



Your instructor is Ms. Kim Jeffrey. College phone 806 874 4812 E-mail: [kim.jeffrey@clarendoncollege.edu.](mailto:kim.jeffrey@clarendoncollege.edu)



To be successful in this online class you should plan on spending between 7-9 hours or more per week.

**The required textbook** for this course is *American Government 3e*, authored and published by OpenStax.org. For a (not free) printed copy you will need to contact Openstax.org for further details. The links for the chapters are in Open LMS. All exams, written assignments and discussion forums are submitted through Open LMS.

#### Important dates

Class begins	Monday, August 26
Class Orientation	Monday, August 26 through Wednesday, September 6
Last day to drop with "W"	Thursday, November 14
Discussion Forum Posts & reply	Due by Wednesday of each week
Written Assignments	Due by Friday of each week
Exams	Open Thursdays and Fridays as stated in Course Schedule
Due dates for this class	All due dates are for U.S. Central Standard Time before 11:55 pm

**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 is in the Academic Calendar located at the Inside CC link on Clarendon College's home page.

**Online Attendance Policy:** Regular attendance is **mandatory** in all online courses. Specific activities are identified each week that must be completed in order to be considered "in attendance." Failure to complete these assignments can result in forfeiture of Financial Aid and failure of the class.

#### You may miss the Chapter 1 assignments if you do not log in by Wednesday, September 4.

**Course website:** This online course uses Open LMS as its online course management program and the link to your LoudCloud online textbook will be in Open LMS. All readings, instruction, assignments, and exams are contained in LoudCloud. All assignments will be submitted there. Due dates for all assignments are listed in the "Course Schedule" portion of your syllabus and in the course. Most communication between you and your instructor and fellow classmates will be handled in Open LMS through the "Messages" feature. 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.

**Course 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.

**Course Description:** Federal Government is an introduction to the theory and practice of politics and government in America at the national level. Topics include political theory, the U.S. Constitution, federalism, political participation and elections, the institutions of government, and domestic and foreign policies.

Information explaining how to log into your course website can be obtained on [Clarendon College](#)'s home page. Click on the **Login to Online Classes** button. If you have difficulty, email our help desk at: [administrator@clarendoncollege.edu](mailto:administrator@clarendoncollege.edu).

**Course Expectations:** You may expect a response from me usually within twenty-four hours (24hrs) for messages or email. You should usually receive grades for assignments within 5 to 7 days after the assignment comes due.



**Computer/Technology Requirement:** This course uses a variety of web resources that require a good Internet connection and an up-to-date browser. You should use the latest version of **Mozilla Firefox, Google Chrome, or Internet Explorer**. You will also need access to a word program.

**Etiquette Expectations** (netiquette) for all types of communication: You are expected to take responsibility in helping to maintain a classroom environment that is conducive to learning. Be polite and maintain a professional tone in your writing. Abusive language is not tolerated in this course.

**Method of Instruction:** Since this is an online course, students who take responsibility for learning are the ones who learn the most. I am more of a 'facilitator of learning' rather than a 'traditional teacher.' For help with questions or problems, I am a message away. My policy is to respond to messages in Open LMS within 24 hours from the date sent.

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**Core Objectives for Government and Political Science:** The objectives for Government 2305 will include:

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

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

1. Explain the origin and development of constitutional democracy in the United States – Assesses CT and COM with Chapter Critical Thinking Assignments.
2. Demonstrate knowledge of the federal system - Assesses CT and COM with Chapter Critical Thinking Assignments.
3. Describe separation of powers and checks and balances in both theory and practice – Assessed CT and COM with Chapter Critical Thinking Assignment.
4. Demonstrate knowledge of the legislative, executive, and judicial branches of the federal government – Assesses CT and COM with Chapter Critical Thinking Assignments.
5. Evaluate the role of public opinion, interest groups, and political parties in the political system - Assesses SR with Chapter Critical Thinking Assignments.
6. Analyze the election process – Assesses SR, CT and COM with Critical Thinking Assignments and Opinion Paper – Political Participation.
7. Describe the rights and responsibilities of citizens – Assesses PR, CT and COM with Opinion Paper, Participation, Rights and Responsibilities.
8. Analyze issues and policies in U.S. politics – Assesses CT, COM, and PR with Opinion Paper – Issues and Policies.

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### School Course Policies

#### Academic Integrity



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.

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.**



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

1. **Internet use:** Copying and pasting from the Internet and/or AI is plagiarism. Purchasing papers from a paper mill is plagiarism. All work must have an appropriate citation, this includes the use of any form of AI.
2. **Word-for-word plagiarism:** The student quotes his or her source without using quotation marks. Even if the student cites the source, it is still plagiarism because proper quotation procedures were not used.
3. **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.
4. **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.
5. **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.

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.

Academic dishonesty violations include, but are not limited to:

- obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion
- discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given
- observing the work of another during an examination or providing answers to another during the course of an examination
- using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment
- entering an office, classroom, laboratory, or building to obtain unfair advantage
- taking an examination for another person
- completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person
- altering grade records
- using any unauthorized form of an electronic communication device during an examination, classroom activity, or laboratory exercise
- 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, material written with **Artificial Intelligence (ChaptGPT, etc.)** or stolen from another student.)



Students are responsible for reporting known acts of academic dishonesty to a faculty member, the program coordinator, or Vice-president. Any student with knowledge of a violation who fails to report it shall 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 of Students 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.

**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.

**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. (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 (2) before the student 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, the student no longer be able to withdraw from any classes.

**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 806-874-4837 / [janean.reish@clarendoncollege.edu](mailto: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.

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

**Weekly attendance is mandatory in all online courses.** Students are expected to log-in to their online course(s) **at least twice a week.** Progress towards satisfactory completion of weekly assignments is expected on a weekly basis.

**Attendance** will be reported each **Thursday**. Students who follow the online attendance policy are marked "present." This status can be checked in the Student Portal on the Clarendon College website. Students can be placed on academic probation or lose financial aid for chronic non-attendance.

**Course policy for cheating or plagiarizing:**

- ⊕ Any student caught cheating or plagiarizing will receive a zero for the assignment or exam and will be referred to the Vice-president of Students Affairs.
- ⊕ Any additional cheating/plagiarism will result in a grade of "F" for the course.

**Course policy for late work and make-up exams:**

- ⊕ No make-up exams are given and late assignments are not accepted. In an emergency, notify me at once. I generally don't make exceptions, but I am more apt to work with you if you will contact me.
- ⊕ I can be reached through the Open LMS Message system. My e-mail is: [kim.jeffrey@clarendoncollege.edu](mailto:kim.jeffrey@clarendoncollege.edu). This contact information is also in the Quick Links.
- ⊕ I normally return messages sent with **Open LMS** within 24 hours from the date that it is sent.

**Grading Formula for the Course:** 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

- ⊕ Grades will require from 5-7 days after the date it is due.
- ⊕ **Any activity not completed is a zero**, even if a hyphen appears beside the activity in the LMS gradebook.
- ⊕ The current course average in the LMS gradebook is not correct until all hyphens are replaced with zeros.
- ⊕ Course grades are based on the following:

• 50% Exams (4 exams; 12.5 points each).	• 16% Power and Purpose Critical Thinking Assignments (8 assignments; 2 points each)
• 24% Opinion Papers (3 assignments; 8 points each).	• 10% Discussion Forum (13 posts and 13 replies).
100% Total	

**Your Grades will be in the Open LMS Gradebook. Your final official grade will be in the Student Portal on the Clarendon College Homepage at: [www.clarendoncollege.edu](http://www.clarendoncollege.edu) at the end of the semester.**

**In order to begin this course**, you must agree to abide by the policies contained in the syllabus you have just read. Not following some of these policies could significantly affect your grade. This syllabus will be considered a binding contract between you and me that will be used in the event of any disagreements or issues that may occur concerning your grades in this course. Make sure you have read the syllabus and understand all of the information in it.

**Tentative Course Schedule**

The course schedule below is subject to change. If changes are made, I will send you a message through Open LMS and your Bulldog email. I will also change the course schedule.

 Students are responsible for ensuring that their work is consistent with Clarendon College's expectations about academic integrity. This course uses TURN-IT-IN to ensure academic integrity. Turnitin will give you a reading of percentages of work that is used in another text, whether that be an online text, a source (such as your textbook), a paper that was submitted to another college, or any string of words that have been used in another context. You will have the opportunity to revise your essay if the percentage of material taken from any source other than yourself is above 20%. Turnitin will also give a percentage of possible AI-generated text.



# Course Schedule for Government 2305 – Dual Credit Online Fall 2024

Your grades can be found in the Gradebook Link in the Course Dashboard.

Some important information:

All due dates are for **U.S. Central Standard** time zone.

- Due dates are on the assignment link and also in the LMS Calendar.
- I do not accept late work. If you do not understand how to submit an assignment, refer to the Student Tutorials at the bottom of every page or send me a message, and I will help you.
- Exams can be taken only on the dates specified in the Course Schedule.
- Written Assignments are open so you may work ahead. This does not include the Discussion Forum. Since it is an attendance activity, **you will not be able to work ahead on the Discussion Forum**.
- You can contact me at any time. I can usually get back to you within 24 hours.

## Class Orientation: Opens Monday, August 26 through Wednesday, September 6

- Read each page of the Course Overview.
- Take the Syllabus Quiz and sign the EVA Syllabus Agreement by September 6.
- Send me a message to show you know how to use the message system in LMS.
- You must complete the Course Overview, Syllabus Quiz, and EVA Agreement in order to access the course.
- \*Specific activities are marked by an \*asterisk and must be completed in order for the student to be considered “in attendance” for that week. The Discussion Forum is marked ‘graded and used for attendance’.
- **All exams are set for one question per page with sequential navigation. That means, you will see only one question at a time. You cannot skip a question or go back to previous questions even if you have time. Each question is automatically saved when you go to the next question.**
- **You will be able to see your grade immediately after finishing the quiz but you won’t be able to see which questions you got right or wrong until after the exam has closed.**

## Chapter 1: Open from Monday, August 26 through Friday, September 6

Reading assignments from OpenStax link in your course:

- Chapter 1: American Government and Civic Engagement

**Your Choice Discussion Forum (graded)** \*Submit one posting and a reply to be considered “**in attendance**” for the week.

- Posting #1 and 1 reply are due by **Wednesday, September 4**

## Graded Written Assignments – 2 points each

- Chapter 1 is due by Friday, September 6.

## Chapter 2: Open from Saturday, September 7 through Friday, September 13

Reading assignments from OpenStax link in your course:

- Chapter 2: The Constitution and Its Origins

**Your Choice Discussion Forum (graded)** \*Submit one posting and a reply to be considered “**in attendance**” for the week.

- Posting #2 and 1 reply are due by **Wednesday, September 11**.

## Graded Written Assignments – 2 points each

- Chapter 2 is due by Friday, September 13.

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### **Chapter 3: Open from Saturday, September 14 through Friday, September 20**

Reading assignments from OpenStax link in your course:

- Chapter 3: American Federalism
  - The United States Constitution is located in the Quick Links.

**Your Choice Discussion Forum (graded)** \*Submit one posting and a reply to be considered “*in attendance*” for the week.

- Posting #3 and 1 reply are due by **Wednesday, September 18**.

### **Graded Written Assignments – 2 points each**

- Chapter 3 is due by Friday, September 20.

### **Exam I – Thursday, Friday, September 19 and 20.**

- Exam I covers Chapters 1, 2, 3 with 50 multiple choice questions.
- Once you begin you have 60 minutes to take the test. Navigation on the exam is sequential. If you skip a question you cannot go back to answer it, even if you have time left on the exam.

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### **Chapter 4: Open from Saturday, September 21 through Friday, September 27.**

Reading Assignments from OpenStax link in your course:

Chapter 4: Voting and Elections

**Your Choice Discussion Forum (graded)** \*Submit one posting and a reply to be considered “*in attendance*” for the week.

- Posting #4 and 1 reply are due by Wednesday, September 25.

### **Graded Written Assignments – 2 points each**

- Chapter 4 is due by Friday, September 27.

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### **Chapter 5: Open from Saturday, September 28 through Friday, October 4.**

Reading Assignments from OpenStax link in your course:

- Chapter 5: The Presidency

**Your Choice Discussion Forum (graded)** \*Submit one posting and a reply to be considered “*in attendance*” for the week.

- Posting #5 and 1 reply are due by Wednesday, October 2.

### **Chapter 5 Opinion Paper – Power and the Presidential Government (graded) – 8 points**

- Submitted by upload: Due Friday, **October 4**.

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### **Chapter 6: Open from Saturday, October 5 through Friday, October 11.**

Reading Assignments from OpenStax link in your course:

- Chapter 6: Foreign Policy

**Your Choice Discussion Forum (graded)** \*Submit one posting and a reply to be considered “*in attendance*” for the week.

- Posting #6 and 1 reply are due by **Wednesday, October, 9**.

**Graded Written Assignments – 2 points each**

- Chapter 6 is due by Friday, October 11.

**Exam II – Open Thursday and Friday, October 10 and 11.**

- The exam covers Chapters 4, 5 and 6 with 50 multiple choice questions. You have 60 minutes to take this exam.

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**Chapter 7: Open from Saturday, October 12 through Friday, October 18**

Reading Assignments from OpenStax link in your course:

- Chapter 7: Congress

**Your Choice Discussion Forum (graded) \****Submit one posting and a reply to be considered “in attendance” for the week.*

- Posting #7 and 1 reply are due by Wednesday, October, 16.

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**Chapter 8: Open from Saturday, October 19 through Friday, October 25**

Reading Assignments from OpenStax link in your course:

- Chapter 8: Political Parties

**Your Choice Discussion Forum (graded) \****Submit one posting and a reply to be considered “in attendance” for the week.*

- Posting #8 and 1 reply are due by Wednesday, October 23.

**Chapter 8 Opinion Paper – Political Participation and Social Responsibility (graded) – 8 points**

- Due by **Friday, October 25.**

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**Chapter 9: Open from Saturday, October 26 through Friday, November 1**

Reading Assignments from OpenStax link in your course:

- Chapter 9: Interest Groups and Lobbying

**Your Choice Discussion Forum (graded) \****Submit one posting and a reply to be considered “in attendance” for the week.*

- Posting #9 and 1 reply are due by **Wednesday, October 30.**

**Graded Written Assignments – 2 point each**

- Chapter 9 is due by Friday, November 1.

**Exam III – Open Thursday and Friday, October 31 and November 1**

- The exam covers Chapters 7, 8 and 9 with 50 multiple choice questions. You have 60 minutes to take this exam.

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**Chapter 10: Open from Saturday, November 2 through Friday, November 8**

Reading Assignment from OpenStax link in your course:

- Chapter 10: The Courts

**Your Choice Discussion Forum (graded) \****Submit one posting and a reply to be considered “in attendance” for the week.*

- Posting #10 and 1 reply are due by **Wednesday, November 6.**

**Graded Written Assignments – 2 points each**

- Chapter 10 is due by Friday, November 8.

## **Chapter 11: Open from Saturday, November 9 through Friday, November 15**

Reading Assignment from OpenStax link in your course:

- Chapter 11: Civil Liberties

**Your Choice Discussion Forum (graded)** \*Submit one posting and a reply to be considered “*in attendance*” for the week.

- Posting #11 and 1 reply are due by Wednesday, November 13.

## **Chapter 11 Opinion Paper – Rights and Responsibilities (graded) – 8 points**

- Submitted by upload: Due Friday, November 13.

## **Chapter 12: Open from Saturday, November 16 through Friday, November 22**

- Chapter 12: The Media

**Your Choice Discussion Forum (graded)** \*Submit one posting and a reply to be considered “*in attendance*” for the week.

- Posting #12 and 1 reply are due by Wednesday, November 20.

## **Graded Written Assignments – 2 points each**

- Chapter 12 is due by Friday, November 22.

## **Thanksgiving Holiday – Saturday, November 23 through Friday, November 29**

**Happy Holidays!**

## **Chapter 13: Open from Saturday, November 30 through Friday, December 6**

- Chapter 13: The Politics of Public Opinion

**Your Choice Discussion Forum (graded)** \*Submit one posting and a reply to be considered “*in attendance*” for the week.

- Posting #13 and 1 reply are due by Wednesday, December 4.

## **Final Exam: Open Thursday and Friday, December 5 and 6.**

- The exam covers Chapters 10, 11, 12, 13. There are 50 multiple choice question – 14 points.
- You have 60 minutes.

**No early final exams are given with express written approval from the VP of Academic Affairs (Brad Vanden Boogaard).**

‘How to see your official final grade’ is at the end of Chapter 13 in OpenLMS.

*Some suggested readings are located in the Quick Links in Open LMS*

- The Constitution of the United States
- The Declaration of Independence
- Electoral College Votes by State, 2010 – 2020
- Selected U.S. Supreme Court Cases
- Federalist Papers #10 and #51