

Course Syllabus 3 Credit Hours Classroom Admin 102

Your instructor: Kim Jeffrey E-mail [Kim.Jeffrey@clarendoncollege.edu](mailto:Kim.Jeffrey@clarendoncollege.edu) Office Admin 110

Office Hours: Monday 9:00 – 10:00 1:00 - 2:30  
Tuesday 9:00 – 9:30 1:00 - 2:30  
Wednesday 9:00 – 10:00 1:00 - 2:30  
Thursday 9:00 – 9:30 1:00 - 2:30  
Friday 9:00 – 10:00 I am also available by appointment or zoom meeting.



The textbook for this course is contained in your Open LMS course. Author: [Brenda Norton](#) License: [Creative Commons Attribution](#)  and Austin Community College License: [Creative Commons Attribution](#) 

**Course Description:** Texas Government 2306 is the theory and practice of politics and government in America at the state and local levels with special attention to Texas. Topics include political theory, the Texas Constitution, states' rights, political participation, and elections.

**Statement of Purpose:** This course partially satisfies the Government/Political Science component of the core curriculum and is designed for transfer to a senior college or university.

**Method of Instruction:** Each class will consist of in-class lectures and/or power point presentations by the instructor on relevant material from the textbook as well as other sources. Class time will also consist of classroom discussions concerning topics related to current political events and related issues.

**Core Objectives For Social & Behavioral Sciences Includes:**

- Critical thinking skills, creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- Effective written, oral, and visual communication skills.
- Social responsibility, intercultural competency, civic knowledge, and the ability to engage effectively in regional, national and global communities.
- Personal responsibility, the ability to connect choices, actions and consequences to ethical decision-making.

**Student Learning Outcomes:** Upon successful completion of this course the learner shall be able to:

1. Explain the origin and development of the Texas Constitution – Assesses CT and COM with Chapter Texas Politics Assignments.
2. Describe state and local political systems and their relationship with the federal government - Assesses CT and COM with Chapter Texas Politics Assignments.
3. Describe separation of powers and checks and balances in both theory and practice in Texas - Assesses CT and COM with Chapter Texas Politics Assignments.
4. Demonstrate knowledge of the legislative, executive, and judicial branches of Texas government - Assesses CT and COM with Chapter Texas Politics Assignments.
5. Evaluate the role of public opinion, interest groups, and political parties in Texas - Assesses SR with Opinion Paper II - Political Participation.
6. Analyze the state and local election process - Assesses SR with Opinion Paper II - Rights and Responsibilities.
7. Identify the rights and responsibilities of citizens - Assesses SR with Opinion Paper I - Political Participation.
8. Analyze issues, policies and political culture of Texas - Assesses CT, COM and PR with Opinion Paper I - Political Culture, Issues, Policies.

**Class Attendance Policy:** For this course, I will submit an attendance report each for each class time. Students who are in class will be marked "present." Students can be placed on academic probation or lose financial aid for non-attendance. If you are late, it is your responsibility to make sure the instructor counts you as present. The class participation grade will be based on the student's attendance.



**The class participation score** will be based on the student's attendance. You cannot participate if you are not in class.

- For Monday/Wednesday/Friday class:
  - 4 unexcused absences = 50 on Class Participation score
  - 5 unexcused absences = 0 on Class Participation score.
  - More than 8 unexcused absences will result in a grade of 'F' for this course.
- For Tuesday/Thursday class:
  - 3 unexcused absences = 50 on Class Participation score
  - 4 unexcused absences = 0 on Class Participation score.
  - More than 6 unexcused absences will result in a grade of 'F' for this course.
- Three tardies will be counted as one absence.
- If you are late, it is your responsibility to make sure the instructor counts you as present.
- Excessive absences will be referred to the Vice-President of Academics and Student Affairs and/or Assoc. Dean of Education.

**Excused Absences:** Approved participation in school-sponsored activities is considered an excused absence. It is your responsibility to inform the instructor **prior to the school-sponsored activity**. It is also your responsibility to make **arrangements for making up any exams** missed to do the excused absence. An absence MAY also be excused based on the following:

- Illness on the part of the student
- Severe illness or death in your immediate (not extended) family
- You must provide documented proof of the reason for your absence or it will not be excused.

**Class Policies:** Students are responsible for all college regulations as stated in the Clarendon College Catalog available in the administration office.

- **Any student who uses their cell phone during class will be counted as absent.**
- Students are expected to conduct themselves in the classroom in a manner that is conducive to academic progress. Disruptive conduct is considered a serious offense. Faculty members reserve the right to remove a student from a class for just cause. Students removed will be referred to the Vice-president of Students for disciplinary action, up to and including disciplinary suspension.
- Cell phones, pagers, headphones, and all other **electronic devices must be off and out of sight** before you enter the classroom. **This includes ear phones.** These electronic devices may be turned on and set on silent mode only with the expressed consent of the instructor
- If you abuse this policy you will be counted absent, I will ask you to leave the classroom, and you will be referred to the Vice-president of Students.
- **Do not leave the classroom during class-time unless it is an emergency.**
- **These policies will be enforced.**



#### **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, or the Vice-president of Students. 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 Vice-president of Students. The Vice-president of Students will maintain a file on all violations. If a faculty member prefers to report the case directly to the Vice-president 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 Vice-president of Students. If the Vice-president of Students observes any trends in student behavior which involve more than one violation or act of academic dishonesty, the Vice-president 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 Vice-president of Students is responsible for the timely notification (normally within two weeks) to all parties of an action taken. Students wishing to appeal a disciplinary decision involving academic integrity or acts of academic dishonesty may do so through the Student Appeals and Grievance Procedure.



**PLAGIARISM:** Read the following explanations carefully and be sure that you understand them.

1. Word-for-word plagiarism: The student quotes his or her source without using quotation marks. Even if the student cites the source, he or she is still plagiarizing because proper quotation procedures were not used.
2. Paraphrased plagiarism: The student uses a source and with the exception of changing a few words or phrases essentially quotes the original. Even if the source is properly cited, the writing is still plagiarized because the student has used the author's style, vocabulary, and content and claimed it as his or her own.
3. Improper citations: If a student uses someone's information other than his or her own, the source of the material must be properly cited. Failure to do so is plagiarism.
4. Improper use of ideas: Ideas are as equally protected as words. If the student uses someone's ideas, but expresses them in his or her words, the student plagiarizes if he or she does not cite the source of the idea.

5. Internet use: Copying and pasting from the Internet is plagiarism. Purchasing papers from a paper mill is plagiarism.

6. Student sharing: While students are certainly free to work together and study together, an assignment that calls for individual work must reflect the student's personal effort. If a student borrows or copies another student's work, that is plagiarism. If a student has another student write a paper, that is plagiarism. If two students collaborate on an individual assignment and turn in the same work, that is plagiarism. Plagiarism is a serious academic offense. It involves legal issues about improper use of materials that do not belong to the student. Plagiarism is unethical. A student must do his or her own work; otherwise, the learning process is compromised. Plagiarism is unfair to fellow students who take the time and make the effort to do their own work. **Essentially, plagiarism is cheating and will not be tolerated.**

**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 6<sup>th</sup> dropped class, he/she will no longer be able to withdraw from any classes.

**Accommodations Statement:** Clarendon College provides reasonable accommodations for persons with temporary or permanent disabilities. Should you require special accommodations, notify the Vice-president of Student Services. We will work with you to make whatever accommodations we need to make.

**Student Rights and Responsibilities:** Student Rights and Responsibilities are listed on the College website at: <http://www.clarendoncollege.edu/Resources/Student%20Services/StudentRightsResponsibilities.pdf>.

**Clarendon College COVID-19 Updates:** Please click the following link to become informed about our campus responses to COVID-19: <https://www.clarendoncollege.edu/CoronavirusUpdate>

### Grades and Assignments:

All assignments can be found on the CC Student Portal Open LMS. Save your assignment to your computer or flash drive as either an .rtf file or doc.x, and then upload to the LMS.

Exams will be given during class time and based on the textbook reading assignments and in-class lectures.

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 official final grade** will be made available through your Student Portal at Clarendon College's website.

 51%	Exams (4 multiple choice exams; each worth 12.75 points)
 15%	Texas Politics Assignments, 6 assignments, 2.5 points each)
 24%	Opinion Papers (4 assignments, 6 points each)
 10%	Discussion and Class Participation score (assessed at end of semester)
Total 100%	

**Any Student Caught Cheating Will Be Given A Zero On That Assignment Or Test.** This includes copying from the internet and copying the work of another student. Any subsequent cheating will result in an "F" for this course, and the matter will be referred to the Vice-president of Students. **If you leave class during a test you cannot come back in to finish the test.**

## Assignments

Grades, syllabus and assignments are accessed through the Open LMS on the College website. Due dates for the assignments are also listed in Open LMS. Assignments are to be turned in electronically through your Open LMS. You will need your user ID and assigned password. If you change your password, please remember it. If you need help, or if you have a problem, just ask.

---

### **Tentative Course Schedule** **Texas Government 2306 Tuesday/Thursday @ 11:00 to 12:20 a.m.**

#### **Unit I**

Thurs. Aug 17	Introduction and Syllabus
Aug 16 - 25	EVA Agreement is open in LMS
Aug 22 - 24	Chapter 1: Introduction to Texas History and Politics
Aug 29 – 31	Chapter 2: The American Federalism
Sept 5 - 7	Chapter 3: Texas State Constitutions
Sept 12 - 16	Chapter 4: Texas Executive Branch

- Unit I: **Opinion Paper I: (Political Culture, Issues, Policies) Due Friday, September 1**
- Chapter 2: Texas Politics is due Friday, September 15
- Chapter 4: Texas Executive Branch is due by Friday, Sept 22

Sept 19	Exam I: Covers Chapters 1, 2, 3 4.
---------	------------------------------------

---

#### **Unit II**

Sept 21 – 26	Chapter 5: The Texas Legislature
Sept 28 - Oct 3	Chapter 6: Political Parties in Texas
Oct 5 - 10	Chapter 7: Interest Groups and Lobbying in Texas
• Chapter 5: Texas Politics is due Friday, September 29	
• <b>Opinion Paper – Rights and Responsibilities is due by Friday, Oct 6</b>	
• Chapter 7: Texas Politics is due Friday, October 13	
Oct 12	Exam II: Covers Chapters 5, 6, 7

### Unit III

Oct 17 - 24 Chapter 8: Political Participation, Voting, Elections, and Campaigns

Oct 26- 31 Chapter 9: Local Governments in Texas

Nov 2 Chapter 10: Budget Finances and Policy

- Chapter 8: Texas Politics is due Friday, Oct 27
- **Unit III: Opinion Paper - Political Participation - is due Friday, November 3.**

Nov 7 Exam III: Covers Chapters 7, 8, 9

### Unit IV

***Friday, November 3 is the last day to drop with a "W"***

Nov 9 – 16 Chapter 11: The Court System in Texas

**Nov 20 – 24 Thanksgiving Holidays**

Nov 28 – 30 Chapter 12: Criminal Law and Justice System

- Chapter 11: Texas Politics is due Friday, November 17
- **Opinion Paper: Judicial Elections and Criminal Justice System is due by Friday, Dec 1**

**Dec 6 @ 10:30** Final Exam: Covers Chapters 10, 11.

## CLASS CONTRACT

I have received and read the syllabus for **Texas Government 2306** taught during **Fall 2023** semester by Mrs. Jeffrey. Ms. Jeffrey has explained the syllabus to me and I agree to abide by the policies written in it. I understand the policies of class attendance, dropping the course, academic honesty and general class behavior, and, I understand the consequences of failing to comply with the policies.

---

Student Name

---

Date

---

Printed Name

Your Major \_\_\_\_\_

Future Career \_\_\_\_\_

Sports \_\_\_\_\_

Coach \_\_\_\_\_

Contact Information

\_\_\_\_\_ phone

\_\_\_\_\_ e-mail

