POLITICAL SCIENCE 2101 OLA—Introduction to Political Science
University of North Georgia
Spring 2015; Three Credits (crn# 6327)
Section OLA—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 (for a fee).

The proctored examination for this course is scheduled for Tuesday, February 17th at 7:00PM in 163 Library Technology Center (Dahlonega campus).

Please notify me immediately if you are unable to attend the midterm examination. It is the student’s responsibility to notify the instructor if arrangements need to be made to complete the exam at an authorized testing center. The students will be responsible for any fees associated with an authorized testing center.

***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.***

Instructor: Maria Albo, MPA
Phone: 706-864-1782 office
Email: maria.albo@ung.edu
Office: 314 Hansford Hall (located behind Price Memorial)
http://www.northgeorgia.edu/uploadedFiles/Campus_Info/CampusMap.pdf (building #32)
Office Hours: Monday 1:00pm-4:00pm
Wednesday 1:00pm-4:00pm
**and by appointment

Undergraduate Bulletin Course Description
The purposes of this course are to define the discipline of political science, and to study political systems and their environments, political inputs, governmental structures, governmental authorities and processes and policy outputs and impacts.

Methods of Instruction: Desire2Learn (D2L)
Signing into D2L can be done directly from the university homepage.

As D2L is your primary learning platform if you have issues please contact me at mjalbo@northgeorgia.edu first to help with access issues.

If I cannot assist you then you should contact the help desk. Their website is listed above or you may contact them via the phone for additional assistance: UNG Help Desk at 706-864-1922

D2L has been certified by its maker to be disability accessible. To read D2L information about accessibility please go to the following website.
http://www.desire2learn.com/products/accessibility/standards/
**Course Objectives:**
By the end of the course, you should be able to:
- Explain how and why political scientists ask questions and make sense of the political world;
- Distinguish between competing political theories and tell how they impact practice;
- Analyze political phenomenon using scholarly study rather than partisan preference;
- Identify classic and contemporary ideologies;
- Differentiate state types and forms and characterize weak and strong states;
- Compare regime types;
- Compare political institutions across regime types;
- Develop the research skills necessary to pursue further study in political science

## I COURSE EXPECTATIONS

### Course Organization
This course is designed to operate as close to a traditional classroom as possible. The course content is divided up by modules (each module represents one week of work - *you are free to read ahead at any time*).

In each weekly module you will be 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:


*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:**

Grading in this class will be done on a point scale. There are 600 possible points that can be earned in this course.

- **A:** 600 – 540 Points
- **B:** 539 – 480 Points
- **C:** 479 – 420 Points
- **D:** 419 – 360 Points
- **F:** 359 – 000 Points

**Total Possible Points:** 600

**Breakdown of Points**

- **A. Discussion Board** 210 points
- **B. Quizzes** 70 points
- **C. Midterm Examination** 100 points
- **D. Final Project/Annotated Bibliography** 100 points
- **E. Library Assignments** 70 points
- **F. Public Opinion Poll Analysis** 50 points

**TOTAL POINTS FOR THE COURSE** 600 points

**A. Discussion Board (210 points - 15 points each):**

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 (70 points - 5 points each):**

This class will have fourteen (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.*

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 (100 points)**

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 7:00-8:30PM 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!**

The midterm examination will require you to analyze a scholarly peer reviewed article. The instructor will upload the article one week prior to your scheduled examination. Students are encouraged to become familiar with the article prior to the midterm exam.

D. **Final Project/ Annotated Bibliography (100 points):**

The annotated bibliography must include a minimum of 12 sources (10 sources must be from peer-reviewed (scholarly) academic journals). The purpose of this assignment is to demonstrate that you have conducted an exhaustive review of the literature on a specific (narrow) topic. The annotated bibliography must include a working thesis statement for future research.

Each source must be analyzed with all annotations including the following:
- Summarize
- Assess
- Reflect

The annotated bibliography must be single-spaced. Each annotation should be two-three paragraphs.

The final project must be submitted to turnitin.com no later than **5PM on Monday, April 27th, 2015.** Late submissions are subject to a 10 point per day penalty. *

**Final projects (annotated bibliography) will not be accepted more than 24 hours late.**

E. **Library Assignments (70 points- 10 points each)**

There are seven unique assignments designed to introduce you to political science research and prepare you for your final project. Requirements for each assignment are located on course D2L page.

All assignment must be submitted to turnitin.com no later than **5PM on the scheduled due dates (see course schedule).**

*Late submissions are subject to a 5 point per day penalty*

F. **Public Opinion Poll Analysis (50 points)**
For this assignment, students will choose a public opinion poll to analyze. I recommend using the Gallup website (http://www.gallup.com/home.aspx?ref=logo). Develop a brief analysis of the poll you have chosen to analyze including a summary of the results and methodology used. Additional information will be available on your course D2L page (after the midterm examination).

Your paper should be 2-3 pages. Please see class requirements for all written work on page 6 of the syllabus.

This assignment must be submitted to turnitin.com no later than 5PM on Monday, March 9, 2015. 
Late submissions are subject to a 10 point per day penalty.

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.
- APA 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. Final projects (annotated bibliography) will not be accepted more than 24 hours late.
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 (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)

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.

IV Institutional Information

See Supplemental Syllabus
# V CLASS SCHEDULE

<table>
<thead>
<tr>
<th>WEEK</th>
<th>Assigned Chapters</th>
<th>WECLICAL WORK DUE MONDAY AT 5PM</th>
<th>WEEKLY WORK DUE WEDNESDAY AT 5PM</th>
<th>WEEKLY WORK DUE FRIDAY AT 5PM</th>
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<tbody>
<tr>
<td>1 January 5</td>
<td>Complete “Introduction to the Course Worksheet”</td>
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<tr>
<td>2 January 12</td>
<td>ROSKIN (CHAPTER 1) WEBSITE: PURDUE ONLINE WRITING LAB</td>
<td>Library Assignment I (APA Worksheet) due at 5PM to turnitin.com</td>
<td>DISCUSSION BOARD INITIAL POSTINGS (10 points)</td>
<td>WEEKLY READING QUIZ (5 points)</td>
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<td>3 January 19</td>
<td>ROSKIN (CHAPTER 2) SCOTT &amp; GARRISON (CHAPTER 5)</td>
<td>Library Assignment II (Plagiarism Worksheet) due at 5PM to turnitin.com</td>
<td>DISCUSSION BOARD INITIAL POSTINGS (10 points)</td>
<td>WEEKLY READING QUIZ (5 points)</td>
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<td>4 January 26</td>
<td>ROSKIN (CHAPTER 3) SCOTT &amp; GARRISON (CHAPTER 1)</td>
<td>Library Assignment III (Thesis Statement Worksheets) due at 5PM to turnitin.com</td>
<td>DISCUSSION BOARD INITIAL POSTINGS (10 points)</td>
<td>WEEKLY READING QUIZ (5 points)</td>
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<td>5 February 2</td>
<td>ROSKIN (CHAPTER 4) SCOTT &amp; GARRISON (CHAPTER 2)</td>
<td>Library Assignment IV (locating a scholarly article) due at 5PM to turnitin.com</td>
<td>DISCUSSION BOARD INITIAL POSTINGS (10 points)</td>
<td>WEEKLY READING QUIZ (5 points)</td>
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<td>6 February 9</td>
<td>ROSKIN (CHAPTER 5) SCOTT &amp; GARRISON (CHAPTER 3)</td>
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<td>7 February 16</td>
<td>ROSKIN (CHAPTER 6) Midterm exam (100 points)</td>
<td>DISCUSSION BOARD INITIAL POSTINGS (10 points)</td>
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<tr>
<td>8 February 23</td>
<td>ROSKIN (CHAPTER 7) SCOTT &amp; GARRISON (CHAPTER 9)</td>
<td>Library Assignment V (Evaluating Sources) due at 5PM to turnitin.com</td>
<td>DISCUSSION BOARD INITIAL POSTINGS (10 points)</td>
<td>WEEKLY READING QUIZ (5 points)</td>
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<tr>
<td>9 March 2</td>
<td>ROSKIN (CHAPTER 8) SCOTT &amp; GARRISON (pp. 123-125)</td>
<td>DISCUSSION BOARD INITIAL POSTINGS (10 points)</td>
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<td>10 March 9</td>
<td>ROSKIN (CHAPTER 9)</td>
<td>Public Opinion Poll Assignment due at 5PM to turnitin.com</td>
<td>DISCUSSION BOARD INITIAL POSTINGS (10 points)</td>
<td>WEEKLY READING QUIZ (5 points)</td>
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<td>11 March 16</td>
<td>Spring Break</td>
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<td>12 March 23</td>
<td>ROSKIN (CHAPTERS 10 and 11)</td>
<td>DISCUSSION BOARD INITIAL POSTINGS (10 points)</td>
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8
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<tr>
<th>Date</th>
<th>Assignments</th>
<th>Discussion Board Initial Postings (10 points)</th>
<th>Weekly Reading Quiz (5 points)</th>
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<tr>
<td>March 30</td>
<td>ROSKIN (CHAPTER 12) SCOTT &amp; GARRISON (pp. 105-114)</td>
<td>DISCUSSION BOARD</td>
<td>WEEKLY READING QUIZ (5 points)</td>
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<td>INITIAL POSTINGS</td>
<td>DISCUSSION BOARD (RESPONSE TO CLASSMATES) (5 points)</td>
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<td>April 6</td>
<td>ROSKIN (CHAPTER 13) SCOTT &amp; GARRISON (CHAPTER 9-review) WEBSITE: PURDUE ONLINE WRITING LAB</td>
<td>DISCUSSION BOARD</td>
<td>WEEKLY READING QUIZ (5 points)</td>
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<td>INITIAL POSTINGS</td>
<td>DISCUSSION BOARD (RESPONSE TO CLASSMATES) (5 points)</td>
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<td>April 13</td>
<td>ROSKIN (CHAPTER 14)</td>
<td>Library Assignment VI (Reference Page) due at 5PM to turnitin.com (10 points)</td>
<td>DISCUSSION BOARD (RESPONSE TO CLASSMATES) (5 points)</td>
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<td>DISCUSSION BOARD</td>
<td>WEEKLY READING QUIZ (5 points)</td>
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<td>INITIAL POSTINGS</td>
<td>DISCUSSION BOARD (RESPONSE TO CLASSMATES) (5 points)</td>
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<td>April 20</td>
<td>ROSKIN (CHAPTER 15) SCOTT &amp; GARRISON (CHAPTER 1-review)</td>
<td>Library Assignment VII (Draft thesis statement) due at 5PM to turnitin.com (10 points)</td>
<td>DISCUSSION BOARD (RESPONSE TO CLASSMATES) (5 points)</td>
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<td>DISCUSSION BOARD</td>
<td>WEEKLY READING QUIZ (5 points)</td>
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<td>INITIAL POSTINGS</td>
<td>DISCUSSION BOARD (RESPONSE TO CLASSMATES) (5 points)</td>
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<td>FINALS</td>
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<td>Annotated Bibliography (Final Project) due at 5PM to turnitin.com (100 points)</td>
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<td>April 27</td>
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<td>DISCUSSION BOARD (RESPONSE TO CLASSMATES) (5 points)</td>
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