

Basic Course Information

Semester:	Fall 2017	Instructor Name:	Norma M. Villicana
Course Title & #:	POLS 102 – American Government and Politics	Email:	norma.villicana@imperial.edu
CRN #:	10606	Webpage (optional):	
Classroom:	208	Office #:	Room 809
Class Dates:	8/14/17 to 12/08/17	Office Hours:	By Appointment
Class Days:	Wednesday	Office Phone #:	(760) 960-1460
Class Times:	6:30 pm to 9:40 pm	Emergency Contact:	
Units:	3 units		

Course Description

This course examines the origin, development and operation of local, state and national political institutions within the United States, emphasizing the contemporary operations of the American political system. Students will gain an understanding of important American documents, the rights and powers provided therein, and the structure of the American system of government.

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. (IL03, IL05)
2. Participate in activities that promote the public good (e.g., the voting process, jury duty, community service. (IL01, IL03, IL05)
3. Examine the election and voting process. (IL02, IL04, IL05)

Course Objectives

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

1. Students will demonstrate an understanding of the Articles of Confederation and the principal reasons why they are replaced by the Constitution.
2. Students will demonstrate an understanding of the Declaration of Independence concerning American Political philosophy.
3. Students will demonstrate an understanding of the amendment process and the evolution of the concept of federalism.
4. Students will demonstrate an understanding of the significance of the Bill of Rights and the continuing debate over civil liberties.
5. Students will demonstrate an understanding of the role of public opinion, the media, political parties, lobbying, and interest groups within the U.S. political system.
6. Students will demonstrate an understanding of the election process, including political campaigns and voter behavior.
7. Students will demonstrate an understanding of the formal structure of Congress, the committee system, the legislative process and congressional powers.

8. Students will demonstrate an understanding of the principal powers of the presidency and how they expanded dramatically in the 20th century.
9. Students will demonstrate an understanding of the bureaucracy, the judicial system and how it is affected by critical issues in American society.
10. Students will demonstrate an understanding of organization structure, powers, and the challenges confronting California's state and local governments.

Textbooks & Other Resources or Links

Two textbooks are required for this course. **Both textbooks are available as a bundle in the bookstore as *Imperial Valley College POLS 102 American Government and Politics (CUSTOM)*. The ISBN is 9781544302584.**

- *Keeping the Republic: Power and Citizenship in American Politics* – Christine Barbour and Gerald C. Wright (Sage CQ Press, 7th Edition Brief, 2016)
- *California Politics* – Renee B. VanVechten (Fourth Edition)

Course Requirements and Instructional Methods

This course will consist of a combination of lectures, class discussions, assigned readings, videos, individual projects, out-of-class assignments, and exams. ***The mutual sharing of ideas and respect for diversity of opinions will be encouraged and safeguarded.***

Students are expected to arrive promptly at each class session having completed the assigned readings. Students are advised to take notes from lectures as lecture material is stressed on graded assignments. Student study groups are also encouraged.

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

Course Grading Based on Course Objectives

The final grade will be the total score of all graded course assignments. The graded assignments will consist of **four multi-chapter unit exams, three take-home assignments, class participation and attendance score, and a non-cumulative final exam.** The exams and final may include any combination of objective (T/F, multiple choice or fill-in questions, and short answer (definition/identifications). Students are responsible for providing their own text materials. *A study guide will be provided for each exam.*

No make-up assignments or examinations will be granted unless the student can demonstrate legitimate reasons and only if the instructor is immediately notified. Make-up assignments or exams may not be the same as those given at the scheduled time and the instructor retains the right to deduct or disallow points.

ASSIGNMENTS

Exams (200 points)

Four (4) multi-chapter unit exams worth 50 points each will be given based on text readings, lecture material and multimedia presentation.

Take Home Assignments (60 points)

Three (3) take-home assignments worth 20 points each will be based on readings and lectures. Guidelines and instructions for each assignment will be provided at a later date.

Current Events (40 points)

Students will be responsible to present and discuss with the class current news and events related to political science. Four current event presentations must be completed during the semester.

Class Participation (40 points)

Students are encouraged to participate in all class discussions. Do not be afraid to engage in a discussion. Political opinions can be very controversial so remember to be respectful of all students.

Final Exam (60 points)

The final examination will be based on assigned readings and materials. There will be a Final Exam Review one week before the exam.

Extra Credit: Opportunities for extra credit will be announced during the semester.

IMPORTANT DATES:

- Deadline to drop full-term classes without owing fees and/or be eligible for refund – **August 26, 2017.**
- Deadline to drop class without a “W” appearing on transcript – **August 27, 2017.**
- Deadline to drop full-term classes – **November 4, 2017.**

General Grading Rubric for Assignments	
A	Focused and clearly organized. Contains advanced critical thinking and content analysis. Convincing evidence is provided to support conclusions. Language is precise and ideas are clearly communicated. Clearly meets or exceeds assignment requirements.
B	Generally focused and contains some development of ideas, but the writing may be simplistic or repetitive. Evidence is provided to support conclusions. May have occasional grammatical errors. Meets assignment requirements.
C	May be somewhat unfocused, underdeveloped, or rambling, but it does have some coherence. Some evidence is provided which supports conclusions. May have several grammatical errors. Meets minimum assignment requirements.
D	Unfocused, underdeveloped, and/or rambling. Minimal evidence is used to support conclusions. May contain serious grammatical errors that prevent an overall understanding. Does not respond appropriately to the assignment.
F	Minimal effort by student. Unfocused, underdeveloped, and/or rambling. May be too short or brief. Evidence is not used to support conclusions. May contain serious grammatical errors that block overall understanding. Does not meet assignment requirements.

Exams (4 x 50 points)	200
Assignments (3 x 20 points)	60
Current Events (4 x 10 points)	40
Class Participation	40
Final Examination	<u>60</u>
TOTAL POINTS	400

FINAL GRADES	
360 – 400 points =	A
320 – 359 points =	B
280 – 319 points =	C
240 – 279 points =	D
239 or less points	F

Attendance

- A student who fails to attend the first meeting of a class or does not 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 [General Catalog](#) for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as ‘excused’ absences.

Classroom Etiquette

- **Electronic Devices:** Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- **Food and Drink** are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- **Disruptive Students:** Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).
- **Children in the classroom:** Due to college rules and state laws, only students enrolled in the class may attend; children are not allowed.

Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others’ opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!)].

Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another’s work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting 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 "cite a source" correctly, you must 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 that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing 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 [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; (e) using a commercial term paper service.

Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- **CANVAS LMS.** Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- **Learning Services.** There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **Library Services.** There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.
-

Disabled Student Programs and Services (DSPS)

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 them if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- **Student Health Center.** A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care

for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 for more information.

- **Mental Health Counseling Services.** Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 or in the building 1536 for appointments or more information..

Veteran's Center

The mission of the [IVC Military and Veteran Success Center](#) is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-income students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program, for additional information on CARE please contact Lourdes Mercado, 760-355- 6448, lourdes.mercado@imperial.edu.

EOPS provides additional support and services that may identify with one of the following experiences:

- Current and former foster youth students that were in the foster care system at any point in their lives
- Students experiencing homelessness
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-355-5713, alexis.ayala@imperial.edu.

Student Equity Program

- The Student Equity Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student

Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.

- The Student Equity Program also houses IVC's Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.

Student Rights and Responsibilities

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

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

TENTATIVE SCHEDULE

Date	Readings/Assignments and Topic	Activity
08/16/17	<i>Course Overview and Introduction</i> Introduction to <i>Keeping the Republic</i> and <i>California Politics</i>	In-class discussion
	Part I – Foundations of American Democracy	
08/23/17	<i>Power and Citizenship in American Politics</i> Reading: <u>Keeping the Republic</u> – Chapter 1 <u>California Politics</u> - Chapter 1	In-class discussion
08/30/17	<i>The Politics of the American Founding</i> Reading: <u>Keeping the Republic</u> – Chapter 2 <u>California Politics</u> – Chapter 2 Review: The Constitution and Fascinating Facts About It	In-class discussion Assignment #1 Due
09/06//17	<i>Federalism</i> Reading: <u>Keeping the Republic</u> – Chapter 3 <u>California Politics</u> – Chapter 3	In-class discussion Exam #1 Chapters 1-3 (KTR) Chapter 1-3 (CP)
	Part II – Fundamental Principles	
09/13/17	<i>Fundamental American Liberties</i> Reading: <u>Keeping the Republic</u> – Chapter 4 Video: <i>A Class Apart</i>	In-class discussion Video

09/20/17	<i>The Struggle for Equal Rights</i> Reading: <u>Keeping the Republic</u> - Chapter 5	In-class discussion Assignment #2 Due
Part III – Institutions of Government		
09/27/17	<i>Congress</i> Reading: <u>Keeping the Republic</u> – Chapters 6 <u>California Politics</u> - Chapter 8	In-class discussion Exam #2 Chapters 4-6 (KTR) Chapter 8 (CP)
10/04/17	<i>The Presidency</i> Reading: <u>Keeping the Republic</u> – Chapter 7 <u>California Politics</u> – Chapter 5 Video	In-class discussion Video
10/11/17	<i>The Bureaucracy</i> Reading: <u>Keeping the Republic</u> – Chapter 8 <u>California Politics</u> - Chapter 4	In-class discussion
10/18/17	<i>The American Legal System and the Courts</i> Reading: <u>Keeping the Republic</u> – Chapter 9 <u>California Politics</u> – Chapters 6 and 7	In class discussion Exam #3 Chapters 7-8 (KTR) Chapters 4-5 (CP)
Part IV – People and Government		
10/25/17	<i>Public Opinion</i> Reading: <u>Keeping the Republic</u> – Chapter 10 <u>California Politics</u> – Chapter 10	In-class discussion Assignment #3 Due
11/01/17	<i>Parties and Interest Groups</i> Reading: <u>Keeping the Republic</u> – Chapter 11	In class discussion Exam #4 Chapter 9-11(KTR) Chapters 6-7 (CP)
11/04/17	LAST DAY TO WITHDRAW WITH A “W”	
11/08/17	<i>Voting, Campaigns and Elections</i> Reading: <u>Keeping the Republic</u> – Chapter 12	In class discussion
11/15/17	<i>Media, Power and Political Communication</i> Reading: <u>Keeping the Republic</u> – Chapter 13 <u>California Politics</u> - Chapter 9	In class discussion
11/22/17	HOLIDAY – No Class	
PART V – Public Policy		
11/29/17	<i>Domestic and Foreign Policy</i> Reading: <u>Keeping the Republic</u> – Chapter 14	In-class discussion
12/06/17	Final Exam	Chapters 12-14 (KTR) Chapters 9-10 (CP)

*KTR = *Keeping the Republic* textbook
CP = *California Politics* textbook

Tentative, subject to change without prior notice