

Instructor: Kim Jeffrey      Office 110      Phone: 806-874-4812      E-Mail: [Kim.Jeffrey@clarendoncollege.edu](mailto:Kim.Jeffrey@clarendoncollege.edu)

Office Hours:      Monday      9:00 – 10:00      1:00 – 2:30  
United States of America  
  
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      or anytime by appointment.

**The required textbook** for this course is ***American Government 3e***. It is an online textbook that has been authored and published by OpenStax.org. The links to this book are available in your course in Open LMS. You may order a printed version of this book for OpenStax.org. (It is not free).

**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.

**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.

**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.

#### **Core Objectives for Government and Political Science**

The objectives for Government 2305 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 3 Critical Thinking Assignments
3. Describe separation of powers and checks and balances in both theory and practice – Assessed CT and COM with Chapter 2, 4, 8, 11 Critical Thinking Assignments
4. Demonstrate knowledge of the legislative, executive, and judicial branches of the federal government – Assesses CT and COM with Chapter 2, 4, 8, 11 Critical Thinking Assignments
5. Evaluate the role of public opinion, interest groups, and political parties in the political system - Assesses SR with Chapters 6 and 10 Critical Thinking Assignments
6. Analyze the election process – Assesses SR with Chapter 7 Critical Thinking Assignments
7. Describe the rights and responsibilities of citizens – Assesses PR 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.

**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.**
- Three tardies will be counted as one absence.
- **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 used 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 for 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.**



## 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.

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, and/or Vice-president. 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.

**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.

**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, he or she is still plagiarizing 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. **Internet use:** Copying and pasting from the Internet is plagiarism. Purchasing papers from a paper mill is plagiarism. The use of a "rewrite program" that 'edits' or exchanges words for synonyms is plagiarism.
7. **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.**

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.)



### **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**

#### **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>.

It is the policy of the Liberal Arts Division at Clarendon College that any student enrolled in a face-to-face Liberal Arts course must remain in the scheduled face-to-face course through the end of the semester unless the student chooses to drop the course. No student may choose to transition from face-to-face to remote or online. Extenuating circumstances that warrant a transition to online learning can override this policy if determined by the Vice President of Academic Affairs in consultation with the Division Chair and the course instructor. This transition will be communicated in writing to all parties: student, instructor, Division Chair, and Vice President of Academic Affairs.

 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.

**Grades and Assignments:** All assignments can be found on the CC Student Portal Open LMS. Save your written assignments to your computer or flash drive as either an .rtf file or doc.x and then upload it to the Open LMS.

Exams will be given during class time and will be 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.

**Course Grades:**

 50%	Exams (4 exams, 14 points each).
 16%	Critical Thinking Questions (7 assignments).
 24%	Opinion Papers (3 assignments, each represents 6 points).
 10%	Discussion and Class Participation score assessed at end of semester
 Total	100%

All written assignments for this course will be submitted through Open LMS. **You will need your user ID and assigned password.** If you change your password, please remember it. If you need help, or have a problem, just ask.

**Save your work on your computer or flash drive and upload it into LMS using a doc file or docx, RTF.** If I cannot open the file, I cannot grade it, and you will receive a zero.

Any student caught cheating will receive a zero for the assignment or exam. 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 Affairs. Do not leave the classroom during a test.

## Tentative Course Schedule for Federal Government MWF @ 11:00

### Unit I:

Wed. August 26 - 28	Introduction and Syllabus
Aug 30	OpenStax Chapter 1: American Government and Civic Engagement
<b>Sept. 2</b>	<b>Labor Day - Holiday</b>
Sept – 4 - 9	OpenStax Chapter 2 Readings: The Constitution and Its Origins
Sept 11 – 16	OpenStax Chapter 3 Readings: American Federalism

- Chapter 1 Critical Thinking Questions: Due Friday, September 6
- Chapter 2 Critical Thinking Questions: Due Friday, September 13
- Chapter 3 Critical Thinking Questions: Due Friday, September 20

**Sept 18**

**Exam I: Covers Chapters 1, 2, 3**

### Unit II

Sept 20 – Sept 25	OpenStax Chapter 4: Voting and Elections
Sept 27 - 30	OpenStax Chapter 5: The Presidency
Oct 2 – 11	OpenStax Chapter 6: Foreign Policy

- Chapter 4 Critical Thinking Questions: Due Friday, September 27
- **Opinion Paper: Power and Presidential Government: Due Friday, October 11**
- Chapter 6 Critical Thinking Questions: Due Friday, October 18

**October 14**

**Columbus Day Holiday – no classes**

Oct 16

**Exam II: Covers Chapter 4, 5, 6**

### Unit III:

Oct 18 - 21	OpenStax Chapter 7 Congress
Oct 23 – 28	OpenStax Chapter 8: Political Parties
Oct 30 – Nov 8	OpenStax Chapter 9: Interest Groups and Lobbying

- Chapter 8 Critical Thinking Questions: Political Parties due Friday, October 25
- Unit III Opinion Paper - Issues and Policies: Due Friday, November 8
- Chapter 9 Critical Thinking Questions: Interest Groups and Lobbying Due, Friday, November 15

Nov 11

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

**Nov 14** **Last Day to Drop a Class with a "W" Friday**

### Unit IV

Nov 13 – 20	OpenStax Chapter 10: The Courts
<b>Nov 27 - 29</b>	<b>Thanksgiving Holidays</b>
Nov 22 – Dec 6	OpenStax Chapter 11: Civil Liberties

- Chapter 10: Critical Thinking Questions: Due Friday, November 22
- **Unit IV Opinion Paper – Right and Responsibilities: Due Friday, December 6**

**Wednesday, December 10 @ 10:30 Final Exam: Covers Chapter 10, 11**

**Early finals are given only with express written approval from the VP of Academic Affairs (Brad Vanden Boogaard).**

*Suggested Readings are available in Open LMS.*

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

## CLASS CONTRACT

I have received and read the syllabus for **Federal Government 2305** taught during **Fall 2024** 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 \_\_\_\_\_

\_\_\_\_\_ phone

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