

Basic Course Information			
Semester:	Fall 2019	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:	8/19/19 to 12/14/19	Office Hours:	By Appointment
Class Days:	Wednesdays	Office Phone #:	(760) 960-1460
Class Times:	6:30 pm to 9:40 pm	Emergency Contact:	
Units:	3 units		

Course Description

This course is designed to be an introduction to American government, its historical foundations, institutions and political processes. We will examine how our political system was designed, how it has changed over time and how public opinion, the media and the "information age" have affected our government institutions and public policy. We will discuss the role and scope of government as it was conceived by the Founders and as it is viewed today. Finally, we will examine current policy issues, weigh the costs and benefits of actions and engage in thoughtful discussion of contemporary policies and actions with a view toward how those issues and actions impact the current political scene. To achieve these objectives, I have chosen a textbook that focuses attention on the role of citizens as key actors in the democratic experiment that we call the United States of America.

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 successful completion of this course, you will be able to:

- Explain how government impacts your daily life;
- Recognize and evaluate the basic debates and issues in American government and American political history;
- Explain and critically assess the formal and informal political institutions and their respective roles in American politics;
- Identify and describe the key functions of the three branches of government; and
- Assess the causes and consequences of different forms of political participation, and outline the ways in which individuals and groups can affect political outcomes in the United States.

Textbooks & Other Resources or Links

Textbook Required: *Am Gov: Long Story Short* – Christine Barbour (Sage CQ Press, 2019)

Recommended resources for additional exploration: The *AMGOV* student companion

website:<http://edge.sagepub.com/amgov> This site is a particularly good resource for review of course materials.

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.

Each week you will need to complete the following:

- Read the weekly Chapter(s) as required.
- Watch Chapter Videos.
- Review Student Study Site (Sage Website).
- Take the weekly quizzes on Canvas. Quizzes must be submitted each week no later than the posted deadline.

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.

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 weekly quizzes, three multi-chapter unit exams; three take home assignments, class participation/attendance 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.

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

Quizzes (100 points)

Weekly quizzes covering your reading material will be taken online through Canvas. The quizzes consist of ten questions and are worth 10 points. Any additional questions or points are EXTRA Credit. Be sure to submit your quiz before the posted deadline. **No late submissions are accepted.**

Exams (100 points)

There are two (2) multi-chapter unit exams throughout the semester, each worth 50 points. The exams will cover material presented in the readings, class lectures and multi-media presentations.

Take Home Assignments (60 points)

Three (3) take-home assignments will be assigned throughout the semester. Each assignment is worth 20 points and 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 31, 2019.**
- Deadline to drop class with option of a “W” grade – **November 9, 2019.**

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 to short or brief. Evidence is not used to support conclusions. May contain serious grammatical errors that block overall understanding. Does not meet assignment requirements.

Quizzes (10 x 10 points)	100
Exams (2 x 50 points)	100
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 760-355-6310 in Room 2109 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 2109 for appointments or more information..

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	Before We Meet	What We are Doing Today
08/21/19	<i>Course Overview and Introduction</i> <i>Buy textbook</i>	Introduction to the Class Syllabus
08/28/19	Politics and Citizenship Read: Chapter 1 Take Chapter 1 Quiz	In-class discussion Current Events
09/04/19	United States Founding Read: Chapter 2 Complete Assignment #1	In-class discussion Current Events Assignment #1 Due
09/11/19	United States Founding Read Chapter 2 Take Chapter 2 Quiz	In class discussion Current Events
09/18/19	Civil Liberties and Civil Rights Read: Chapter 3	In-class discussion Current Events Class Video
09/25/19	Civil Liberties and Civil Read: Chapter 3 Take Chapter 3 Quiz	In-class discussion Current Events Exam #1 (Chapters 1-3)
10/02/19	The Legislative Branch Read: Chapter 4 Take Chapter 4 Quiz	In-class discussion Current Events
10/09/19	The Executive Branch Read: Chapter 5 Take Chapter 5 Quiz	In class discussion Current Events Video
10/16/19	The Judicial Branch Read: Chapter 6 Take Chapter 6 Quiz Compete Assignment #2	In-class discussion Current Events Assignment #2 Due

10/23/19	Parties and Interest Groups Read: Chapter 7 Take Chapter 7 Quiz	In-class discussion Current Events Exam #2 (Chapters 4-6)
10/30/19	Public Opinion, Campaigns and Elections Read: Chapter 8 Take Chapter 8 Quiz	In class discussion Current Events
11/06/19	Media and Political Communication Read: Chapter 9 Take Chapter 9 Quiz Complete Assignment #3	In class discussion Current Events Assignment #3 Due
11/09/19	Last Day to Drop Class with a “W” grade	
11/13/19	Domestic and Foreign Policy Read: Chapter 10	In-class discussion Current Events Video
11/20/19	Domestic and Foreign Policy Read: Chapter 10 Take Chapter 10 Quiz	In-class discussion Current Events
11/27/19	Thanksgiving Holiday	
12/04/19	Final Exam Review	In-class discussion Current Events Final Exam Preparation
12/11/19	Study for Final Exam	Final Exam (Chapters 7-10)

*****Tentative, subject to change without prior notice*****