

Instructor: Kim Jeffrey Office 110 Phone: 806-874-4812 E-Mail: Kim.Jeffrey@clarendoncollege.edu

Office Hours:

Monday 10:00 – 11:00 & 1:00 - 2:30
Tuesday 9:00 - 11:00 & 1:00 - 2:30
Wednesday 10:00 – 11:00 & 1:00 - 2:00
Thursday 9:00 - 11:00 & 1:00 - 2:00

Or anytime by appointment or by zoom.



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.

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, 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.

For Monday/Wednesday/Friday class:

- **4 unexcused absences = 50 on Class Participation score**
- **5 unexcused absences = 0 on Class Participation score**



- Three tardies will be counted as one absence.
- **More than 8 unexcused absences may result in a grade of 'F' for this course.**
- 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

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.

- **No cell phone use during class-time. Abuse of this policy can result in an absence and can be reflected in your class participation score.**
- **Do not leave the classroom during class-time unless it is an emergency. If you abuse this policy you will be counted absent and this absence can be reflected in your class participation score.**
- 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 Academics and Student Affairs for disciplinary action, up to and including disciplinary suspension.
- Students are expected to conduct themselves in the classroom in a manner conducive to academic progress.
- Do not leave the classroom during an exam.



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.) **(Clarendon College Student Handbook 2021-2022– homepage. Click on “Inside CC” – under “Students” – click on “Forms and Resources” – then click on “2021-2022 Student Handbook” – Find the “Student Code of Conduct” section and then the “Student Academic Integrity” section – P. 43.**

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. For 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. **AI and Internet use:** Copying and pasting from the Internet and/or ChatGPT or any other AI program is plagiarism. All work must have an appropriate and accurate citation, this includes the use of any form of AI.
2. **Purchasing papers:** The purchase of a paper or any form of assignment from a paper mill is plagiarism.
3. **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.
4. **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.
5. **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.
6. **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.
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.)

plagiarism

Withdrawing from (Dropping) the Course: A student may drop a class with a "W." This must be done on or before the last day to drop a class as designated by the college calendar. This request for permission to drop a course is initiated by the student by **obtaining a drop form from the registrar's office**. The student should sign the form, have the instructor sign the form and return it to the office. For online students, this can be done by calling the Registrar's Office. Please remember that failure to officially drop a course will result in a final grade of "F" for the class. Any student who is considering dropping this course is encouraged to contact me before initiating the drop. Remember, 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, he/she will 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 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 **turnitin** academic. 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 15%.



Turnitin uses an AI detection program and will show the percentage of possible AI-generated text. This report is seen only by the instructor. Any amount of AI generated text can be considered plagiarism and will receive a zero.

Do Not use Grammarly for assignments in this course as Turnitin will flag as AI generated test. Students are not allowed to use advanced automated tools (artificial intelligence tools such as ChatGPT, Google Gemini, Microsoft CoPilot, Paraphraser) for assignments in this course. Each student is expected to complete each assignment without substantive assistance from others, including automated tools.

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 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 CC website at the end of the semester.

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.

	38% Exams (4 exams, 9.5 points each)
	12% Critical Thinking Questions (6 assignments).
	30% Opinion Papers
	10% Discussion Class/ Participation score assessed at end of semester
	10% In-Class Writing and/or Notes
	Total 100%

Tentative Course Schedule for Federal Government MWF @ 11:00

Class Orientation - Complete before Wednesday, January 28.

1. Read your Course Syllabus.
2. Read the Course Overview.
3. Read the Plagiarism Tutorial.
4. Take the Syllabus/Plagiarism quiz.
5. Take the Enrollment Verification Agreement (EVA).
6. Send me a message using the LMS message system.

Unit I:

Wed. January 21 - 23	Introduction and Syllabus
Jan 26 - 28	OpenStax Chapter 1: American Government and Civic Engagement
Jan 30 – Feb 6	OpenStax Chapter 2 Readings: The Constitution and Its Origins
Feb 9 - 16	OpenStax Chapter 3 Readings: American Federalism

- Chapter 2 Critical Thinking Questions: Due Friday, February 6
- Chapter 3 Critical Thinking Questions: Due Friday, February 13

Feb 18 **Exam I: Covers Chapters 1, 2, 3**

Unit II

Feb 20 - 27	OpenStax Chapter 4: Voting and Elections
Mar 2 – Mar 6	OpenStax Chapter 5: The Presidency
Mar 9 – 23	OpenStax Chapter 6: Foreign Policy

- Chapter 4 Critical Thinking Questions: Due Friday, Feb 27
- **Opinion Paper: Power and Presidential Government: Due Friday, Mar 6**
- Chapter 6 Critical Thinking Questions: Due Friday, Mar 13

Mar 25 **Exam II: Covers Chapter 4, 5, 6**

Mar 16 – 20 Spring Break

Unit III:

Mar 27 - 30	OpenStax Chapter 7 Congress
April 3	Good Friday, no class
Apr 6 - 10	OpenStax Chapter 8: Political Parties
Apr 13 - 17	OpenStax Chapter 9: Interest Groups and Lobbying
April 15	Community Service Day - no class

- **Chapter 8 Opinion Paper Issues and Policies - due Friday, March 10**
- Chapter 9 Critical Thinking Questions: Interest Groups and Lobbying Due, Friday, Apr 17

Apr 20 **Exam III: Covers Chapters 7, 8, 9**

Unit IV

Apr 22 – 29	OpenStax Chapter 10: The Courts
May 1 – May 6	OpenStax Chapter 11: Civil Liberties
May 8	Commencement – no class

- Chapter 10: Critical Thinking Questions: Due Friday, May 1
- **Unit IV Opinion Paper – Right and Responsibilities: Due Friday, May 8**
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Wednesday, May 11 @ 1:20 in the afternoon Final Exam: Covers Chapter 10, 11

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 **Spring 2026** 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 _____