

Basic Course Information

Semester	Winter 2015	Instructor Name	Adam Ekins
Course Title & #	POLS 102	Email	adam.ekins@imperial.edu
CRN #	15107	Webpage (optional)	See Blackboard Site
Room	ONLINE	Office	Part-Timers: Room 809
Class Dates	1/5/15-2/5/15	Office Hours	n/a for part-time faculty
Class Days	ONLINE	Class Times	ONLINE
Units	3		
Office Phone #	928-344-7736		
Office contact if student will be out or if an emergency	928-344-7736		

Course Description

The origin, development and operation of local, state, and national political institutions in the United States, emphasizing the contemporary operations of the American political system.(CSU, UC)

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Develop an understanding of civic responsibility. (ILO3, ILO5).
2. Participate in activities that promote the public good (e.g., the voting process, jury duty, community service). (ILO1, ILO3, ILO5).
3. Examine the election and voting process. (ILO2, ILO4, ILO5).

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. The significance of the Declaration of Independence concerning the American political philosophy.
2. The Articles of Confederation and the principal reasons why they were replaced by the Constitution.
3. The significant features of the Constitution and the major ways that the Constitution changes.
4. The concept of federalism and how it has changed throughout American history.
5. The significance of the Bill of Rights, and the continuing debate over civil liberties.
6. The role of public opinion and the media in the American political system.
7. The importance of the American political parties, lobbying, and interest groups.
8. The American election process, including political campaigning and voter behavior.
9. The formal structure of the Congress and the committee system, the legislative process and congressional powers.
10. The principal powers of the presidency and how they expanded dramatically in the 20th century.
11. The American bureaucracy.
12. The American judicial system and how it is affected by critical issues in American society.
13. The organizational structure, powers, and challenges confronting California's state and local governments.

Textbooks

- 1. HHD:** American Democracy Now, Third Edition, McGraw-Hill Publishing, 2013.
Authors: Harrison, Harris and Deardorf.
ISBN #978-1-259-42837-1.
- 2. Giventer:** Governing California, 2nd Edition, McGraw-Hill Publishing, 2008.
Author: Giventer, Lawrence.
ISBN #978-0-07-352633-1.

Course Grading

ASSIGNMENT:	POINTS:
Three non-cumulative exams	450 (150 each)
One slightly shorter exam on California politics	100
Weekly quizzes	150
Weekly assignments	150
Weekly discussion board posts	150
Optional writing assignment	50 (extra credit)
Documentation of community service	50 (extra credit)

Course Requirements

Exams:

You will be required to complete three major non-cumulative exams on American politics and one slightly smaller exam on California politics throughout the semester. You cannot retake these timed online tests nor stop and come back to them, so be sure not to begin one unless you are prepared to finish it in one sitting. All quizzes and exams in this course are open note. Feel free to utilize your text, online resources, etc., but all work must be your own. You may not consult with other people when taking your quizzes and exams. Review sheets, vocabulary lists and PowerPoint presentations are all available as study aids in the Review Materials section of the course on Blackboard.

Quizzes:

You will be assigned to read fifteen chapters from the Harrison, Harris and Deardorf text. For each chapter (or chapters 10 & 11 combined if you're utilizing the 4th edition) you will complete an online quiz. Your final quiz of the course will cover readings from the Giventner text. You cannot retake these timed online quizzes nor stop and come back to them, so be sure not to begin one unless you are prepared to finish it in one sitting. All quizzes and exams in this course are open note. Feel free to utilize your text, online resources, etc., but all work must be your own. You may not consult with other people when taking your quizzes and exams.

Assignments:

For each chapter you will be required to complete an assignment related to the topics being covered in that chapter. The nature of the assignments varies from chapter to chapter. Please refer to the individual assignments posted in Blackboard for detailed instructions on what is required and how each assignment will be graded.

Discussion Board Participation:

You will be required to **meaningfully** contribute to our online discussion board on a regular basis. For each chapter, you will respond to a question posted by the instructor AND respond to comments made by at least two of your classmates on each of those instructor questions (that's three posts per chapter total). The objective should be open and friendly conversation about American politics. Students often report that the online discussion is their favorite part of class (so long as the goal is conversation, not just meeting minimum requirements). Also, please note that while you are encouraged to comment on any posted discussion topic at any time throughout the course, it is important that you meet the deadlines posted and that you don't wait until the last minute to do ALL your discussion board posts. In order to make sure everyone has student comments to respond to, you should aim to have at least half your posts for each unit posted online at about halfway through the time period assigned to that unit. If I find that students are still all waiting until the last second, I will need to impose more strict deadlines....

Extra Credit Opportunities:

You have the option of completing a 1,000-2,000 word essay and/or engaging in community outreach and service projects throughout the semester as a way to earn up to an additional 100 points of credit in this course (50 per assignment). Details on these assignments may be found in the assignments tab in blackboard (listed below all the other required assignments).

Late Work:

My general policy is that I do not accept late work, period. However, when I feel there are justifiable reasons for finishing something late I may still allow you to turn in late work with whatever penalty I deem appropriate. Do not count on this. Turn your work in on time. Contact me if you are unable to do so.

Attendance

- A student who fails to complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See the [IVC General Catalog](#) for details.
- Students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.

Online Classroom “Netiquette”

DIGITAL COMMUNICATION:

Online communication with the instructor should be written as you would write a business email, not a text to a friend or a tweet. Any email sent to the instructor should have the course and section number as well as your full name appearing in the subject line (e.g. POLS 102-001 Adam Ekins) and all email communication for this class must be done through your IVC email account. I do not know who sexygurl25@aol.com may be, and I will not read any emails he tries to send me. While I try to respond to emails quickly, you should usually plan on a 48 hour response time (longer over the weekend) before you hear back from me.

Remember to be courteous towards all other students in the online discussion board. Flaming, trolling, and other inappropriate behavior will not be tolerated. If you don't know what flaming and trolling are, Google them. ☺ I reserve the right to kick you out of the course with a failing grade if I feel your behavior merits such action. Additional information on Netiquette can be found in the “Start Here” section of the course.

Academic Honesty

- Plagiarism is to take and present as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly cite a source, you should ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [IVC General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following: (a) plagiarism, (b) copying or attempting to copy from others during an examination or on an assignment, (c) communicating test information with another person during an examination, (d) allowing others to do an assignment or portion of an assignment, and (e) use of a commercial term paper service.

Additional Help

- Often I can answer simple tech support questions, but for harder questions (problems logging in, etc.) or for faster service, you may be better served by contacting Student Support Services:
<http://www.imperial.edu/students/technology-support>
- [Blackboard Support Center](#): The IVC Blackboard Support Center is designed to provide a variety of Blackboard support channels, all of which are available 24 hours per day, 7 days per week.
- [Learning Labs](#): There are several learning labs on campus to assist you through the use of computers and tutors. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Contact the instructor for information about labs unique to your specific program.
- [Library Services](#): The IVC Library has many resources. In addition to books, you can access tutors in the learning center, reserve study rooms for small groups, and access a wealth of resources online.

Disabled Student Programs and Services (DSPS)

Required Language:

Any student with a documented disability who may need educational accommodations should notify the instructor or the [Disabled Student Programs and Services](#) (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact DSP&S if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Required Language:

Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. The [IVC Student Health Center](#) is located in the Health Science building in Room 2109, telephone 760-355-6310.

Student Rights and Responsibilities

Required Language:

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the [IVC General Catalog](#).

Information Literacy

Required Language:

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access helpful “How-To” Library tutorials by accessing the [Information Literacy Tutorials](#) online.

Regular Effective Contact for Distance Education

As you may know, online courses are meant to be equivalent to face to face courses both in terms of work load, materials covered, student-to-teacher interaction and student-to-student interaction. Encouraging interaction among students and between students and the instructor can be particularly challenging in online classes. It is easy to feel that you are alone. I want to make sure that this is not the case. With this in mind, please consider the following resources:

Discussion Board:

The discussion board can and should be so much more than a place to post answers to questions posted by the instructor. The goal of all discussion board interaction should be conversation, so you are highly encouraged to do more than the minimum requirements here. In addition to the discussion questions described previously, our discussion board includes a forum for getting to know one another better where students are encouraged to talk about anything and everything going on in their lives. You're required to post a short introduction there, but you're encouraged to do much more. Feel free to post photos, videos, links to your favorite websites, whatever. Make sure what you post is appropriate, but feel free to get creative.

Additionally, there is a forum provided for asking and answering questions about the course. Often you can get a quicker response to a simple question through this forum than through an email to the instructor. (You'll find the Introductions and Q & A Forums listed at the top of our Discussion Board - accessible by clicking on the Discussion Board Tab.) Additionally, if there's a topic of interest you'd like to discuss, go ahead and create a new thread in the discussion board to do so. (Feel free to contact me and request that I add a new thread instead if you're more comfortable with that.) The discussion board should be the heart of our class and feel more like friends talking in a classroom than strangers posting anonymously online. I need your help to accomplish that goal.

Email:

Email can be used the same way as the discussion board, to talk about the class, current events, personal interests, or whatever. Follow the etiquette and protocols described above, but please **DO NOT HESITATE TO SEND ME AN EMAIL ABOUT WHATEVER**. Though I ask for 48 hours to respond to emails, like you, I actually check my email multiple times a day (ok, I admit it, multiple times an hour) and will often respond very quickly. I don't want you to be confused about any element of the course. If you're lost, or just want to talk more about a topic somewhere other than on the discussion board, email is a great option.

Phone:

Yes, phone. You have one. You remember how they work. And certain things are best accomplished in a good old fashioned phone conversation. That's my office phone up top that I answer most of the day M-Th. If you want to talk to me over the phone on the weekend, send me an email with your number and I'll call you.

Virtual office hours:

I'm an adjunct instructor at IVC, which means I have a full-time job elsewhere (that's why I don't have regular office hours on campus). However, I am available for online communication every morning M-Th. Send me an email or give me a call and we can set up whatever kind of interaction you're most comfortable with. I'm happy to chat through blackboard or some other program you're familiar with. Or we can talk "face to face" using Facetime or Skype. If there's some other format you'd like to try, just let me know. I want to be as flexible as possible because I'd like to talk with you as much as possible. Again PLEASE DO NOT HESITATE TO CONTACT ME. I would really like to hear from you. And I know many of you aren't necessarily available on a weekday morning, so if you want to talk online some other time, just let me know in an email and we'll figure something out.

Face to face office hours:

Sometimes you just need to talk to a person face to face. I'm happy to meet you on campus or in El Centro somewhere, but it'll probably have to be in the evening or on a Friday. Call or email me and I'll be happy to set up a meeting.

Other instructor communication:

In addition to the above, you'll be hearing from me in a number of other formats. I'll give you feedback on your discussion board posts and assignments. I'll also post course announcements to keep you up to date on the latest happenings and to remind you that, "oh yeah, I have some online assignments to complete." And of course you'll find my instructions to you scattered throughout the course. I try to be as clear and precise as possible in my explanations of how to complete assignments and how they'll be evaluated, but I do assume most of you are generally comfortable with computers and online classes and I try not to make you read long tutorials on stuff you already know how to do. That said, and I'll write this big so you actually read it....

If you're ever confused, if you ever need help, if you ever want clarification on any element of the course...

CONTACT ME!

I'd really like to hear from you.

Online Course Organization

All our “lecture” materials and assignments are organized in the online course into four Units.

Unit I is focused mostly on important historical information and covers learning objectives 1-3, Chapters 1-5 in the HHD text and roughly the first week of class.

Unit II is focused on explaining how democracy functions in the United States today and covers learning objectives 4-6, Chapters 6-10 (6-11 if using the 4th edition) in the HHD text and roughly the second week of class.

Unit III is focused on examining each of the three major branches of government in the United States: the Executive (including the bureaucracy), Legislative, and Judicial branches. This Unit covers learning objectives 7-9, Chapters 11-15 (12-16 if using the 4th edition) in the HHD text and roughly the third week of class.

Unit IV is focused on politics in California and it covers learning objective 10, the entire Giventner text, and basically the last week of class. It gives us an opportunity to review all that has gone before in the class and apply our knowledge to state politics rather than national politics.

Each of the units is divided up by chapter.

In general, for each chapter you will:

Complete the posted reading and view any posted videos or other online material, PowerPoint presentations, etc.

Power Point presentations may be accessed via links within the relevant Unit tab or by clicking on the Review Materials tab. Please note that these presentations are outlines only (which I also use in my face to face classes), and while they help to draw attention to important concepts in the readings and other materials they are a supplement to those materials and should be studied alongside those other readings and materials

Take a quiz on those readings and materials

Quizzes may be accessed via links within the relevant Unit tab or by clicking on the Quizzes and Exams tab. Each is worth 10 points. Generally these quizzes are limited to multiple-choice and true/false questions though the occasional fill in the blank or essay response may be required to complete them.

Post in the discussion board in response to questions regarding those readings and materials

The discussion board may be accessed via links within the relevant Unit tab or by clicking on the Discussion Board tab. Each week you are required AT A MINIMUM to respond to the instructor question and two of your fellow students. Your posts will be graded according to the following rubric.

	Satisfactory 4-5 pts.	Needs Improvement 1-3 pts.	No credit 0 pts.
Response to Instructor	Completely answers all questions asked. Opinions are supported by facts and arguments from course materials.	Only partially answers questions or fails to support opinions expressed or shows no evidence that the student has read/viewed relevant course materials	No post
Response to other students	At least two responses to other student posts which demonstrate thoughtful analysis	Only one response or two or more responses that do not demonstrate thoughtful analysis	No post

You can receive up to 5 points for your response to the instructor question and up to 5 points for your responses to other students for a total of 10 points per week.

Please remember that your discussion board posts, while they may be informally phrased, should reflect quality writing with few spelling and grammar errors. Always back up your opinions with arguments and facts (from the readings when possible) and always be respectful of others with differing opinions.

Complete the posted assignment associated with those readings and materials

Assignments may be accessed via links within the relevant Unit tab or by clicking on the Assignments tab. Each assignment is worth 10 points, but assignments may vary considerably from chapter to chapter. Each assignment will have its own grading rubric explaining what is required and how the assignment will be graded. Assignments must be turned in through Blackboard, not emailed directly to the instructor.

Unit Exams:

At the end of each unit you will complete a unit exam covering all the materials for that unit. These exams may be accessed via links within the relevant Unit tab or by clicking on the Quizzes and Exams tab. Each of the exams for units I-III is worth 150 points and the unit IV exam is worth 100 points

Review materials for these exams including review sheets, vocabulary lists, and PowerPoint presentations may be accessed by clicking on the Review Materials tab. If you have any difficulty viewing these materials please contact me. If you do not have PowerPoint there are free online PowerPoint viewers that you may download from the internet quite easily.

Extra Credit:

You may earn extra credit in this course by writing an essay and/or engaging in community service activities. Details regarding extra credit opportunities may be found by clicking on the Assignments tab and scrolling to the bottom of the page.

Anticipated Class Schedule / Task List

- Unit I Chapter 1 Introduction to Course and Politics in America
Required Reading: HHD Chapter 1
Tasks: Chapter 1 Quiz, Week 1 Discussion Board Posts & Assignment 1
Complete by 11:59 PM Thursday, January 14
- Unit I Chapter 2 The US Constitution
Required Reading: HHD Chapter 2
Tasks: Chapter 2 Quiz, Week 2 Discussion Board Posts & Assignment 2
Complete by 11:59 PM Thursday, January 14
- Unit I Chapter 3 Federalism
Required Reading: HHD Chapter 3
Tasks: Chapter 3 Quiz, Week 3 Discussion Board Posts & Assignment 3
Complete by 11:59 PM Thursday, January 14
- Unit I Chapter 4 Civil Liberties
Required Reading: HHD Chapter 4
Tasks: Chapter 4 Quiz, Week 4 Discussion Board Posts & Assignment 4
Complete by 11:59 PM Thursday, January 14
- Unit I Chapter 5 Civil Rights
Required Reading: HHD Chapter 5
Tasks: Chapter 5 Quiz, Week 5 Discussion Board Posts & Assignment 5
Complete by 11:59 PM Thursday, January 14

UNIT I EXAM Complete by 11:59 PM Thursday, January 14

- Unit II Chapter 6 Political Socialization & Public Opinion
Required Reading: HHD Chapter 6
Tasks: Chapter 6 Quiz, Week 6 Discussion Board Posts & Assignment 6
Complete by 11:59 PM Sunday, January 24
- Unit II Chapter 7 Interest Groups
Required Reading: HHD Chapter 7
Tasks: Chapter 7 Quiz, Week 7 Discussion Board Posts & Assignment 7
Complete by 11:59 PM Sunday, January 24
- Unit II Chapter 8 Political Parties
Required Reading: HHD Chapter 8
Tasks: Chapter 8 Quiz, Week 8 Discussion Board Posts & Assignment 8
Complete by 11:59 PM Sunday, January 24

Unit II Chapter 9 Elections, Campaigns & Voting
Required Reading: HHD Chapter 9
Tasks: Chapter 9 Quiz, Week 9 Discussion Board Posts & Assignment 9
Complete by 11:59 PM Sunday, January 24

Unit II Chapter 10 The Media & Technology
Required Reading: HHD Chapter 10
Tasks: Chapter 10 Quiz, Week 10 Discussion Board Posts & Assignment 10
Complete by 11:59 PM Sunday, January 24

UNIT II EXAM Complete by 11:59 PM Sunday, January 24

Unit III Chapter 11 Congress
Required Reading: HHD Chapter 11
Tasks: Chapter 11 Quiz, Week 11 Discussion Board Posts & Assignment 11
Complete by 11:59 PM Monday, February 1

Unit III Chapter 12 The President
Required Reading: HHD Chapter 12
Tasks: Chapter 12 Quiz, Week 12 Discussion Board Posts & Assignment 12
Complete by 11:59 PM Monday, February 1

Unit III Chapter 13 The Bureaucracy
Required Reading: HHD Chapter 13
Tasks: Chapter 13 Quiz, Week 13 Discussion Board Posts & Assignment 13
Complete by 11:59 PM Monday, February 1

Unit III Chapter 14 The Courts
Required Reading: HHD Chapter 14
Tasks: Chapter 14 Quiz, Week 14 Discussion Board Posts & Assignment 14
Complete by 11:59 PM Monday, February 1

UNIT III EXAM Complete by 11:59 PM Monday, February 1

Unit IV
(Giventer Text) California
Required Reading: Giventer (full text)
Tasks: California Quiz, Week 15 Discussion Board Posts & Assignment 15
Complete by 11:59 PM FRIDAY, February 5

UNIT IV EXAM Complete by 11:59 PM FRIDAY, February 5

EXTRA CREDIT Complete by 11:59 PM FRIDAY, February 5