The proctored examination for this course is scheduled for
**Tuesday, February 17th at 5:00PM**
in 163 Library Technology Center (Dahlonega campus).

***The course will be as similar to a traditional classroom course as possible.***

***In this course, a work week is defined as Monday at 8:00 a.m. ET until Friday at 5:00 p.m. ET. All assignments are due at 5 p.m. ET.***

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http://www.northgeorgia.edu/uploadedFiles/Campus_Info/CampusMap.pdf (building #32)
Office Hours: Monday & Wednesday 1:00pm-4:00pm
**and by appointment

Undergraduate Bulletin Course Description

Methods of Instruction: Desire2Learn (D2L)

Course Objectives:
By the end of the course, you should be able to:

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.
I   COURSE EXPECTATIONS

Course Organization
This course is designed to operate as close to a traditional classroom as possible.

Each week you are required to complete the following:

- Read and take comprehensive notes on the assigned chapters.
- Download any presentations, handout or supplemental reading provided.
- Post a response to the class discussion board for each of the assigned chapter(s) before 5PM on Wednesday of each week and respond to at least two classmates before 5PM each Friday.
- Take the weekly chapter quiz on the assigned readings before 5PM each Friday.
- Submit any required assignments to turnitin.com.

Assigned Text:

We will cover chapters 1-14 of the assigned textbook beginning week two of the course.

Additional readings may be assigned on your course Desire to Learn (D2L) page throughout the semester. You will be alerted of new readings via a weekly announcement. See course schedule for reading assignments.

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

Grading Criteria:

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<thead>
<tr>
<th>Grade</th>
<th>Component</th>
<th>Weight</th>
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<tbody>
<tr>
<td>A</td>
<td>Discussion Board</td>
<td>40%</td>
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<tr>
<td>B</td>
<td>Quizzes</td>
<td>30%</td>
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<tr>
<td>C</td>
<td>Proctored Midterm Examination</td>
<td>20%</td>
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<tr>
<td>D</td>
<td>Analysis Paper</td>
<td>10%</td>
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A. Discussion Board (40%):

Your active and informed participation in online discussions is expected and will be graded. To receive a good grade on these discussions, you must offer several substantive, germane, and articulate postings that demonstrate “active” and “informed” participation.

You are required to post an original response to all discussion questions posted for each chapter by Wednesday of each week and to respond to at least two other individuals’ responses (demonstrating interaction with other students) by Friday of each week.
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 will be open at 8AM every Monday and closed at 5PM on the following Friday.

Please see “CRITERIA FOR DISCUSSION BOARDS” located under “Course Information” on your D2L page. The highest discussion grades will be allocated to students who successfully incorporate the required readings and current events in their discussions.

**Late submissions to the discussion board will not be accepted.**

B. Quizzes (30%):
This class will have thirteen (open book) quizzes each covering the weekly assigned chapter(s) in the text. Each examination will consist of a combination of multiple choice, true-false or short answer questions and many consist of any number of questions appropriate for the length of the chapter.

All quizzes will open on at 8AM Monday morning and close at 5PM on Friday. Students will have one opportunity to log in and submit the quiz. **There are no make-up provisions for missed quizzes.**

*There are thirteen weekly quizzes available throughout the semester. Your lowest quiz grade will be dropped. Weekly quizzes are considered class participation (for this online course) and therefore cannot be “made up”. If you have to miss a weekly quiz, the missed quiz will apply as one of your drop grades. After one missed quiz, you will receive a grade of “0” for each additional missed quiz.

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). Students are responsible for using a reliable computer and internet connection.

C. Midterm Exam (20%)

The PROCTORED midterm examination is a closed book essay exam based on the principles introduced in the first part of the course. A study guide will be available one week prior to the scheduled exam. **The exam will be timed at 1.5 hours.**

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

**The midterm exam is scheduled for Tuesday, February 17th from 5:00-6:30PM in 163 Library Technology Center (Dahlonega Campus).**

**THE PROCTORED EXAMINATION IS REQUIRED. FAILURE TO COMPLETE THE PROCTORED MIDTERM EXAMINATION WILL RESULT IN ADMINISTRATIVE WITHDRAWAL FROM THE COURSE!**

E. Analysis Paper (10%)

Students will submit an analysis paper between 500-750 words. The paper will address the following questions based on an article or video (see options below).

Students will address the following questions:
- Who are the political actors (including organizations) and what are their respective interests?
- How does this article demonstrate the inner workings of government institutions? Is this representative of U. S. political culture? Why or why not?
- Discuss the ways in which the events described in the article impacted the greater community.
OPTIONS FOR ASSIGNMENT


The analysis paper is due to turnitin.com on Friday, April 24th at 5:00PM

(SEE POLICIES FOR WRITTEN WORK)

Late papers are subject to a 10 point per day penalty beginning at 5PM on April 24th, 2015. Papers more than 72 hours late WILL NOT be accepted.

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 phone or 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.

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 will be opened each Monday and closed on the following Friday.

Late submissions to the discussion board will not be accepted.

III OTHER POLICIES

Written Work

All written work 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 must be submitted to turnitin.com for credit.

Policy for late work: All late papers and assignments will be deducted 10% per calendar-day late. Papers not submitted by 5PM on the due date will be considered late. Papers must be submitted to turnitin.com to receive credit.

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.

All late papers and assignments will be deducted 10% per calendar-day late. Papers not submitted by 5PM on the due date will be considered late. Papers must be submitted to turnitin.com to receive credit. Any assignment more than 72 hours late will only be accepted at the discretion of the Instructor.

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 will be opened each Monday at 8AM and closed on the following Friday at 5PM. Late postings to the discussion board will not be accepted.

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. Weekly quizzes are considered class participation (for this online course) and therefore cannot be “made up”. If you have to miss a weekly quiz, the missed quiz will apply as one of your drop grades. After one missed quiz, you will receive a grade of “0” for each additional missed quiz.

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)

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. I recommend completing and saving all work as a Word document prior to posting to the class discussion board.

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.

IV Institutional Information

See Supplemental Syllabus