



Clarendon College



Course Number: GOVT 2305

Name of Course: Federal Government

Fall Mini Term 2024

CLARENDON COLLEGE

Division of Liberal Arts

Course Name: GOVT 2305, Federal Government

Fall Mini Term 2024

Credit Hours: 3

Instructor: *Lyndal Gillen*

Office Location: *Online*

Contact Email: lyndal.gillen@clarendoncollege.edu

Online Office Hours: 1:00pm-2:00pm Monday—Thursday

Online Course Website: This online course uses Moodle as its online course management program. All instructions, tutorials, exams, and assignments are provided at the course website. All assignments will be submitted there. Due dates for all assignments are listed in the “Course Schedule”. Most communication between you and your instructor and fellow classmates will be handled in Moodle through the “Messages” feature and discussion forums. You will be able to log into the course website once you have officially registered for the course and once you have been added to the course website. The course website will become available to you by the first day of the semester. If you register late, you will generally have access to the course within 24 hours after you register. In order to be successful in completing this 3-credit hour course, you should plan to spend between 6-9 hours per week on the course. The information explaining how to log into your course website can be obtained by going to [Clarendon College’s home page](#) and clicking on the **Login to Online Classes** button. If you have any difficulty logging in, email our help desk at: administrator@clarendoncollege.edu

Required Enrollment Verification Activity: Students who fail to complete the Syllabus Agreement & Enrollment Verification Activity by the official census date may not be able to continue in the course. This could result in an F for the course and forfeiture of Financial Aid. The census date for this term can be found on the Academic Calendar located at the Inside CC link on Clarendon College’s home page.

Course Description: Origins and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights

Statement of Purpose: Government 2305 partially satisfies the requirements for the Associates degree at Clarendon College and is designed for transfer to a senior college or university.

Required Instructional Materials:

Textbook--The textbook for the course is *American Government 3e* published and authored by OpenStax College. A link to your OpenStax textbook appears below and in each unit of your course page. OpenStax access and your textbook are free of charge. You may purchase a print version if you prefer. <https://openstax.org/details/books/american-government-3e>

Technology--You will need the following: computer access, Adobe Reader, Excel, and PowerPoint. Remember to have your computer fully charged before beginning an assignment.

Methods of Instruction: Online instruction will include lectures, PowerPoint/ presentations, and question and answer forums. Q and A Forums will follow a shared inquiry format with reading. Homework will include chapter readings, vocabulary study, and short answer questions.

Core Objectives:

- ✦ Critical Thinking Skills— to include creative thinking, innovation, inquiry, analysis, evaluation and synthesis of information;
- ✦ Communication Skills— to include effective written, oral, and visual communication
- ✦ Social Responsibility— to include intercultural competency, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities;
- ✦ Personal Responsibility— to include the ability to connect choices, actions, and consequences to ethical decision-making.

Learning Outcomes: Upon successful completion of this course, the learner shall:

1. Explain the origin and development of constitutional democracy in the United States; (Assesses Core Objective Critical Thinking Skills. Assessed with Short Answer Questions *Federalist 51* and Objective Test 1.)
2. Demonstrate knowledge of the federal system; (Assesses Core Objective Critical Thinking Skills. Assessed with Objective Test 1)
3. Describe separation of powers and checks and balances in both theory and practice; (Assesses Core Objective Critical Thinking Skills. Assessed with Objective Test 1.)
4. Demonstrate knowledge of the legislative, executive, and judicial branches of the federal government; (Assesses Core Objective Critical Thinking Skills. Assessed with Objective Test 2)
5. Evaluate the role of public opinion, interest groups, and political parties in the political system; (Assesses Core Objective Social Responsibility. Assessed with Short Answer Questions *Federalist 10* and Objective Test 4.)
6. Analyze the election process; (Assesses Core Objective Social Responsibility. Assessed with Objective Test 4.)
7. Describe the rights and responsibilities of citizens; (Assesses Core Objective Personal Responsibility. Assessed with Political Participation Survey. Assesses Core Objective Communication Skills. Assessed with Q&A Forum: Civil Rights and Civil Liberties.)
8. Analyze issues and policies in U.S. politics. (Assesses Core Objective Social Responsibility. Assessed with Objective Test 4 and Short Answer Questions: Social Security, Medicare, and Medicaid.)

Makeup Work: A student will not be allowed to submit late assignments, papers, or tests. The final examination is required and must be taken at the assigned time.

Online Attendance Policy: Regular attendance is mandatory in all online courses. Specific activities will be identified each week that must be completed for students to be considered “in attendance.”

Failure to complete these assignments can result in forfeiture of Financial Aid and failure of the class. For this course, I submit an attendance report each Friday morning. If a student is not following the online attendance policy, the student is marked "absent." Students can be placed on academic probation or lose financial aid for chronic non-attendance.

Grading Policies:

Final = 10% (NO Exemption)
Objective Tests = 40%
Short Answer Questions = 20%
Question and Answer Forums= 20%
Survey=10%

Rubrics--Both question and answer forums and short answer questions will be graded with the following developmental rubric. *Note: These correspond to 100, 90, 80, 70, and 50.*

10-Excellent, thought provoking post with sufficient length and no grammatical or spelling errors

9-Good response with average content and no significant grammatical or spelling errors

8-Shorter post with good content and few significant grammatical or spelling errors

7-Short post or one with fair content with some significant grammatical or spelling errors

5-One or two line response with not much content and significant grammatical or spelling error

Each essay will be graded with an analytic rubric specific to the essay's topic and question.

Semester Grading Policies: The final semester grades will be figured as set in the current catalog: 90

to 100 = A

80 to 89 = B

70 to 79 = C

60 to 69 = D

Below 59 = F

Your assignments' grades and official final grade will be made available through your Student Portal at Clarendon College's website.

College Policies

Academic Integrity Policy Clarendon College is committed to a philosophy of honesty and academic integrity. It is the responsibility of all members of the Clarendon College community to maintain academic integrity at Clarendon College by refusing to participate in or tolerate academic dishonesty. Any act of academic dishonesty will be regarded by the faculty and administration as a serious offense.

Academic dishonesty violations include, but are not limited to: (1) obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion; (2) discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given; (3) observing the work of another during an examination or providing answers to another during the course of an examination; (4) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment; (5) entering an office, classroom, laboratory, or building to obtain unfair advantage; (6) taking an examination for another person; (7) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (8) altering grade records; (9) using any unauthorized form of an electronic communication device during an examination, classroom activity, or laboratory exercise; and/or, (10) plagiarism. (Plagiarism is defined as the using, stating, offering, or reporting as one's own, an idea, expression, or production of another person's work without proper credit. This includes, but is not limited to, turning in a paper purchased or acquired from any source, written by someone other than the student claiming credit, or stolen from another student.)

Students are responsible for reporting known acts of academic dishonesty to a faculty member, the program coordinator, the associate dean, and/or dean. Any student with knowledge of a violation who fails to report it shall him/herself be in violation and shall be considered to have committed an act of academic dishonesty. Additionally, any student who reports him/herself in violation of this code before it is likely that another might consider this possibility will be understood as repentant and acting in good faith. Though the confession will not excuse the student for the violation, the confession will be considered and the violation should not result in suspension from school except in the most extreme cases.

While academic integrity and honesty are the responsibility of the individual student, each individual faculty member, teaching assistant, and/or laboratory instructor is responsible for classroom management and for maintaining ethical behavior within the classroom and/or laboratory. Faculty who discover or suspect a violation should discuss the matter with the suspected violator(s) and attempt to resolve the case at that point. In cases of convincing evidence, the faculty member should take appropriate action. The faculty member and student should complete a Counseling Sheet regarding the violation. (The Counseling Sheet should contain at a minimum the date and time of the violation, the course, the

instructor's name, the student's name, an explanation of the infraction or facts of the case, and the resolution to the incident.) This form should be signed by the student, faculty member, program coordinator, and the Dean of Students. The Dean of Students will maintain a file on all violations. If a faculty member prefers to report the case directly to the Dean of Students, it remains his/her prerogative to do so. Additionally, if the faculty member and the accused student cannot reach a resolution or if the faculty member believes that suspension from school is the only fair sanction, the case should immediately be reported by the faculty member, in writing, to the Dean of Students. If the Dean of Students observes any trends in student behavior which involve more than one violation or act of academic dishonesty, the Dean is responsible for notifying all faculty members involved, for contacting the student(s) involved, and after consultation with the faculty member(s) involved for taking the appropriate action. The Dean of Students is responsible for the timely notification (normally within two weeks) to all parties of an action taken.

Grievance/Appeals

If you have a dispute concerning your grade or policies in this class, it is the student's responsibility to contact the instructor to discuss the matter. Should things remain unresolved, please follow the procedures described in the Clarendon College Student Handbook or College Policy Manual.

Student Rights and Responsibilities:

<http://www.clarendoncollege.edu/Resources/StudentServices/StudentRightsResponsibilities.pdf>

Withdrawing from (Dropping) the Course: If you decide that you are unable to complete this course or that it will be impossible to complete the course with a passing grade, you may drop the course and receive a "W" on your transcript instead. (The last day to drop a course is available on the Academic Calendar, located at the Student link on the Clarendon College website.) Withdrawal from a course is a formal procedure that you must initiate. If you do not go through the formal withdrawal procedure, you will receive whatever grade you have earned.

Whether to drop a class or not requires a lot of thought. According to Texas state law a student is only allowed to drop the same class twice before he/she will be charged triple the tuition amount for taking the class a third time or more. Furthermore, beginning with the Fall 2007 semester, students in Texas may only drop a total of 6 courses throughout their entire undergraduate career. After the 6th dropped class,

Accommodation Statement: REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT--

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, any student who feels that he or she may need any special assistance or accommodation because of an impairment or disabling condition should contact the Associate Dean of Enrollment Services at 806-8744837 / janean.reish@clarendoncollege.edu or visit the Clarendon campus at Clarendon College. It is the policy of Clarendon College to provide reasonable accommodation as required to afford equal educational opportunity. It is the student's responsibility to contact the Associate Dean of Enrollment Services.

Nondiscrimination Policy: Clarendon College, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status.

It is the policy of Clarendon College not to discriminate based on gender, age, disability, race, color, religion, marital status, veteran's status, national or ethnic origin, or sexual orientation. Harassment of a student in class, i.e., a pattern of behavior directed against a particular student with the intent of humiliating or intimidating that student will not be tolerated. The mere expression of one's ideas is not harassment and is fully protected by academic freedom, but personal harassment of individual students is not permitted.

Fall Mini Term 2024 Dates to Remember

Classes Begin.....	Wednesday, December 18
Last Day to Register and/or Add/Drop.....	Thursday, December 19
Last Day to Drop with a "W".....	Thursday, December 19
Census Date.....	Friday, December 20
Final Exams.....	Tuesday-Wednesday, January 14-15
Final Grade Rolls Submitted by 2:00 p.m.....	Thursday, January 16
End of Fall Semester (Grades Posted to Transcripts 2:00p.m.)	Friday, January 17

Tentative Course Schedule

The Course Schedule includes study materials, practice exercises, and graded activities. It, also, identifies which activities must be completed to be considered in attendance. If due dates change, you will be notified in your email as listed in your profile.

Written assignments and objective tests are open from the first day of the course. You may work ahead, but the assignments and tests must be completed by the given due dates. **The FINAL EXAM is NOT opened until the college's scheduled date.** You may not work ahead on the final exam. Each unit includes a Question-and-Answer Forum and/or short answer questions. All forums/short answers open the first day of class. Each week a designated unit forum/short answer closes on **Thursday** at 11pm (cst). You may work ahead and submit these assignments before due dates. Each objective test closes on a designated **Friday** at 11:00pm (cst). The Political Participation Survey opens the first day of class and closes January 14 at 11:00pm (cst).

Before beginning the course complete the following activities:

1. Read the syllabus and complete the syllabus quiz;
2. **Answer the Class Contract Enrollment Verification (EVA) question**
3. Participate in the ice breaker question and answer forum;
4. Send your instructor a message using the Moodle/Open LMS Messenger.

UNIT I

December 18-20

View Lecture: *Foundations*. View PowerPoint: *Five Principles*.

Read *American Government 3e*: Sections 2.3, 2.4, and 2.5. View PowerPoint: *Founding Documents*.

Review Vocabulary Flash Cards. Answer Practice Quiz 1 questions.

Read *American Government 3e*: Sections 3.1, 3.2, and 3.5.

View PowerPoint: *Federalism and the Separation of Powers*. Review Vocabulary Flash Cards. Answer Practice Quiz 2 questions.

Submit Short Answer Responses: *Federalist 51*. Short answer questions deadline is 11:00pm, **Dec. 19**.

Objective Test 1: Deadline is 11:00pm, Dec. 20. (Complete this activity to be considered "in attendance" this week.)

UNIT II

December 23-27

View Lecture: *Institutions*. Read *American Government 3e*: Sections 11.1, 11.4, and 11.5. View PowerPoint: *Congress: The First Branch*. Review Vocabulary Flash Cards. Answer Practice Quiz 3 questions.

Read *American Government 3e*: Sections 12.1, 12.4, 12.5 and 15.2-15.3.

View PowerPoint: *The Presidency and Executive Branch Bureaucracy*. Review Vocabulary Flash Cards. Answer Practice Quiz 4 questions.

View Lecture: *The Rule of Law*. Read *American Government 3e*: Sections 4.1-5.5, 13.1 and 13.2.

View PowerPoints: *The Judicial Branch* and *Civil Liberties/Civil Rights*. Review Vocabulary Flash Cards.

View Lecture by Ruth Bader Ginsburg: *Due Process*. Answer Practice Quiz 5 questions.

[Participate in the Question-and-Answer Forum](#): *Do bureaucratic agencies make public policy, or do they implement executive orders and laws made by Congress?* Question and answer deadline is 11:00pm, **Dec. 26**.

Objective Test 2: Deadline is 11:00pm, Dec. 27. (Complete this activity to be considered “in attendance” this week.)

UNIT III

December 30-January 3:

View Lecture: *Politics*. View PowerPoint: *Marketplace of Ideas*. Read *Federalist 10*. Review Vocabulary Flash Cards. Answer Practice Quiz 8 questions.

View Lecture: *Political Parties and Special Interests*. View PowerPoints: *Political Parties, Elections, and Groups & Interests*. Review Vocabulary Flash Cards. Answer Practice Quiz 9 questions.

[Submit Short Answer Responses](#): *Federalist 10*. Short answer deadline is 11:00pm, **January 2**.

Objective Test 3: Deadline is 11:00pm, Jan. 3. (Complete this activity to be considered “in attendance” this week.)

UNIT IV

January 6-10:

View Lecture: *Governance*. View PowerPoint: *Foreign Policy and Democracy*. Review Vocabulary Flash Cards. Answer Practice Quiz 6 questions.

View PowerPoint: *Introduction to Public Policy and Government and Society*. Review Vocabulary Flash Cards. Answer Practice Quiz 7 questions.

[Participate in the Question-and-Answer Forum](#): *Describe the values expressed in Ronald Reagan’s 1987 Berlin Wall Speech*. Question and answer deadline is 11:00pm, **Jan. 9**.

Objective Test 4: Deadline is 11:00pm, Jan. 10. (Complete this activity to be considered “in attendance” this week.)

January 13-14:

BONUS: [Submit Short Answer Response](#): *Social Security, Medicare, and Medicaid*. Deadline is 11:00pm, **January 13**.

[Submit Political Participation Survey](#). Deadline is January 14, 11pm (cst).

Final Exam

Final Exam. Deadline is 11:00pm, January 15. (Complete this activity to be considered “in attendance” this week.)

