POLS 1101—American Government
The University of North Georgia
Spring 2015; Three Credits- HYBRID (Classes will not meet on highlighted dates)
Section D1 MWF 11:00am-11:50am Young Hall 203

This course is clearly designated as a HYBRID course (which means that the course has a substantial online component). We will not meet for class on scheduled HYBRID days but you will be responsible for completing all assigned work outside of class (including exams, quizzes, and participation in online discussions).

Instructor: Maria Albo, MPA
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http://www.northgeorgia.edu/uploadedFiles/Campus_Info/CampusMap.pdf (building #32)
Office Hours: MW 1:00pm-4:00pm
**and by appointment

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.

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 historical events and their influence on the political process and modern society;
5. Discuss the impact of political socialization, political parties, interest groups, the bureaucracy and the media on the U.S. political system;
6. Gain a better understanding of political ideologies;
7. Explore the policy making process and discuss the current policy initiatives for the State of Georgia;
8. Encourage you to participate in the political process and enable you to understand current political events;
9. Learn how to articulate your political beliefs effectively and tolerate opinions that differ from your own;
10. Analyze the complexity of human behavior as a function of the commonality and diversity within or between groups.
11. Analyze the interaction between culture and history or politics in the United States.

Success in this Course
You will earn a good grade in this course (A or B) by doing the following: 1) showing up consistently for class; 2) completing all the assignments and readings on time; 3) actively participating in group projects and online class discussions; 4) downloading any presentations available on D2L prior to class; 5) taking good notes; and 6) having an open mind. The key to this class and ultimately the key to succeeding in college (and life) is showing up and paying attention.
# COURSE REQUIREMENTS

**Assigned Text:**

**Grading Criteria:**

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<tr>
<th>Component</th>
<th>Weight</th>
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<tbody>
<tr>
<td>A. Exams</td>
<td>60%</td>
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<tr>
<td>B. Class Participation</td>
<td>20%</td>
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<td>C. Midterm Essay</td>
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<td>D. Final Essay</td>
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**A. Exams:** This class will have three exams each covering a specific section of the course. Each exam will be worth 20% of your overall course grade. The exams will consist of a combination of multiple choice, true/false and short answer questions. Please note, you are responsible for all information contained in the assigned readings and online assignments for your exams.

Except for extenuating circumstances, students will not be permitted to make up any missed exams. If you must miss a scheduled exam due to extenuating circumstances (defined under “make up work”), you will be given the opportunity to complete a make-up exam that will consist of two essay questions (worth 50 points each) during my scheduled office hours. If you know you will miss a scheduled exam due to a university commitment, it is your responsibility to notify me at least one week in advance to make alternative arrangements.

**B. Class Participation:** Participation an integral part of this course as your exams are derived from lectures, therefore, if you miss a class you will miss potential test material.

*Students will not be permitted to “make up” class participation points or missed assignments on HYBRID days (except for university sponsored activities**—see make up policy).*

Class participation points are broken down as follows:

**Discussion Board (60 points):** This course has five required online discussion postings this semester and each will be worth twelve points. You are expected to complete these class discussions on your scheduled HYBRID days.

Please note that these points must be earned through thoughtful and intelligent responses to the proposed questions—you will not be awarded points simply for posting a response. For full credit, initial responses should be about 2-3 paragraphs in length and responses to your classmates should be about one paragraph. You must respond to at least two of your classmates’ postings for full credit.

*Please reference the discussion rubric on your class D2L page for specific grading criteria.*

Each discussion will open on a Monday at 8AM and close Friday at 12PM (see class schedule). I encourage you to post your initial response by Wednesday evening in order to facilitate a meaningful class discussion. You MUST log onto D2L on scheduled HYBRID dates and participate in the online discussion in order to receive credit.

*The discussion board will close at 12PM on Friday of the scheduled date and will not be reopened. Late postings are not accepted.*
**Who’s Who In American Government Worksheet (15 points):** This worksheet will introduce you to the current VIP’s in American Government. You are responsible for finding all requested information using official government websites. You must complete the online quiz to receive credit for this assignment.

**Group Presentations (20 points):** The requirements for this assignment will be available on your course D2L page. Group presentations are required to be uploaded to the class discussion board PRIOR to your scheduled class presentation time.

- You must be present to receive credit for the group presentation. Group members who are not present for their assigned presentation will not be assigned any points.

**Group Member Feedback (5 points):** You will be given the opportunity to evaluate your group members after completing your group project.

**C. Midterm Essay:** Requirements for the midterm essay will be available on your course D2L page one week prior to the scheduled due date.

  The midterm essay must be submitted to turnitin.com no later than 11:00am on Monday, February 16, 2015. Late submissions are subject to a 10 point per day penalty starting at 11am. *

**D. Final Essay:** Requirements for the final essay will be available on your course D2L page one week prior to the scheduled due date.

  The final essay must be submitted to turnitin.com no later than 12:20pm on Monday, April 27, 2015. Late submissions will not be accepted.

**II ATTENDANCE POLICY**

Attendance is an important part of this course and is strongly encouraged. Attendance will be taken regularly and excessive absences may be reported to the appropriate university offices which could result in administrative withdraw from the course.

There is no make-up provision for missed attendance points**. Missing class regularly will affect your participation grade and your overall performance in this course. You are responsible for all assignments, notes and announcements made during classes and posted on the class D2L page.

**III OTHER POLICIES**

**Written Work**

All written work (essays) for this course must include the following for full credit:

- Cover page with your full name, course number and title.
- Times New Roman, 12 point font, double spaced, with page numbers.
- Reference page.

All written work (essays) must be submitted to turnitin.com.

This course requires the use of APA format for all written work. Please review rules for APA format on your class D2L page and/or view the following resource: [http://owl.english.purdue.edu/owl/section/2/10/](http://owl.english.purdue.edu/owl/section/2/10/)
Make-up 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. Make-up work may be assigned (at the discretion of the instructor) if the student demonstrates extenuating circumstances (i.e. serious illness, family emergency, jury duty, etc.). Students will be expected to provide proof of extenuating circumstances in order to schedule any make up work.

Please notify me via email if you are unable to complete an assignment due to extenuating circumstances (as described herein) and can provide a verifiable (written) excuse for missed work. Alternative assignments may be assigned for missed work with a verifiable excuse, at the discretion of the Instructor. If the Instructor chooses to accept the late assignment a penalty of ten (10) points per day may be applied.

**If you are absent due to a university commitment you will be permitted to make up in-class work with written documentation. No special provisions will be made for any other assignments as all of the assignments will be available well in advance of their due dates. Please see me if you need any clarification of this policy.**

Class Notes: Outlines of class lectures will be available on D2L. It is strongly suggested that students download these outlines prior to attending class. These outlines are designed as a resource for students to obtain presentations used in class. These notes are not a substitute for attending lecture classes. Rather, these notes are designed to supplement the lectures and facilitate productive class discussions. If you miss a class for any reason, you should obtain a complete copy of all notes from a classmate.

You are responsible for all information contained in the class notes and online assignments.

The Instructor will not provide complete copies of lecture notes under any circumstances.

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)

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.

Opportunities for Extra Credit: I will not accept requests for extra credit from students, however, extra credit may be offered throughout the semester. All extra credit opportunities will be announced in class
and cannot be “made up”. All extra credit points will be added to the student’s overall “Class Participation” grade at the end of the semester (unless otherwise noted).

**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.

**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.

While we may not always go to the end of class, we will begin every class period at the assigned start time. Please be prepared and in your seat at the scheduled start time. Please do not use cell phones in class and make sure all phones are turned to “silent”.* Please exhibit common courtesies to your Instructor and your classmates at all times. In addition, 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.

**Note:** **Laptop computers are not permitted in this course.**

*Please let me know if there is some sort of circumstance that requires you to monitor your phone.

Communication on discussion boards takes special consideration. 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.
- Don't use abbreviations or acronyms unless the entire class knows them.
- Be forgiving. Anyone can make a mistake.

**IV Institutional Information** See Supplemental Syllabus (ALL INFORMATION IS INCORPORATED INTO THIS SYLLABUS)

http://ung.edu/academic-affairs/policies-and-guidelines-supplemental-syllabus.php
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<tr>
<th>WEEK</th>
<th>Assigned Chapters</th>
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<th>WEDNESDAY</th>
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<td>January 5</td>
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<td>INTRODUCTION CLASS</td>
<td>LECTURE 1.1: INTRODUCTION TO DEMOCRACY &amp; PUBLIC POLICY</td>
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<td>2</td>
<td>January 12</td>
<td>CAVALLI (CHAPTERS 1 &amp; 12)</td>
<td>LECTURE 1.1: INTRODUCTION TO DEMOCRACY &amp; PUBLIC POLICY</td>
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<td>5</td>
<td>February 2</td>
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<td>FRONTLINE &quot;THE STORM&quot; VIDEO DISCUSS MIDTERM PAPER</td>
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<td>CAVALLI (CHAPTERS 4, 5 &amp; 15)</td>
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<td>LECTURE 2.1: POLITICAL SOCIALIZATION &amp; THE MEDIA</td>
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<td>MIDTERM ESSAYS DUE AT THE START OF SCHEDULED CLASS TIME TO TURNITIN.COM MOVIE: THANK YOU FOR SMOKING</td>
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<td>CAVALLI (CHAPTER 6)</td>
<td>LECTURE 2.3: POLITICAL PARTIES &amp; ELECTIONS</td>
<td>MOVIE: THANK YOU FOR SMOKING</td>
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<td>HYBRID / NO CLASS MEETING: COMPLETE &quot;WHO’S WHO IN AMERICAN GOVERNMENT WORKSHEET QUIZ&quot; BEFORE 12PM</td>
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<td>March 23</td>
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<td>CATCH UP</td>
<td>EXAM TWO</td>
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<td>March 30</td>
<td>CAVALLI (CHAPTERS 8 &amp; 9)</td>
<td>LECTURE 3.1: THE PRESIDENCY &amp; EXECUTIVE AGENCIES</td>
<td>LECTURE 3.1: THE PRESIDENCY &amp; EXECUTIVE AGENCIES</td>
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<td>CAVALLI (CHAPTERS 10 &amp; 11)</td>
<td>LECTURE 3.2: THE COURTS</td>
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<td>HYBRID / NO CLASS MEETING / COMPLETE DISCUSSION BOARD REQUIREMENTS BEFORE 12PM</td>
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<td>April 20</td>
<td>CAVALLI (CHAPTERS 10 &amp; 11)</td>
<td>LECTURE 3.3: CIVIL RIGHTS &amp; LIBERTIES</td>
<td>LECTURE 3.3: CIVIL RIGHTS &amp; LIBERTIES</td>
<td>EXAM THREE</td>
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THE FINAL ESSAY FOR THIS COURSE IS DUE ON MONDAY, APRIL 27 AT 12:20PM.