POLITICAL SCIENCE 1101—American Government
University of North Georgia
Three Credits
Fall 2015—This course will be delivered online.

NOTE: Students are expected to participate in at least one proctored activity (e.g. exam). Proctored activities are held on campus by the instructor (free) or at an authorized testing center or through ProctorU (for a fee).

The proctored examination for this course is scheduled for Thursday, September 17th in 163 Library Technology Center (Dahlonega campus).
Your scheduled time will be listed on your course D2L page.

Instructor: Maria Albo, MPA
Phone: 706-867-1782 office
Email: maria.albo@ung.edu

I will generally respond to all emails within 24 hours. Please allow 48-72 hours for emails sent on weekends and holidays. Emails sent after 3PM will generally be answered the following business day. Please send all class related email to me via UNG email to ensure a prompt response.

NOTE: Email sent from non-university addresses may not be delivered.

Office: 314 Hansford Hall (located behind Price Memorial)
https://www.northgeorgia.edu/uploadedFiles/Campus_Info/CampusMap.pdf (building #32)
Office Hours: MWF 1PM-3PM
**and by appointment
Virtual office hours will be held in place of regular office hours throughout the semester using the D2L chat feature.

Undergraduate Bulletin Course Description: An intensive examination of the Constitution and the three governmental divisions. The course includes a study of the national government in its relation to the states. Examples from the government of Georgia are included.

Methods of Instruction: Desire2Learn (D2L)

Course Objectives: Surveys have shown that American’s know very little about how their government actually functions. As college students, it is imperative that you understand the basic structure of your government and outside influences on the political process. In this course we will:

1. Gain a better understanding of our government and the principles of democracy;
2. Understand the intentions of the Founding Fathers in drafting the U.S. Constitution and their influence on the modern U.S. government;
3. Develop essential knowledge of the structure of the U.S. government and its three branches;
4. Discuss the impact of political socialization, political parties, interest groups, the bureaucracy and the media on the U.S. political system;
5. Learn how to articulate your political beliefs effectively and tolerate opinions that differ from your own;
6. Analyze the complexity of human behavior as a function of the commonality and diversity within or between groups.
7. Analyze the interaction between culture and history or politics in the United States.
I  COURSE EXPECTATIONS

Course Organization
Each week you are required to complete the following:

➢ Read and take comprehensive notes on the assigned chapters, supplemental readings and videos.
➢ Complete any handouts in the weekly module.
➢ Post a response to the class discussion board for each of the assigned chapter(s) before 11:59PM on Thursday of each week and respond to at least two classmates before 11:59PM each Sunday.
➢ Take the weekly chapter quiz on the assigned material before 11:59PM each Sunday.

Assigned Text:

Additional readings and handouts may be assigned on your course Desire to Learn (D2L) page throughout the semester. Additional readings will be located within the weekly modules.

You must have the following technical skills to be successful in this course:

1- Use the D2L system properly
2- Use email with attachments
3- Create and submit files in MS Word
4- Copy and paste files
5- Locate information on the internet
6- Download PDF files
7- Watch videos online

Grading Criteria:

A. Discussion Board 60%
B. Quizzes 20%
C. Proctored Midterm Examination 10%
D. Final Exam 10%

A. Discussion Board (60%):

The majority of your course grade is based on your weekly discussion board participation.

The initial answers to the discussion questions are always due before 11:59PM on Thursdays. The responses to your classmates are due before 11:59PM on Sundays.

You are expected to participate effectively and thoughtfully in this course, using the readings and information from following the news. For every section, there will be a question or a set of questions for a discussion online, based on the chapters and material assigned for that week. There will be 14 online discussions throughout the duration of the course. The weekly discussions together are worth 60% of the final grade.
Discussions will cover the readings from the required textbook and the additional materials provided on the course website. I will post questions designed to encourage you to analytically apply the material you’re learning. You will be asked to write an essay-form response with clear and detailed arguments, supported factually and empirically, and cited appropriately in text, including references in APA format at the end. Your main answers must be about 300-500 words in length (going above this requirement is perfectly fine), with 1-2 additional sources besides your textbook. The sources can include news articles, peer-reviewed articles, books, governmental websites, institutional websites, etc. (Wikipedia does not qualify as any of those sources!). YOU MUST REFERENCE THE ASSIGNED CHAPTER IN YOUR WEEKLY DISCUSSION POSTING USING APA FORMAT. Your initial discussion postings are worth 70 points.

Late (initial) postings to the class discussion board will be accepted with a 10% per day penalty beginning at midnight on Fridays. No submissions will be accepted after the discussion board closes on Sundays at 11:59PM.

Furthermore, you will be asked to write comments and responses to at least 2 other posts from your colleagues. The responses need to show constructive criticism and substantiated arguments. In other words: “I liked your answer” will not suffice. The responses must be at least 100 words in length (feel free to write as much as you please). Responses to your classmates are worth 30 points (15 points each).

Consider yourself forewarned: sloppy grammar will not be tolerated in any of the assignments you submit! In other words, thoroughly proofread and edit your work before posting it or turning it in!

Please see “CRITERIA FOR DISCUSSION BOARDS” located under “Course Information” on your D2L page.

The discussion board will close at 11:59PM on Sundays.

No submissions will be accepted after the discussion board closes.

B. Quizzes (20%):
This class will have 14 (open book) quizzes each covering the weekly assigned material. Each quiz will consist of 20 multiple choice and true/false questions.

You should make sure to complete all assigned work (including videos, readings and handouts) before attempting the quiz. Students will have one opportunity to log in and submit the quiz.

The chapter quizzes together are worth 20% of the final grade. Quizzes will be available for viewing after the week closes and the gradebook has been updated. It is your responsibility to notify the instructor if you are unable to view your completed quiz.

✓ YOUR LOWEST QUIZ GRADE WILL BE DROPPED. IF YOU MISS A QUIZ, THAT QUIZ WILL BE USED AS YOUR DROP GRADE. There are no make-up provisions for additional missed quizzes (and a grade of zero will assigned).

Please note, quizzes will not be reopened for completion unless there is a technical problem with UNG or the main D2L server (the instructor will verify this issue and determine an appropriate course of action, if necessary). Any questions answered after the allotted time period expires will not be included in the student’s exam score. Students are responsible for using a reliable computer and internet connection.
C. Proctored Exam (10%)

The PROCTORED midterm examination is a CLOSED book exam based on the concepts covered in the first part of the course. A study guide is available on your course D2L page. The proctored midterm exam is REQUIRED.

Students should complete all parts of the CONSTITUTION WORKSHEET (located in the week five module) before the proctored exam. This worksheet is your exam study guide.

Laptop computers will be available for your use during the midterm exam. Students are welcome to use their personal laptops for the exam.

D. Final Essay (10%)

The final examination is an essay based on an article assigned to the class and the principles introduced throughout the course.

The final examination must be submitted to the DROPBOX via D2L before Thursday, December 10th at 11:59PM.

Students will submit an analysis paper between 500-750 words. Students will address the following questions:

- Who are the political actors (including organizations) and what are their respective interests? (25 points)
- How does this article demonstrate the inner workings of government institutions? Is this representative of U. S. political culture? Why or why not? (50 points)
- Discuss the ways in which the events described in the article impacted the greater community.(25 points)

OPTIONS FOR ASSIGNMENT


You may choose any of the above options for your assignment. PDF files of all articles are available in the "Final Paper" module.

Late submissions cannot be accepted under any circumstance.
II ATTENDANCE POLICY

This course is delivered entirely online. It is essential that you keep up with the weekly demands of the course. You must maintain access to a computer for the duration of the course. If you encounter any difficulties, please contact me by email immediately.

You are responsible for all assignments, notes and announcements posted on the class D2L page. You should be logged in to the course a minimum of three days a week in order to be successful in this course.

III OTHER POLICIES

Grading Scale: 90-100=A, 80-89=B, 70-79=C, 60-69=D, 59 and below=F

APA Format

This course requires the use of APA format for all written work. Please review rules for APA format using your assigned text and/or view the following resource:

http://owl.english.purdue.edu/owl/section/2/10/

Policy for late work

In order to reach all of the learning objectives for this course, it is imperative that assignments be completed on time. Missing assignments will negatively affect your grade and overall experience in the course.

You are required to participate weekly through the class discussion boards. If you do not complete the required number of responses for each discussion board by the end of each week, you will be given a zero on this assignment for the week. The Discussion Board forums and quizzes will close at 11:59 PM every Sunday.

Late (initial) postings to the class discussion board will be accepted with a 10% per day penalty beginning at midnight on Fridays. No submissions will be accepted after the discussion board closes on Sundays at 11:59 PM.

Quizzes will not be reopened for completion unless there is a technical problem with UNG or the main D2L server (the instructor will verify this issue and determine an appropriate course of action, if necessary). Any questions answered after the allotted time period expires will not be included in the student’s exam score. Students are responsible for using a reliable computer and internet connection. Students will not be permitted to make up any missed quizzes (except for extenuating circumstances).

Make-up work may be assigned (at the discretion of the instructor) if the student demonstrates extenuating circumstances (i.e. illness, family emergency, jury duty, etc.). Students will be expected to provide proof of extenuating circumstances in order to schedule any make up work.

Classroom Etiquette

I expect all students to adhere to the Code of Conduct established by UNG:


Disrespectful and/or disruptive behaviors will not be tolerated. Violations will be dealt with by the instructor and may be elevated to the Departmental Chair and or Dean of Students for additional action. All options remain open to the instructor up to and including an administrative withdrawal from this class are possible.
Please note that political science is by nature a very political and emotional subject. We may at times discuss topics out of our comfort zones including issues such as: race, gender, political ideologies and unfortunate historical events. Please use this class as an opportunity to learn about yourself and others.

Communication on discussion boards takes special consideration. Since our only communication will be online, please read the short list of tips of network etiquette below:

- Don't use all caps. It is the equivalent of screaming.
- Be sensitive and reflective to what others are saying.
- Don't flame - These are outbursts of extreme emotion or opinion.
- Think before you hit the post (enter/reply) button. You can't take it back!
- Don't use offensive language.
- Use clear subject lines.
- Don't use abbreviations or acronyms unless the entire class knows them.
- Be forgiving. Anyone can make a mistake.
- Keep the dialog collegial and professional.

Please exercise proper network etiquette at all times. Remember, online communication does not allow us to use facial expressions and tone they way we would in a face to face class. Please understand that anything you post will be there forever---take the time to think about how your communication might come across! Think before you post!

**Course Technology:** Please note that UNG email and D2L are the official means of communication within UNG. Class cancellations and/or occasional announcements will be sent through D2L. Students are expected to check their course sites frequently and consistently. **Students should check their course D2L page regularly for class announcements. Please send all class related email to me via UNG email to ensure a prompt response.**

**Email sent to or from non-University addresses will not be opened.**

It is imperative that your D2L account is fully functioning for this course. If you cannot resolve your problems with the above suggestions, you must call or visit the IT Helpdesk (located in the Library Technology Center, room 164). Phone: 706-864-1922 ([http://ung.edu/information-technology/it-service-desk.php](http://ung.edu/information-technology/it-service-desk.php))

Please note, “Technological Difficulties” will not be accepted as an excuse for missing an assignment deadline. Make sure you allow yourself plenty of time to allow for any “technological difficulties” and save your work frequently to avoid data loss. If you experience “technological difficulties” while completing an assignment, I strongly recommend contacting the IT Helpdesk and opening a ticket prior to contacting me.

**Individual vs. Collaborative Work Policy:** Unless specifically stated otherwise, students should work individually on any and all assignments submitted for credit.

**Cheating and Plagiarism:** Any instance of cheating or plagiarism will result in a zero grade for the paper or exam and/or an “F” grade for the course at the discretion of the Instructor. All instances of cheating and plagiarism will be reported to the Honor Council.

**Course Grades:** Final grades are available on BANNER usually within 2 days after all finals have ended. **I CANNOT communicate with you about your grades via e-mail or phone, so please do not ask.** If you have a question about your grades, please come by my office during my office hours.

**IV Institutional Information**

See Supplemental Syllabus
# Course Schedule

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<tr>
<th>Date</th>
<th>Week Begins</th>
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<tbody>
<tr>
<td>8/17</td>
<td>Introduction to the Course</td>
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**8/20 (Thursday, 11:59pm)** Introductions due  
**8/23 (Sunday, 11:59pm)** Introduction responses and syllabus quiz due

**8/24 Week 2 begins: Cavalli, Chapter 1 (Democracy)**

**8/27 (Thursday, 11:59pm)** Week 2 initial discussion postings due  
**8/30 (Sunday, 11:59pm)** Week 2 discussions responses and quizzes due

**8/31 Week 3 begins: Cavalli, Chapter 2 (The Constitution)**

**9/3 (Thursday, 11:59pm)** Week 3 initial discussion postings due  
**9/6 (Sunday, 11:59pm)** Week 3 discussions responses and quizzes due

**9/7 Week 4 begins: Cavalli, Chapter 3 (Federalism)**

**9/10 (Thursday, 11:59pm)** Week 4 initial discussion postings due  
**9/13 (Sunday, 11:59pm)** Week 4 discussions responses and quizzes due

**9/14 Week 5 begins: Proctored Exam**

**9/17 PROCTORED EXAM: DAHLONEGA CAMPUS**  
**9/20 (Sunday, 11:59pm)** ALL PROCTORED EXAMS MUST BE COMPLETED

**9/21 Week 6 begins: Cavalli, Chapter 4 (Political Socialization & The Media)**

**9/24 (Thursday, 11:59pm)** Week 6 initial discussion postings due  
**9/27 (Sunday, 11:59pm)** Week 6 discussions responses and quizzes due

**9/28 Week 7 begins: Cavalli, Chapter 5 (Interest Groups)**

**10/1 (Thursday, 11:59pm)** Week 7 initial discussion postings due  
**10/4 (Sunday, 11:59pm)** Week 7 discussions responses and quizzes due

**10/5 Week 8 begins: Cavalli, Chapter 6 (Political Parties & Elections)**

**10/8 (Thursday, 11:59pm)** Week 8 initial discussion postings due  
**10/11 (Sunday, 11:59pm)** Week 8 discussions responses and quizzes due

**10/12 Week 9 begins: Cavalli, Chapter 7 (Congress)**

**10/12 UNG W DEADLINE**  
**10/15 (Thursday, 11:59pm)** Week 9 initial discussion postings due  
**10/18 (Sunday, 11:59pm)** Week 9 discussions responses and quizzes due

**10/19 Week 10 begins: Cavalli, Chapter 8 (The Presidency)**

**10/22 (Thursday, 11:59pm)** Week 10 initial discussion postings due  
**10/25 (Sunday, 11:59pm)** Week 10 discussions responses and quizzes due

**10/26 Week 11 begins: Cavalli, Chapter 10 (The Courts)**

**10/29 (Thursday, 11:59pm)** Week 11 initial discussion postings due  
**11/1 (Sunday, 11:59pm)** Week 11 discussions responses and quizzes due

**11/2 Week 12 begins: Cavalli, Chapter 11 (Civil Rights & Liberties)**

**11/5 (Thursday, 11:59pm)** Week 12 initial discussion postings due  
**11/8 (Sunday, 11:59pm)** Week 12 discussions responses and quizzes due

**11/9 Week 13 begins: Cavalli, Chapter 12 (Public Policy)**

**11/12 (Thursday, 11:59pm)** Week 13 initial discussion postings due  
**11/15 (Sunday, 11:59pm)** Week 13 discussions responses and quizzes due

**11/16 Week 14 begins: Cavalli, Chapter 13 (State & Local Government)**

**11/19 (Thursday, 11:59pm)** Week 14 initial discussion postings due  
**11/22 (Sunday, 11:59pm)** Week 14 discussions responses and quizzes due

**11/23 Week 15**

**FALL BREAK!**

**11/30 Week 16 begins: Cavalli, Chapter 14 (Foreign Policy)**

**12/3 (Thursday, 11:59pm)** Week 16 initial discussion postings due  
**12/6 (Sunday, 11:59pm)** Week 16 discussions responses and quizzes due

**12/7 Final Exams**

**12/10 (Thursday, 11:59pm)** Final Exam Due

If you need this document in another format, please email Maria Albo (maria.albo@ung.edu).