



### Basic Course Information

Semester:	<b>Spring 2025</b>	Instructor Name:	<b>Norma M. Villicana</b>
Course Title & #:	<b>POLS 102 – American Govt.</b>	Email:	<b>norma.villicana@imperial.edu</b>
CRN #:	<b>20300</b>	Webpage (optional):	<b>CANVAS Enhanced</b>
Classroom:	<b>209</b>	Office #:	
Class Dates:	<b>2/10/2025 to 6/6/2025</b>	Office Hours:	<b>Available by Appointment</b>
Class Days:	<b>Tuesday and Thursday</b>	Office Phone #:	<b>(760) 960-1460</b>
Class Times:	<b>9:40 am to 11:05 pm</b>	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)

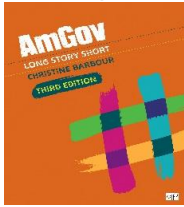
### Course Objectives

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

Students will be required to submit multiple assignments throughout the semester. The final course grade will combine the total score of all graded course assignments. Graded assignments will include Discussion Posts, weekly quizzes, take-home assignments, mid-term and final examination. 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.
- Complete Discussion Posts and/or Assignment
- Take the weekly quizzes on Canvas. Quizzes must be submitted each week no later than the posted deadline (Sunday 11:59 PM)

**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 (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 (Sundays at 11:59 PM). **No late submissions are accepted.**

### Mid Term Exam (30 points)

Midterm examination will cover material presented in the readings, class lectures and multi-media presentations for Chapters 1-4 of the textbook.

### Final Examination (30 points)

The Final Examination will cover material presented in the readings, class lectures and multi-media presentations for Chapters 5 – 10 of the textbook. **FINAL EXAMINATION MUST BE TAKEN IN ORDER TO PASS THE CLASS.**

**Take Home Assignments (90 points)**

Three (3) writing 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.

**Discussion Posts (140 points)**

Discussion questions pertaining to the readings, lectures and/or videos will be assigned throughout the semester. The questions are designed to foster informed conversation about the issues raised in each topic area. Initial posts to Discussion topic must be submitted by 11:59 PM on Thursday of the week assigned. Replies to classmates' post must be submitted by 11:59 PM on Sunday of the week assigned.

**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 – **February 23, 2025.**
- Deadline to drop class with option of a “W” grade – **May 10, 2025.**

<b>General Grading Rubric for Assignments</b>	
<b>A</b>	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>B</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.
<b>C</b>	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.
<b>D</b>	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.
<b>F</b>	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) (1x10 points)	160
Discussion Board Participation (7 x 20 points)	140
Exams (2 x 30)	60
Assignments (3 x 30 points)	90
<b>TOTAL POINTS</b>	<b>450</b>

<b>FINAL GRADES</b>
405 – 450 points = A
357 – 404 points = B
315 – 356 points = C
270 - 314 points = D
269 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.

## Accessibility Statement

Imperial Valley College is committed to providing an accessible learning experience for all students, regardless of course of modality. Every effort has been made to ensure that this course complies with all state and federal accessibility regulations, including Section 508 of the Rehabilitation Act, the American with Disabilities Act (ADA), and Title 5 of the California Code of Regulations. However, if you encounter any content that is not accessible, please contact your instructor or the area dean for assistance. If you have specific accommodations through DSPS, contact them for additional assistance. We are here to support you and ensure that you have equal access to all course materials.

## 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 (!!!!)].

### Financial Aid

Your grades matter! In order to continue to receive financial aid, you must meet the Satisfactory Academic Progress (SAP) requirement. Meeting SAP means that you are maintaining a 2.0 GPA, you have completed 67% of your coursework, and you will graduate on time. If you do not maintain SAP, you may lose your financial aid. If you have questions, please contact financial aid at [finaid@imperial.edu](mailto:finaid@imperial.edu)

### 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
<b>Week 1</b> Feb. 11 and 13	<i>Course Overview and Introduction</i> Module 0 – Welcome and Introductions	Purchase textbook  <b>Take Syllabus Quiz</b>
<b>Week 2</b> Feb. 18 and 20	Module 1 – <i>Politics and Citizenship</i>	Read Chapter 1 In class discussion/review <b>Online Quiz #1</b>
<b>Week 3</b> Feb. 25 and 27	Module 2 – <i>The United States' Founding</i> – Part 1	Read Chapter 2 In-class discussion/review <b>Assignment #1 Due</b>
<b>Week 4</b> March 4 and 6	Module 2 – <i>The United States' Founding</i> – Part 2	In-class discussion/review <b>Online Quiz #2</b>
<b>Week 5</b> March 11 and 13	Module 3 – <i>Civil Rights and Civil Liberties</i> - Part 1	Reach Chapter 3 In-class discussion/review
<b>Week 6</b> March 18 and 20	Module 3 - <i>Civil Rights and Civil Liberties</i> – Part 2	In-class discussion/review <b>Online Quiz #3</b>
<b>Week 7</b> March 25 and 27	Module 4 – <i>The Legislative Branch</i> - Part 1	Read Chapter 4 In-class discussion/review <b>Online Quiz #4</b>
<b>Week 8</b> April 1 and 3	Module 4 – <i>The Legislative Branch</i> – Part 2	In-class discussion/review <b>Mid-Term Examination (Ch. 1-4)</b>
<b>Week 9</b> April 8 and 10	Module 5 – <i>The Executive Branch</i>	Read Chapter 5 In-class discussion/review <b>Online Quiz #5</b>
<b>Week 10</b> April 15 and 17	Module 6 – <i>The Judicial Branch</i>	Read Chapter 6 In-class discussion/review <b>Online Quiz #6</b>
<b>April 21-25</b>	<b>Spring Break</b>	
<b>Week 11</b> April 29 and May 1	Module 7 – <i>Parties &amp; Interest Groups</i>	Read Chapter 7 In-class discussion/review <b>Online Quiz #7</b> <b>Assignment #2</b>



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<b>WEEK</b>	<b>Topic and Readings</b>	<b>Assignments</b>
<b>Week 12</b> May 6 and 8	Module 8 – <i>Public Opinion, Campaigns &amp; Elections</i>	Read Chapter 8 In-class discussion/review <b>Online Quiz #8</b>
<b>Week 13</b> May 13 and 15	Module 9 – <i>Media and Political Communication</i>	Read Chapter 9 In-class discussion/review <b>Online Quiz #9</b>
<b>May 10</b>	<b>Last Day to Drop Class with a “W”</b>	
<b>Week 14</b> May 20 and 22	Module 10 – <i>Domestic &amp; Foreign Policy - Part 1</i>	Read Chapter 10 In-class discussion/review <b>Assignment #3</b>
<b>Week 15</b> May 27 and 29	Module 10 – <i>Domestic &amp; Foreign Policy – Part 2</i>	<b>Online Quiz #10</b>
<b>Week 16</b> June 3 and 5	<b>Final Exam</b>	<b>Final Exam (Chapters 5-10)</b>

\*\*\*Subject to change without prior notice\*\*\*