University of North Georgia
POLS 1101—American Government
Spring 2015
Section D5  MWF 11-11:50am  Military Leadership Center, Room 112

Instructor:  Lauren Russell, M.P.A.
Phone:  706-864-1793 office
Email: Lauren.Russell@ung.edu (Preferred Method of Contact)
Office: 118 Military Leadership Center
Office Hours: M,T,W,R 8am – 11am & 1pm – 5:30pm
F 8am – 11am & 1pm – 3pm

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 Americans 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.
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 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. Develop the information literacy skills necessary to become fully engaged citizens.

General Learning Outcomes: This course addresses the following learning outcomes: Upon completing the course, you will:

1. Communicate effectively using multiple literacies and forms of expression.
2. Demonstrate analytic, contextual, and holistic thinking.
4. Reflect critically and take informed action individually as citizens.
5. Analyze ethical interactions in local and global communities.
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.

Success in this Course:
You will earn a good grade in this course (A or B) by doing the following:

1. Showing up (on time) 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 reading them).
6. The key to this class and ultimately the key to succeeding in college (and life) is showing up and paying attention.
I. COURSE REQUIREMENTS

Assigned Text:

Grading Criteria:

- Exams & Common Assessment: 40%
- Quizzes: 20%
- Online (D2L) discussions: 30%
- Final exam: 10%

100-90 = A, 89-80 = B, 79-70 = C, 69-60 = D, 59 and lower = F

A. Exams: This class will have two exams each covering a specific section of the course and the common assessment. The exams and assessment will be worth 40% of your overall course grade. The exams will consist of a combination of multiple choice and true/false questions. Please note that you are responsible for all information contained in the assigned readings, class notes and online discussions for your exams.
   a. All paper exams will be held during the normal class time. You must bring your own, sharpened pencil or pen to the classroom with you. Once the first person has completed his or her exam, no one will be permitted to enter to room and begin the test (i.e., students who are late).
   b. A common assessment will also be given and will be due 27 February 2015. The common assessment is available on D2L.

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 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. Quizzes: You will have quizzes throughout the semester covering a specific section of the class. Your quiz scores will be averaged and count for 20% of your final grade. Each quiz will be a combination of multiple choice, true/false and fill in the blank and will be delivered on paper.

C. Online (D2L) Discussion/Participation: Through the semester, there will be 15 discussion topics posted on D2L. You must participate in a minimum of 7 of these discussions. For every additional topic you participate in, I will add 5 points to your lowest test or quiz grade. New topics will generally be posted on Mondays and close on Fridays.
   a. One-sentence responses or posts that merely say things like “I agree” will receive no credit. You should probably anticipate writing at least a paragraph in composing a quality initial post and citing some reputable source of information in the process. Note: Wikipedia is NOT a reputable source.
   b. There is a rubric attached for what to expect for discussion grades.
   c. Students will generally have one week to engage in discussion for a topic before those discussions are closed. A new discussion or discussions will open the following week. You should start posting in the online discussion forums as early as you can in any week to give you more time to author more quality posts and responses throughout the week. Do not throw up a single post at the end of the week and expect to get much credit; it is not a discussion if you are not engaging anyone else in conversation. Plan on posting multiple, informed, researched responses to the comments of your peers during any given week.
d. Communication on discussion boards takes special consideration. Please read the short list of tips of network etiquette below:
   i. Don't use all caps. It is the equivalent of screaming.
   ii. Be sensitive and reflective to what others are saying.
   iii. Think before you hit the post (enter/reply) button. You can't take it back!
   iv. Don't use offensive language.
   v. Use clear subject lines.
   vi. Don't use abbreviations or acronyms unless the entire class knows them.
   vii. Be forgiving. Anyone can make a mistake.
   viii. Keep the dialog polite and professional.

D. Final Exam: The final exam is worth 10% of your grade. The final exam for this class is scheduled for Friday, December 12 from 10:20am-12:20pm.

II. ATTENDANCE POLICY

Attendance is an important part of this course and is strongly encouraged. Attendance will be taken every day in class. Missing class regularly will affect your overall performance in this course. Regular class attendance is imperative to your success in this course. You are responsible for all assignments, notes and announcements made during classes and posted on the class D2L page.

Students who miss 10% of classes with an unexcused absence will be dropped with a “WF”. This class meets 45 times during the semester, therefore; you will be dropped on your 5th unexcused absence.

Students who are absent because of university-sponsored activities that are approved by the Provost or Vice President for Student Affairs will be permitted to make up any work missed during the absence. “University-sponsored activities” include activities related to performance groups, university athletic teams, the Corps of Cadets, the Student Government Association, field trips related to academic courses, as well as any other university-sponsored activities approved by the Provost or Vice President for Student Affairs. Approval of such absences will be granted only if the instructor receives advance notice in writing from the faculty member or university official sponsoring the activity.

III. OTHER POLICIES

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 (e.g., 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 10 points per day may be applied.

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.

I 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 will be sent through UNG email and occasional announcements will be sent through both email and D2L. Students are expected to check the course site 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 (i.e., D2L discussion boards). 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 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:** The integrity code of the University of North Georgia – “On my honor, I will not lie, cheat, steal, plagiarize, evade the truth, or tolerate those who do” -- reflects the university’s commitment to academic integrity. The “Academic Integrity Policy” (2013-2014 Undergraduate Bulletin, http://ung.catalog.acalog.com/content.php?catoid=12&navoid=252#Academic_Integrity_Policy is incorporated herein by reference; see also the Student Handbook. Please note that in this course, as in all others at UNG, plagiarism and other forms of cheating are expressly prohibited. Any student who commits plagiarism or cheating may receive a reduced grade, which may involve a failing grade. A report of the incident will be provided to the university’s Academic Integrity Council. The council and the vice president for academic affairs may take additional action, which may include a formal reprimand, probation, suspension, or expulsion.

**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 head 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. Do not use cell phones in class and make sure all phones are turned to “silent.” There are no laptops allowed in this course. The only “supplies” you need are paper and pen/pencil. 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.
IV. **Class Schedule – This schedule is tentative and subject to change based on our needs**

Week 1
- **5-Jan** Convocation/No Class Meeting
- **7-Jan** Syllabus & Introduction
- **9-Jan** Assignment of Common Assessment (Due 27 Feb)
  *Add/Drop Ends

Week 2
- **12-Jan** Chapter 1 - Theories of Democracy & Types of Government
- **14-Jan** Chapter 1 - Theories of Democracy & Types of Government
- **16-Jan** Chapter 2 - The U.S. Constitution

Week 3
- **19-Jan** Holiday - No Classes
- **21-Jan** Chapter 2 - The U.S. Constitution
- **23-Jan** Chapter 3 - Federalism

Week 4
- **26-Jan** Chapter 3 - Federalism
- **28-Jan** Chapter 3 - Federalism
- **30-Jan** Chapter 4 - Political Socialization and the Media

Week 5
- **2-Feb** Chapter 4 - Political Socialization and the Media
- **4-Feb** Chapter 4 - Political Socialization and the Media
- **6-Feb** Exam #1

Week 6
- **9-Feb** Chapter 5 - Interest Groups
- **11-Feb** Chapter 5 - Interest Groups
- **13-Feb** Chapter 5 - Interest Groups

Week 7
- **16-Feb** Chapter 6 - Political Parties, Voting and Elections
- **18-Feb** Chapter 6 - Political Parties, Voting and Elections
- **20-Feb** Chapter 6 - Political Parties, Voting and Elections
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<th>Week 8</th>
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<tbody>
<tr>
<td>23-Feb</td>
<td>Chapter 7 - Congress</td>
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<td>25-Feb</td>
<td>Chapter 7 - Congress</td>
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| 27-Feb | Chapter 7 - Congress/Common Assessment Due  
  *Deadline to drop with a "W"* |

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<tr>
<th>Week 9</th>
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<tbody>
<tr>
<td>2-Mar</td>
<td>Chapter 8 - The Presidency</td>
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<tr>
<td>4-Mar</td>
<td>Chapter 8 - The Presidency</td>
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<td>6-Mar</td>
<td>Chapter 8 - The Presidency</td>
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<tr>
<td>9-Mar</td>
<td>Chapter 9 - Executive Agencies</td>
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<tr>
<td>11-Mar</td>
<td>Chapter 9 - Executive Agencies</td>
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<td>13-Mar</td>
<td>Chapter 9 - Executive Agencies</td>
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<th>Week 11</th>
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<tr>
<td>16-Mar</td>
<td>Spring Break - No Class</td>
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<td>18-Mar</td>
<td>Spring Break - No Class</td>
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<td>20-Mar</td>
<td>Spring Break - No Class</td>
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<th>Week 12</th>
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<tr>
<td>23-Mar</td>
<td>Chapter 10 - The Federal Judiciary</td>
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<td>25-Mar</td>
<td>Chapter 10 - The Federal Judiciary</td>
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<td>27-Mar</td>
<td>Chapter 10 - The Federal Judiciary</td>
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<th>Week 13</th>
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<tbody>
<tr>
<td>30-Mar</td>
<td>Exam #2</td>
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<tr>
<td>1-Apr</td>
<td>Chapter 11 - Civil Liberties and Civil Rights</td>
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<td>3-Apr</td>
<td>Chapter 11 - Civil Liberties and Civil Rights</td>
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<th>Week 14</th>
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<tr>
<td>6-Apr</td>
<td>Chapter 12 - Public Policy</td>
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<tr>
<td>8-Apr</td>
<td>Chapter 12 - Public Policy</td>
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<tr>
<td>10-Apr</td>
<td>Chapter 13 - State and Local Government</td>
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<th>Week 15</th>
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<tbody>
<tr>
<td>13-Apr</td>
<td>Chapter 13 - State and Local Government</td>
</tr>
<tr>
<td>15-Apr</td>
<td>Chapter 14 - U.S. Foreign Policy</td>
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<td>17-Apr</td>
<td>Chapter 14 - U.S. Foreign Policy</td>
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Week 16

20-Apr  Chapter 15 - Civic Engagement
22-Apr  Chapter 15 - Civic Engagement
24-Apr  Last Day of Classes/Review

Week 17

27-Apr  Final Exam (Note Time: 10:10am - 12:20pm)

V.  Incorporation of Other Controlling Authority

The contents of the following are incorporated by reference:

All of the rules, regulations, and standards published in UNG’s undergraduate and graduate bulletins.

The supplementary information that appears on the Web page at this URL address:

http://ung.edu/academic+affairs/policies+and+guidelines/supplemental+syllabus.php
<table>
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<tr>
<th>Criteria</th>
<th>Unsatisfactory</th>
<th>&quot;C&quot; Quality Work</th>
<th>&quot;B&quot; Quality Work</th>
<th>&quot;A&quot; Quality Work</th>
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<tr>
<td>Frequency</td>
<td>Does not participate.</td>
<td>Participates a few times, or makes most/all posts at last-minute or on one day.</td>
<td>Participates sometimes.</td>
<td>Participates very often.</td>
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<tr>
<td>Initial Posting</td>
<td>Does not post.</td>
<td>Posts with superficial thought and preparation.</td>
<td>Post well-developed thoughts that address all aspects of the topic; lacks full development of topic.</td>
<td>Posts well-developed thought that fully addresses the topic.</td>
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<tr>
<td>Follow-Up Postings</td>
<td>Posts no follow-up responses to others.</td>
<td>Posts shallow contributions to discussion; does not enrich discussion.</td>
<td>Elaborates on topic with further comment or observation.</td>
<td>Demonstrates analysis of several others' posts; extends meaningful discussion by building on previous posts.</td>
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<tr>
<td>Content Contribution</td>
<td>Posts information that is off-topic, incorrect or irrelevant to discussion.</td>
<td>Repeats but does not add substantive information to the discussion.</td>
<td>Posts information that is factually correct; lacks full development of concept or thought.</td>
<td>Posts much that is factually correct, reflective and substantive; really advances discussion.</td>
</tr>
<tr>
<td>References and Support</td>
<td>Includes no references or supporting experience.</td>
<td>Uses personal experience, but no references to readings.</td>
<td>Incorporates some references in post.</td>
<td>Uses references to literature, readings, and/or personal experience to support comments.</td>
</tr>
<tr>
<td>Clarity and Mechanics</td>
<td>Posts rambling or rude content that may contain multiple errors or that may be inappropriate.</td>
<td>Communicates with some errors in clarity or mechanics.</td>
<td>Contributes valuable information to discussion with a few minor clarity or mechanical errors.</td>
<td>Contributes to the discussion with clear, concise comments formatted in an easy to read style that is free of grammatical and spelling errors.</td>
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