at 11:59 PM EST • Read Chapter 1 • Homework Chapter 1 Quiz Due by 5/22/18 at 11:59 PM EST • Discussion Board Chapter 1 Due by 5/22/18 at 11:59 PM EST 	I A, B, C
Week 2 May 22-29	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 • Homework Chapter 2 Quiz Due by 5/29/18 at 11:59 PM EST • Discussion Board Chapter 2 Due by 5/25/18 at 11:59 PM EST 	I, III A, B, C
Week 3 May 29 - June 5	Chapter 3: American Federalism	Chapter 3: American Federalism lesson in BlackBoard	<ul style="list-style-type: none"> • Read Chapter 3 • Homework Chapter 3 Quiz Due by 6/5/18 at 11:59 PM EST • Discussion Board Chapter 3 Due by 6/5/18 at 11:59 PM EST 	I, II, III A, B, C
Week 4 June 5-12	Chapter 4: Civil Liberties Chapter 5: Civil Rights	Chapter 4: Civil Liberties Chapter 5: Civil Rights Lessons in BlackBoard	<ul style="list-style-type: none"> • Read Chapter 4 • Read Chapter 5 • Homework Chapter 4 Quiz Due by 6/12/18 at 11:59 PM EST • Discussion Board Chapter 5 Due by 6/12/18 at 11:59 PM EST 	II, III A, B, C
Week 5 June 12-19	Chapter 9: Political Parties	Chapter 9: Political Parties lesson in BlackBoard	<ul style="list-style-type: none"> • Read Chapter 9 • Homework Chapter 9 Quiz Due by 6/19/18 at 11:59 PM 	II, III A, B, C

Date/Week	Chapter	Content	Assignments & Tests Due Dates	Competency Area
Week 6 June 19-26	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 • Discussion Board Chapter 6 Due by 6/26/18 at 11:59 PM EST 	I, II, III A, B, C
Week 7 June 26 - July 3	Chapter 12: The Presidency	Chapter 12: The Presidency lesson in BlackBoard	<ul style="list-style-type: none"> • Read Chapter 12 • Homework Chapter 12 Quiz Due by 7/3/18 at 11:59 PM EST 	I, III A, B, C
Week 8 July 10-17	Chapter 10: Interest Groups and Lobbying Chapter 11: Congress	Chapter 10: Interest Groups and Lobbying Chapter 11: Congress Lessons in BlackBoard	<ul style="list-style-type: none"> • Read Chapter 10 • Read Chapter 11 • Homework Chapter 10 Quiz Due by 7/17/18 at 11:59 PM EST • Homework Chapter 11 Quiz Due by 7/17/18 at 11:59 PM EST 	I, II, III A, B, C
Week 9 July 17-24	Chapter 7: Voting and Elections	Chapter 7: Voting and Elections lesson in BlackBoard	<ul style="list-style-type: none"> • Read Chapter 7 • Homework Chapter 7 Quiz Due by 7/24/18 at 11:59 PM EST 	I, II, III A, B, C
FINALS	Chapters 1-7 & 9-12	Chapters 1-7 & 9-12	<ul style="list-style-type: none"> • The Final Proctored Exam will be held on: 1. 7/25/18 at 3:30 PM EST on the Vidalia Campus (Room #TBD) 2. 7/26/18 at 10:00 AM EST on the Swainsboro Campus (Room #TBD) 	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

	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 and the reply post is at least 100 words in length.	75 % (15 points) The discussion post is at least 275 words in length and the reply post is at least 75 words in length.	50 % (10 points) The discussion post is at least 250 words in length and the post reply is at least 50 words in length.	25 % (5 points) The discussion post is less than 250 words in length and the reply post is less than 50 words in length.	0 % Did not complete any writings for the post.

	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.