



Basic Course Information

Semester:	Fall 2023	Instructor Name:	Norma M. Villicana
Course Title & #:	POLS 102 – American Govt.	Email:	norma.villicana@imperial.edu
CRN #:	10478	Webpage (optional):	CANVAS Enhanced
Classroom:	413	Office #:	
Class Dates:	8/14/2023 to 12/09/2023	Office Hours:	Available by Appointment
Class Days:	Tuesday and Thursday	Office Phone #:	(760) 960-1460
Class Times:	11:20 am to 12:45 pm	Emergency Contact:	
Units:	3.0	Class Format/Modality:	In-person

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.

Course Prerequisite(s) and/or Corequisite(s)

None

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)

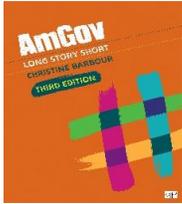
Course Objectives

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

1. 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, 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 & Other Resources or Links

The required textbook for the class is: *AmGov: Long Story Short* by Christine Barbour 3rd Edition



The textbook may be purchased in an electronic platform by clicking this link [Course Dashboard](#).
Use the same email address that you use to login to CANVAS.

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. Students are advised to take notes from lectures as lecture materials are stressed on exams and assignments. Students are expected to arrive promptly at each class session having completed the assigned readings.

Course Grading Based on Course Objectives

Each week you will need to complete the following:

- Read the weekly Chapter(s) from the textbook.
- Watch Chapter Videos, as assigned.
- Review Chapter power points.
- Review the Student Study Site (Sage Website).
- Write weekly Chapter Discussion posts.
- Take the weekly quizzes on Canvas. Quizzes must be submitted each week no later than the posted deadline.

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.

The final course grade will be the total score of all graded course assignments.

ASSIGNMENTS

Quizzes (150 points)

Weekly quizzes covering your reading material will be taken online through Canvas. The quizzes consist of fifteen questions. Any additional questions or points are EXTRA Credit. Be sure to submit your quiz before the posted deadline. **No late submissions are accepted.**

Discussion Board Participation (200 points)

You will be required to meaningfully contribute to our online discussion board on a regular basis. For each chapter you must respond to each question posted by the instructor AND respond to comments made by at least two of your classmates. The objective should be open and friendly conversation about politics. Also, please note that while you are encouraged to comment on any posted discussion topic at any time throughout the course, **you must comment on each of the week's instructor questions by 11:59 PM Wednesday and you must respond to your fellow student's posts by 11:59 PM Sunday.**

Exams (60 points)

There are two (2) multi-chapter unit exams throughout the semester, each worth 30 points. The exams will cover material presented in the readings, class lectures and multi-media presentations.

Writing Assignments (60 points)

Two (2) written assignments will be assigned throughout the semester. Each assignment is worth 30 points and will be based on readings and lectures. Guidelines and instructions for each assignment will be provided at a later date.

Final Exam (50 points)

Students **must take the final exam to pass the class**. The final exam will be based on assigned readings and materials.

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, 2023**.
- Deadline to drop class with option of a “W” grade – **November 4, 2023**.

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.

Grade Summary Breakdown:

Quizzes (10 x 15 points)	150
Discussion Board Participation (10 x 20 points)	200
Exams (2 x 30)	60
Written Assignments (2 x 30 points)	60
Class Participation	30
Final Exam	50
TOTAL POINTS	550

FINAL GRADES	
490 – 550 points	= A
436 – 489 points	= B
381 – 435 points	= C
324 - 380 points	= D
325 or less points	= F



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Academic Honesty (Artificial Intelligence -AI)

IVC values critical thinking and communication skills and considers academic integrity essential to learning. Using AI tools as a replacement for your own thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy and will be considered academic dishonesty, or plagiarism unless you have been instructed to do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students are encouraged to reach out to their instructors for clarification.

Course Policies

Attendance and Participation Policy:

- 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

Plagiarism and Cheating Policy:

Plagiarism is taking and presenting, as one's own 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 situation. Anyone caught cheating or plagiarizing will receive a zero 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.

Communication

The best way to contact me is through email. I will generally respond to emails within 24 hours after receiving them. Grades of all assignments will be posted on Canvas.

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 (!!!!)].

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

Anticipated Class Schedule/Calendar

WEEK	Topic and Readings	Assignments
Week 1 Aug. 15/17	<i>Course Overview and Introduction</i> Chapter 1 – <i>Politics and Citizenship</i>	Discussion Board – Module 0 Buy Textbook
Week 2 Aug. 22/24	Chapter 1 – <i>Politics and Citizenship</i>	Discussion Board – Module 1 Quiz #1
Week 3 Aug. 29/31	Chapter 2 – <i>The United States' Founding</i> – Part 1	Discussion Board – Module 2
Week 4 Sept. 5/7	Chapter 2 – <i>The Founding</i> – Part 2	Discussion Board – Module 2 Quiz #2
Week 5 Sept. 12/14	Chapter 3 – <i>Civil Rights and Civil Liberties</i> - Part 1	Discussion Board – Module 3
Week 6 Sept. 19/21	Chapter 3 - <i>Civil Rights and Civil Liberties</i> – Part 2	Discussion Board – Module 3 Quiz #3
Week 7 Sept. 26/28	Chapter 4 – <i>The Legislative Branch</i> - Part 1	Discussion Board – Module 4 Assignment #1
Week 8 Oct. 3/5	Chapter 4 – <i>The Legislative Branch</i> – Part 2	Discussion Board – Module 4 Quiz #4
Week 9 Oct. 10/12	Chapter 5 – <i>The Executive Branch</i>	Discussion Board – Module 5 Quiz #5
Week 10 Oct. 17/19	Chapter 6 – <i>The Judicial Branch</i>	Discussion Board – Module 6 Quiz #6
Week 11 Oct. 24/26	Chapter 7 – <i>Parties & Interest Groups</i>	Discussion Board – Module 7 Quiz #7
Week 12 Oct. 31/Nov. 2	Chapter 8 – <i>Public Opinion, Campaigns & Elections</i>	Discussion Board – Module 8 Quiz #8
November 4	Last Day to Drop Class with a “W”	
Week 13 Nov. 7/9	Chapter 9 – <i>Media and Political Communication</i>	Discussion Board – Module 9 Quiz #9
Week 14 Nov. 14/16	Chapter 10 – <i>Domestic & Foreign Policy</i> - Part 1	Discussion Board – Module 10 Assignment #2
November 20-26	THANKSGIVING HOLIDAY WEEK	
Week 15 Nov. 28/30	Chapter 10 – <i>Domestic & Foreign Policy</i> – Part 2	Discussion Board – Module 10 Quiz #10
Week 16 Dec. 5	Final Exam	

Subject to change without prior notice