



**Clarendon College**



**Course Number: GOVT 2305**

**Name of Course: Federal Government**

**Fall Mini Term 2025**

**CLARENDON COLLEGE**

**Division of Liberal Arts**

**Course Name:** GOVT 2305, Federal Government

**Fall Mini Term 2025**

**Credit Hours:** 3

**Instructor:** *Lyndal Gillen*

**Office Location:** *Online*

**Contact Email:** [lyndal.gillen@clarendoncollege.edu](mailto:lyndal.gillen@clarendoncollege.edu)

**Online Office Hours:** 1:00pm-2:00pm Monday—Friday

**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](mailto: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 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.

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

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

**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.

**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.

**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.

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 Academic Affairs. The Vice-President of Academic Affairs will maintain a file on all violations. If a faculty member prefers to report the case directly to the Vice-President of Academic Affairs, 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 Academic Affairs. If the Vice-President of Academic Affairs observes any trends in student behavior which involve more than one violation or act of academic dishonesty, the Vice-President of Academic Affairs 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 Academic Affairs is responsible for the timely notification (normally within two weeks) to all parties of an action taken.

**Grievance/Appeals:**

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.

**Student Rights and Responsibilities:**

The full details of Student Rights and Responsibilities policies can be viewed on Clarendon College's website at: [www.clarendoncollege.edu/Resources/Legal/24-25/FLA\(LEGAL\).pdf](http://www.clarendoncollege.edu/Resources/Legal/24-25/FLA(LEGAL).pdf)

**Withdrawing from (Dropping) the Course:**

Course Withdrawal--Students desiring to make schedule changes after their initial registration each semester must do so during the designated "Drop and Add" period as scheduled in the College Catalog. Students will be required to pay tuition and fees applicable to any class(es) added to their schedule. Official withdrawal from a course is initiated in the Office of the Registrar. However, each student should consult with his/her academic advisor or the Associate Dean of Enrollment before officially withdrawing from a course. A student who stops attending a class without officially dropping it may receive a grade of "F" for that 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](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.



### Fall Mini Term 2025 Dates to Remember

Classes Begin.....	Wednesday, December 17
Last Day to Register and/or Add/Drop.....	Thursday, December 18
Census Date.....	Friday, December 19
Last Day to Drop with a "W" .....	Wednesday, January 5
Final Exams.....	Tuesday-Wednesday, January 13-14
End of Fall Semester (Grades Posted to Transcripts 2:00p.m.) .....	Friday, January 16

### 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 13** 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 (Complete this activity to be considered "in attendance" this week.)**
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 17-19

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

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

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*. Answer Practice Quiz 2 questions.

**Submit Short Answer Responses:** *Federalist 51*. Short answer questions deadline is 11:00pm, **Dec. 18**.

**Objective Test 1:** Deadline is 11:00pm, **Dec. 19**. (Complete this activity to be considered "in attendance" this week.)

## UNIT II

### **December 22-26**

View Lecture: *Institutions*. Read *American Government 3e*: Sections 11.1, 11.4, and 11.5. View PowerPoint: *Congress: The First Branch*. 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*. 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*. View Lecture by Ruth Bader Ginsburg: *Due Process*. Answer Practice Quiz 5 questions.

Participate in the Question-and-Answer Forum: *The Judicial System and Due Process*. Question and answer deadline is 11:00pm, **Dec. 25**.

**Objective Test 2: Deadline is 11:00pm, Dec. 26.** (Complete this activity to be considered “in attendance” this week.)

## UNIT III

### **December 29-January 2:**

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

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

Submit Short Answer Responses: *Federalist 10*. Short answer deadline is 11:00pm, **January 1**.

**Objective Test 3: Deadline is 11:00pm, Jan. 2.** (Complete this activity to be considered “in attendance” this week.)

## UNIT IV

### **January 5-9:**

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

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

Participate in the Question-and-Answer Forum: *Social Security, Medicare, and Medicaid*. Deadline is 11:00pm, **January** deadline is 11:00pm, **Jan. 8**.

**Objective Test 4: Deadline is 11:00pm, Jan. 9.** (Complete this activity to be considered “in attendance” this week.)

### **January 13-14:**

Submit Political Participation Survey. Deadline is January 13, 11pm (cst).

## Final Exam

**Final Exam. Deadline is 11:00pm, January 14.** (Complete this activity to be considered “in attendance” this week.)

