**Course Syllabus
POS** **2112** **- 1749**

**State & Local Government** **Fall Term 2024-2025 (0640)**

**Welcome**

**Welcome Students!**

Please review the Course Syllabus as soon as possible. The links within the syllabus are not active until you download the syllabus document by clicking the Download icon and saving the file to your computer. There is also a syllabus quiz that you need to take as soon as possible.

There are a number of important items found in the Table of Contents. If you are new to MyCourses, click MyCourses Tutorials. When you need to contact me, click Email Instructor.And if you have a technical problem on the MyCourses site please contact Student Support Services Technology first and then if you still have a problem contact me. It is imperative that you attend class and in this case since it is an online course attendance is taken by your submission of your work on a timely basis/by the due date. The first two weeks of class the lack of attendance may cause you to be dropped from the class and at the 60% mark of the course you may be dropped if you are not attending class. I will be sending out emails to warning you of your not attending class and falling behind (there are penalties for lateness) however it is your responsibility to attend class by submitting your work on time (by the due date for an assignment).

Also please remember that this course is graded on points and that you need to receive 700 points in order to pass the course with at least a C grade. Your grade is not derived from your grade point average, only the points you accumulate in submitting your assignments for the class. If you have any questions please do not hesitate to contact me by email and I will respond to you within 24 to 48 hours of receiving your email.

Prof. Miller

**Instructor Contact Information**

Lawrence Miller

**Email**

Miller.Lawrence@spcollege.edu

Phone: 727-341-4357

**Office and Online Chat Hours:**

Email me on the MyCourses site, I will contact you within 24 to 48 hours after receiving your email.

**Office Location:**

Seminole Campus

**Instructor Web Page:**

https://web.spcollege.edu/instructors/admin

**Departmental Contact Information**

Douglad Rivero, Ph.D

Title: Assistant Dean

Email: Rivero.Douglas@spcollege.edu

Phone Number: 727-394-6948

Appointment Information: Call or Email contacts above to schedule an appointment

Joseph Smiley, PhD

Title: Dean

Email: smiley.joseph@spcollege.edu

Phone Number: 727-712-5851

Appointment Information: Call or Email contacts above to schedule an appointment

**Course Information**

**Prerequisite(s):**Prerequisites: (ENC0020, ENC0025, ENC0990, ENC0056 or ENC0055) and (REA0017, REA0002, REA0990 or REA0056); or EAP1695; or appropriate scores on the college placement test.

**Credit Hours:**3

**Modality:**Online

**Course Description:**This course is an examination of the institutions and processes of Federalism, political parties, state governments, state protected civil liberties, counties, municipalities, special districts, and regional compacts. Examples and illustrations of processes and procedures will be drawn mainly upon the Florida government.This course partially satisfies the writing requirements outlined in the General Education Requirements.

**Course Objectives**

1. The student will examine the relationship of the national government with state governments by:
	1. explaining the Constitutional position of the states, the Constitutional powers of the states, and the Constitutional restrictions on the states under Federalism.
	2. outlining the development of state constitutions from the colonial charters until the present documents.
	3. recognizing the common features of state constitutions.
	4. analyzing the differences between "horizontal" and "vertical" Federalism.
	5. describing the advantages and disadvantages of the Federal system as it exists in the United States.
	6. examining the salient features of the Florida State Constitution.
2. The student will determine the organizational structure of political parties and how they operate by:
	1. summarizing the organization of political structure from the National Executive Committee to the Precinct Committee.
	2. examining the nominating process for office including:
	3. describing the provisions that determine suffrage.
	4. analyzing the role of interest groups in their influence on the political process.
3. The student will explain the development of state legislatures and their operation today by:
	1. outlining the historical development of state legislatures.
	2. defining the factors involved in reapportionment and redistricting.
	3. examining the structure of leadership in legislatures.
	4. discussing the law making process in the Florida State Legislature.
4. The student will analyze the evolution of the position of governor and its status and responsibilities today by:
	1. outlining the development of the governor's office from colonial times to its contemporary position.
	2. describing the responsibilities of the Office of Governor.
	3. defining the various roles which governors play.
	4. summarizing the vagaries of the cabinet system.
	5. explaining the application of gubernatorial activity in the State of Florida.
5. The student will examine the organization and function of state courts, including selection of judicial personnel and the operation of the jury system by:
	1. outlining the organization and functions of state courts.
	2. summarizing the methods of selection of judicial personnel.
	3. examining the theory and working of juries to include:
	4. discussing the structure of the Florida Court System.
6. The student will identify the sources of state revenues and the avenues of expenditures by:
	1. outlining the various types of revenue available to states.
	2. summarizing the common types of expenditures for which states must provide.
	3. describing how the budgetary process works.
	4. examining the practical working of financial activities of the State of Florida.
	5. describing the responsibilities of county and local governments in financing the needs of their residents.
7. The student will evaluate the development of the county as a political entity, its functions, and its problems in today's structure of state government by:
	1. assessing the historical development of the city and county level government.
	2. examining the contemporary functions of county government:
	3. examining the types of municipal government, including Mayor-Council, Council-Manager, and Commission.
	4. exploring the problems of urban counties and urban growth.
	5. examining the options available to counties to best meet problems and carry out their functions:
	6. describing the place of unincorporated areas and how they function.
8. The student will enhance their ability in writing by:
	1. composing graded research analysis, outline, evaluation, or other types of writing assignments completed outside or during the direct classroom experience.
	2. developing any type of expository, evaluative, persuasive or personal response writing as described in the college publication entitled " A Resource Manual for Writing Across the Curriculum."

**Required Textbook and Other Resources**

Politics in States and Communities by Dye and MacManus, Fifteenth Edition

Required or Optional: Required

ISBN: ISBN 9780205994724

Authors: Thomas R. Dye and Susan MacManus

Publisher: Pearson (July 14, 2021)

Publication Date: July 14, 2021

Edition: 15th

**Notes**

Textbook Website:
 https://www.pearsonhighered.com/program/Dye-Politics-in-States-and-Communities-
 15thEdition/PGM1100061.htm

**First Day Access (Digital Books) Program**

**What is First Day Access: Textbook Savings Program?**

This course is participating in the First Day Access Program. You will be given access to the course materials through MyCourses. You will receive instant access to the required materials and save 20-50% or more off the retail price. **You have the option to opt out of the program within the first 10 days of class** if you want to purchase your materials elsewhere. Opting out of the program is likely to cause you to pay a higher rate. **The opt-out date is 10 days from the first day of class.** [**(View Opt-out deadline dates).**](https://www.spcollege.edu/financial-aid/receiving-financial-aid/paying-for-your-textbooks/first-day-book-program)

The materials that are accessed through MyCourses are **NOT** included in your tuition. **If you do not click on the button to opt-out, you agree to pay the discounted fee and SPC will bill your student account at the First Day price after the opt-out deadline passes-approximately 2 weeks after your class starts.** This will show as a bookstore charge. Please check your student account. If you have BLOC or are a 3rd Party vendor then the charges will be covered **\*exceptions do appl**y, if you are self-pay, please make those payments to the business office.

**Refund Policy**

If you drop a class within the drop deadline for your course, the refund policy will be the same as SPC’s [drop w/refund policy](https://www.spcollege.edu/financial-aid/receiving-financial-aid/last-day-to-drop-with-a-refund). If you withdraw after the drop deadline ([see your schedule for dates](https://www.spcollege.edu/academic-calendar)), then you will be responsible for those charges on your account (For example, if you receive a “W” you will not be eligible for a refund).

Should you choose to purchase the required materials out of pocket you **MUST** opt out to avoid being charged. If you do not opt out by the deadline, which is 10 days from the start of class, then you must request to be opted out and proof of purchase must be submitted to tharrison@bncollege.com to prevent First Day Fees being added to your account.

**Performance Assessment and Grading**

**Assignments:** Introduction The first week of class, students are required to post a brief Introduction. Statements about interests, occupations, major fields of study and political socialization are welcome, not required. Be sure to post by the due date; students will be considered absent for the first week of class if an Introduction is not posted. Discussions There are 2 Discussion assignments that require students to post in a Discussion Forum; there are two parts to each Discussion. The student’s original post should be approximately 500 words in length. Students are also required to reply to at least one classmate’s original post. Replies must include some discussion. A mere comment such as “enjoyed your post” is not an adequate reply. If posts include quoted or borrowed information, APA citation is required. In discussions on political issues, expect diversity in terms of perspective, interest, and opinion. Be respectful and avoid insulting classmates. Profanity is prohibited. Due dates for Discussions are in the Calendar. Late postings will not be graded without valid excuse. **In addition, you should strive to have at least 1 1/2 spacing between sentences and a font size of at least 11pts.** **This is important for every writing assignment in this course.**

**Essay Questions** There are 2 Essay Question assignments. Essay Question assignments are graded as follows: 40 points Content – Comprehensive answer, which may include references/citations. 35 points Mechanics – Spelling, punctuation, grammar, and complete sentences 75 points Total Quizzes There are 3 Quizzes in this course. Due dates for Quizzes are in the Calendar and Syllabus. Students have 30 minutes to complete each Quiz. There are 10 multiple choice questions on each Quiz. Two attempts are allowed on each Quiz. Essay This course includes a mandatory academic writing requirement. There is one Essay assignment. General instructions for the Essay assignment are listed below, and the due date is in the Calendar and Syllabus. The Essay should be at approximately 1000 words in length. The Essay are to be written in American Psychological Association (APA) format. The Essay must include in-text citation from 3 different sources (the textbook is an acceptable source). Limit borrowed information to 20% of your writing (Turnitin.com). All Essays must include a Reference page. Plagiarism is unacceptable; it is a serious intellectual offense. Detection of plagiarism will result in a grade of F on your Term Paper. Late Papers - 5 points will be deducted for each day that an essay is late and will receive a zero grade after three days late. Review APA Writing Format: There are several examples of APA format available online or at the SPC library. There is also assistance available at all SPC Tutoring Centers and through Smarthinking online. Proper APA format is worth 25 points of the Essay grade.

**Option:** Want to polish up your essay and improve your grade? Submit your essay to Smarthinking before you submit it to be graded. When submitting your writing to Smarthinking, select Grammar and Documentation, under the Writing tab, unless you desire a different area of review. You will receive a Tutor Response Form within 24 hours. Read the tutor’s suggestions and make the necessary corrections to your essay. Essay Rubric 35 points Opening paragraph – clear central idea, thesis 35 points Writing Style – clear, concise, convincing, formal, flow 35 points Organization - supportive facts, original thought, logical progression 35 points Mechanics – spelling, punctuation, grammar 35 points Conclusion – clear summarization, correlation to thesis 25 points APA - title, header, line spacing, in-text citation, Reference Page 200 points Total Lecture Videos and PowerPoint Presentations There are Lecture Videos and PowerPoint Presentations in this course. Students are required to view all Lecture Videos; PowerPoint Presentations are optional. Exams There are 3 Exams in this course, Part 1 Exam is on Chapters 1-5, Part 2 Exam is on Chapters 69, and Part 3 Exam is on Chapters 10, 11 and 15. Each Exam has 30 questions. Students will have 90 minutes to complete each Exam. Exams will be available under Course Content. The dates to take the Exams are in the Calendar and the Syllabus. Exams are not proctored in this course; they will be taken on your own. If you do not have reliable internet access, use a computer at one of the SPC campuses. One attempt is allowed on all exams and retakes are not permitted.

**\*Extra Credit** Civic Engagement is an excellent way to earn extra credit in this course. Check the Extra Credit module under Course Content for details. Students may earn a maximum of 100 points of extra credit in this course. Note: It is necessary to submit all the required assignments and exams to receive extra credit in the course.

**Points and Grades:**Discussion – 2 Forums at 40 points each, total **80 Points**

Quizzes –3 Quizzes at 40 points each, total - **120 Points**

Essay Questions – 2 at 75 points each, total - **150 Points**

Essay - total -**200 Points**

Part 1 Exam 150 Points; Part 2 Exam 150 points; Part 3 Exam 150 Points: Total **450 Points**

**Total 1000 Points**

900 to 1000 Points  A grade

800 to 899 Points B grade

700 to 799 Points C (A minimum grade of "C" is needed to pass this class.)

600 to 699 Points D grade

0 to 599 Points F grade

\*Students are graded by points and you must reach 700 points in order to pass the course.

It is imperative that you understand that only by completing and assignment and receiving points can you accumulate the 700 points to at least achieve a C grade. **Your grade point average does not determine your grade, only the points you accumulate in completing assignments**.

**Late Work Policy**

Your work if late will not be accepted, however there are instances that with the proper excuse and documentation that your work submitted late will not be penalized. In some cases work submitted late will receive a 10% deduction from your grade on work that was submitted late, which will be determined at my discretion. You should always adhere to the due dates for submission of your work as listed in the Schedule of Assignments, which is the prime resource for dates of work submission deadlines and due dates.

**Grading Scale**

**GRADING**

Upon successful completion of the course the student will, with a minimum of 70% accuracy, demonstrate mastery of each of the above stated objectives through classroom measures developed by individual course instructors.

The final numerical grade will be converted to a letter grade according to the following scale

A 90 - 100% (900 to 1000 points)

B 80 - 89% (800 to 890 points)

C 70 - 79% (700 to 790 points)

D 60 - 69% (600 to 690 points)

F less than 60% (less than 600 points)

Note: State policy specifies that students may not repeat a college credit course for which a grade of “C” or higher has been earned except by appeal to the campus. In addition, it is imperative to note that your grade is determined by the amount of points you accumulate by submitting your work for the various assignments. **It is NOT your grade point average that determines your grade**.

**Respondus LockDown Browser Proctored Testing Information**

**Proctored Testing Requirement**

This course requires one or more of your quizzes/exams in MyCourses to be virtually proctored. Proctoring will be conducted using an online proctoring service called LockDown Browser & Respondus Monitor. You DO NOT need to create an account or schedule an appointment. Your quizzes will be accessible on the dates your instructor has set for you to take them. To take a LockDown Browser & Respondus Monitor quiz, you will need the following: a computer, a working webcam/microphone, your ID, and a stable internet connection. Check out [LockDown Browser & Respondus Monitor Support for Test-Takers](https://web.respondus.com/student-help/%22%20%5Co%20%22https%3A//honorlock.com/support/%22%20%5Ct%20%22_blank) to learn more or for technical assistance.

**Room Scan & ID Information**

To uphold academic integrity and ensure a fair testing environment for all students, you will be asked to conduct a room scan and show a valid, official ID prior to beginning your examination. Please be aware that this process involves your webcam recording and inspecting your physical testing environment. This includes the surface of your desk, any surrounding walls, and the area under your desk. By participating in this course and its assessments, you acknowledge and consent to these conditions.

Your official ID should include your name, photo, and signature for identity verification purposes. Acceptable forms of ID include a university ID, driver's license, passport, or other government-issued identification. No examination will be permitted to start without a proper ID check.

**What is my responsibility?**

For courses that utilize LockDown Browser & Respondus Monitor, students are required to have a Windows, MAC computer, iPad, or Chromebook, a Web Cam, and download the LockDown Browser. You will be prompted to download the Lockdown Browser when launching the quiz in MyCourses.

Need help? Contact

[Lockdown Browser/Respondus Monitor Support](https://web.respondus.com/support/)

**Availability of Course Content**

Opens September 09th, Syllabus Quiz due September 13th

**Course Attendance**

Attendance is taken by the completion of an assignment within this online course, it is very important that you complete assignments within the first two weeks of class so that you can remain in the class. A note of caution with an online course you need to be focused and stay on top of completing assignments since there is no classroom or scheduling of a class on a particular day or time. And please be aware that it will take achieving 700 points (a C grade) to pass the course.

**Technology Requirements & Policy**

View the [MyCourses Minimum Technology Requirements](https://mycoursessupport.spcollege.edu/technical-requirements-for-mycourses).

If you need technical assistance, please [Contact the Technical Support Center.](https://studentsupport.spcollege.edu/hc/en-us/articles/16767310328603-Contact-the-Technical-Support-Center)

Minimum Technical Skills: Students should know how to navigate the course and use the course tools (email, discussion, gradebook, etc.). MyCourses tutorials are available to students new to this LMS and are located at the beginning of the course. Most features on MyCourses are accessible on mobile devices, although it is recommended that you use a computer for quizzes, tests, and essay assignments.

Students also MUST become proficient with [publisher or other 3rd party tools or platforms here] and the tools contained within the program to be successful in this course.

**Accessibility of Technology**

* [MyCourses (Brightspace by Desire2Learn) Accessibility](https://www.d2l.com/accessibility/)
* [Microsoft Accessibility](https://www.microsoft.com/en-us/accessibility/)
* [Google (YouTube) Accessibility](https://www.google.com/accessibility/)
* [Panopto Accessibility](https://support.panopto.com/s/article/Learn-About-Accessibility-Features)
* [Turnitin Accessibility](https://www.turnitin.com/about/accessibility)
* [Cengage Accessibility](https://www.cengage.com/accessibility/)
* [McGraw-Hill Accessibility](https://www.mheducation.com/about/accessibility.html)
* [Pearson Accessibility](https://www.pearson.com/us/accessibility.html)

**Privacy**

* [MyCourses (Brightspace by Desire2Learn) Privacy](https://www.d2l.com/legal/privacy/)
* [Microsoft Privacy](https://privacy.microsoft.com/en-us/privacystatement)
* [YouTube Privacy](https://support.google.com/youtube/answer/7671399?p=privacy_guidelines&hl=en&visit_id=636916340919958182-33824501&rd=1)
* [Panopto Privacy](https://www.panopto.com/privacy/)
* [Turnitin Privacy](https://help.turnitin.com/Privacy_and_Security/Privacy_and_Security.htm?Highlight=privacy+statement)
* [Cengage Privacy](https://community.cengage.com/pyejh52637/attachments/pyejh52637/CounselingSocialWorkHelpfulResources/4/2/Privacy%20Statement.pdf)
* [McGraw-Hill Privacy](https://www.mheducation.com/privacy.html)
* [Pearson Privacy](https://www.pearson.com/corporate/privacy-notice.html)

**Important Dates**

**Class Dates:**09-SEP-2024 to 06-DEC-2024
**Drop Date:**13-SEP-2024

**Withdrawal Date:** Please reference the Academic Calendar below
<https://www.spcollege.edu/academic-calendar>

**Learner Support and Other Student Resources**

Use the following links to view web sites on SPC's:

* [Free Tutoring](https://www.spcollege.edu/current-students/learning-resources)
* [Accessibility Services](https://www.spcollege.edu/current-students/student-affairs/student-support-resources/accessibility-services)
* [Academic Support](https://www.spcollege.edu/current-students/learning-resources)
* [On-Campus and Online Support](https://www.spcollege.edu/current-students/learning-resources)
* [Student Services](https://www.spcollege.edu/current-students/student-affairs)

Additional Resources:

* [Academic Calendar](https://www.spcollege.edu/academic-calendar)
* [Learning Resources](https://www.spcollege.edu/current-students/learning-resources)
* [Career Services](https://www.spcollege.edu/current-students/student-affairs/student-support-resources/career-services)
* [International Student Services](https://www.spcollege.edu/future-students/admissions/international-students)
* [Veterans Services](https://www.spcollege.edu/current-students/student-affairs/student-support-resources/veterans-services)

**MyCourses Assignment Schedule**

| **Due Date**  | **Name**  | **Type**  | **Points**  |
| --- | --- | --- | --- |
|  | Discussion 1 | Discussion | 40 |
|  | Discussion 1 Due | Event |  |
|  | Discussion 1 Due | Event |  |
|  | Discussion 1 Due | Event |  |
|  | Discussion 1 Due | Event |  |
|  | Discussion 2 | Discussion | 40 |
|  | Discussion 2 Due | Event |  |
|  | Discussion 2 Due | Event |  |
|  | Discussion 2 Due | Event |  |
|  | Discussion Forum 1 Due | Event |  |
|  | Discussion Forum 1 Due | Event |  |
| 9/27 | Discussion Forum 1 POS2112 Due | Event | Due 09/27 |
|  | Discussion Forum 2 Due | Event |  |
|  | Discussion Forum 2 Due | Event |  |
| 11/22 | Discussion Forum 2 POS2112 Due | Event | Due 11/22 |
|  | Essay Due | Event |  |
|  | Essay Due | Event |  |
|  | Essay Due | Event |  |
|  | Essay Due | Event |  |
| 11/1 | Essay POS2112 Due | Event | Due 11/1 |
|  | Essay Question 1 Assignment Due | Event |  |
|  | Essay Question 1 Due | Event |  |
| 10/25 | Essay Question 1 POS2112 Due | Event | Due 10/25 |
|  | Essay Question 2 Assignment Due | Event |  |
|  | Essay Question 2 Assignment Due | Event |  |
| 11/22 | Essay Question 2 POS2112 Due | Event | Due 11/22 |
|  | Exam 1 Due | Event |  |
|  | Exam 1 Due | Event |  |
|  | Exam 1 Due | Event |  |
| 10/4 | Exam 1 POS 2112 Due | Event | Due 10/04 |
|  | Exam 2 Due | Event |  |
|  | Exam 2 Due | Event |  |
|  | Exam 2 Due | Event |  |
| 11/8 | Exam 2 POS2112 Due | Event | Due 11/08 |
|  | Exam 3 Due | Event |  |
|  | Exam 3 Due | Event |  |
|  | Exam 3 Due by May 1 | Event |  |
| 12/4 | Exam 3 POS2112 Due | Event | Due 12/04 |
| 12/4 | Extra Credit Due | Event | Due 12/04 |
| 12/6 | Final Grades Post | Event | 12/06 |
| 12/5 | Final Grades Posted by 5:00 pm | Event | 12/05 |
|  | Introduction | Discussion |  |
| 9/13 | Introduction Due | Event | Due 09/13 |
|  | Introduction Due | Event |  |
| 12/5 | Last Day of Class | Event | 12/05 |
|  | Part 1 Exam | Quiz | 150 |
|  | Part 2 Exam | Quiz | 150 |
|  | Part 3 Exam | Quiz | 150 |
|  | Prepare Essay Outline (no submission necessary) | Event |  |
|  | Quiz 1 | Event | 40 |
| 9/20 | Quiz 1 POS 2112 Due | Event | Due 09/20 |
|  | Quiz 1 Due | Event |  |
|  | Quiz 1 Due | Event |  |
|  | Quiz 2 | Quiz | 40 |
|  | Quiz 2 Due | Event |  |
|  | Quiz 2 Due | Event |  |
|  | Quiz 2 Due | Event |  |
|  | Quiz 2 Due | Event |  |
|  | Quiz 2 Due | Event |  |
| 10/11 | Quiz 2 POS2112 Due | Event | Due 10/11 |
|  | Quiz 3 | Quiz | 40 |
|  | Quiz 3 Due | Event |  |
|  | Quiz 3 Due | Event |  |
|  | Quiz 3 Due | Event |  |
|  | Quiz 3 Due | Event |  |
|  | Quiz 3 Due | Event |  |
| 10/18 | Quiz 3 POS2112 Due | Event | Due 10/18 |
|  | Syllabus Agreement Due | Event |  |
| 9/13 | Syllabus Quiz | Event | Due 09/13 |
|  | Take Part 3 Exam | Event |  |
|  | Take Quiz 2 | Event |  |
| 11/28 | Thanksgiving Holiday | Event | 11/28 |
| 4/9 | Take Part 2 Exam | Event |  |
| 8/13 | Part 1 Begins | Event |  |
| 9/14 | Part 1 Begins | Event |  |
| 9/11 | CHAPTER 6 | Event |  |
| 9/11 | CHAPTER 8 | Event |  |
| 9/13 | Syllabus Quiz | Quiz |  |
| 2/23 | Quiz 1 | Quiz | 40 |
| 4/12 | Essay | Assignment | 200 |
| 4/26 | CHAPTER 11 | Event |  |
| 5/7 | Extra Credit: What Did You Learn in Class or Civic Awareness Research project | Assignment | 100 |
| 9/9 | Alternative Research Project Extra Credit | Event |  |
| 9/9 | PART 1 | Event |  |
| 9/13 | Introduction | Event |  |
| 9/13 | Syllabus Quiz | Event |  |
| 9/20 | CHAPTER 2 | Event |  |
| 10/4 | PART 1 EXAM | Event |  |
| 10/25 | Essay Question 1 | Assignment | 75 |
| 10/25 | PART 2 | Event |  |
| 11/1 | Essay | Event |  |
| 11/8 | PART 2 EXAM | Event |  |
| 11/22 | Essay Question 2 | Assignment | 75 |
| 11/22 | PART 3 | Event |  |
| 12/4 | Civic Engagement - Extra Credit | Event | 100 |
| 12/4 | PART 3 EXAM | Event |  |
| 12/5 | Schedule of Assignments | Event |  |

**Course Assignment Schedule**

September 09th – September 13th

Take the Syllabus Quiz Post in the Introduction Forum

Read Chapter 1 – Politics in States and Communities

Take Quiz Syllabus Due: 09/13th

September 16th – September 20th

Read Chapter 2 – Democracy and Constitutionalism in the State

Take Quiz 1 Due 9/20th

September 23th – September 27th

Read Chapters 3 – States, Communities and American Federalism

Watch Chapter 3 Lecture Video on Federalism

Post in Discussion 1 Due 9/27th

September 30th – October 4th

Read Chapter 4 – Participation in Politics

Take Exam 1 Due 010/04th

October 07th – October 11th

Read Chapter 5 – Parties and Campaigns in the States

Take Quiz 2 Due 10/11th

October 14th – October 18th

Read Chapter 6 – Legislators in State Politics

Watch Chapter 6 Lecture Video on Gerrymandering

Take Quiz 3 Due 10/18

October 21st – October 25th

Read Chapter 7 – Governors in State Politics

Submit Essay Question 1 Assignment Due 10/25th

October 28th – November 01st

Read Chapter 8 - Bureaucratic Politics in States and Communities

Watch Chapter 8 Lecture Video on Bureaucracy

Essay Due November 01st

November 04th – November 08th

Read Chapter 9 – Courts, Crime and Correctional Policy

Take Exam 2 Due 11/08th

November 11th – November 15th

Read Chapter 10 – Governing America’s Communities

Post in Discussion 2 Due 11/15th

November 18th – November 22nd

Read Chapter 11 – Participation in Community Politics

Submit Essay Question 2 Assignment Due 11/22nd

December 02nd – December 04th

Read Chapter 15 – Politics and Civil Rights

Watch Chapter 15 Lecture videos on Discrimination and Affirmative Action

Take Exam 3 Due 12/04th

December 04th, Extra Credit Due

Exam 3 Due by December 04th, all submissions for assignments must be in by 12/04/24 in order to receive any credit towards your grade.

Final Grades Posted December 05th by 5:00 pm

**Communication Plan**

Email me on the MyCourses website if you have any questions regarding the assignment, due dates and any other issue that may come up during the course of the semester. I will get back to you the next day or the day after at the very least.

**Students' and Instructor's Expectations**

It is important that all of your attention be focused on the content to be learned so when you are in class you shouldn't be using your computer, cell phone, and tablet for casual use, only academic purposes. Any use of these devices (including texting) for non-academic purposes draws your attention away from the course work and is therefore subject to disciplinary action. Whether you are taking a course online, blended, or in the classroom, you may be required to have discussions of class assignments and share papers and other class materials with instructors and classmates online. The learning management system, MyCourses, will be used for this purpose and you should complete the Introduction to MyCourses so that you are comfortable with the system and can complete your assignments. Whether you are in an online class or a physical classroom, certain behaviors are expected when you communicate with your peers and your instructors. You need to contribute to a positive learning/teaching environment, respecting the rights of others and their opportunity to learn. No one has the right to interfere with the teaching/learning process. Below are the traits of a successful student. These guidelines pertain whether your course is online or in the classroom. When communicating, you should always:

* Treat everyone with respect in every communication
* Use your professor's proper title: Dr. or Prof., or if you are in doubt use Mr. or Ms.
* Use clear and concise language
* Remember that college level communication should use correct grammar, whether written or spoken. Avoid slang.
* Use correct spelling and avoid texting abbreviations
* Avoid using the caps lock feature as it can be interpreted as yelling online
* Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and, even when spoken, your message might be misunderstood
* Be cautious with personal information (both yours and others')

**Online Student Participation and Conduct Guidelines**

The practices of courtesy and respect that apply in the on-campus classroom also apply online. Any discriminatory, derogatory, or inappropriate comments are unacceptable and subject to the same disciplinary action applied in courses offered on campus.

**When you send an email to your instructor, department chair, dean, or classmates, you should:**

* Use a subject line that describes what you are writing about
* Avoid attachments unless you are sure your recipients can open them
* Be clear, concise, and courteous
* Sign your message with your name
* Use your SPC email account to ensure delivery. Sometime emails from non-SPC accounts are stopped by the spam filter and the recipient may not receive it.

Your faculty member will include in the syllabus expectations for response times on email.

**Recordings in the classroom:**

Students may record lecturers in class for personal use (such as studying or documenting complaints to the institution) without explicit permission. However, students may not record non-lecture portions of class (such as skills labs, student group work, individual student instruction, Q/A sessions, recording studio critiques, group/individual production and computer lab time, practicums/internships, or clinical/simulation rotations) or other students without explicit permission, and may not disrupt class in making such recordings (such as trying to use a device with a calculator or calculator app in a class that does not allow calculators, or blocking the view or aisles for others in the class). Having an approved ADA accommodation is considered explicit permission to record from the college.

Students making such recordings may not share recordings without explicit permission and are personally liable for unauthorized dissemination. If in doubt, please discuss with your professor before class.

**When posting to a discussion board, you should:**

* Write posts that are on-topic and within the scope of the course material
* Take your posts seriously; review and edit your posts before sending
* Be as brief as possible while still making a thorough comment
* Always give proper credit when referencing or quoting another source
* Read all messages in a thread before replying
* Avoid repeating someone else's post without adding something of your own to it
* Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point
* Always be respectful of others' opinions, even when they differ from your own
* Express any differing opinions in a respectful, non-critical way
* Not make personal or insulting remarks
* Be open-minded

The instructor has the **authority**to ask a disruptive student to leave a classroom or lab. The instructor may also delete posts or materials from an online or blended class and/or take disciplinary action if disruptive behavior continues. This ensures that all students in the class have an opportunity to learn.

**How to Be a Successful Student**

Embarking on the journey of higher education can be transformative, and embracing the habits of successful students is a key component of that transformation.

**Habits of Successful Students:**

* Proactive and disciplined attendance: punctual attendance, active engagement in class activities.
* Actively seek to catch up on missed materials: acquire notes and assignments promptly.
* Engage in continuous study outside class: deepen understanding through self-study.
* Integrate feedback and seek extra credit opportunities.
* Remain fully involved in the educational process.

**Mindset and Strategic Approach:**

* Set realistic and specific learning goals for focus and direction.
* Recognize the value in each task to sustain effort.
* Maintain a positive attitude and break tasks into manageable parts.
* Regularly monitor progress and understanding.
* Embrace mistakes as learning opportunities for resilience and genuine interest in the subject.

**Academic Honesty Policy**

You are expected to be honest in all your academic work. By enrolling at the College, you agree to abide by all the standards of academic honesty and integrity and failing to observe the rules may result in academic and disciplinary action, up to and including expulsion from the College. The academic honesty policy and procedures are available online:

* [Academic Honesty Policies, Honor Code](https://www.spcollege.edu/current-students/student-affairs/student-right-to-know/student-responsibilities#:~:text=Academic%20Honesty%20Policies%2C%20Honor%20Code)
* [Academic Integrity Policies and Procedures](https://web.spcollege.edu/botrules/P4/P4_461.doc)

These documents include details on what is meant by:

* Cheating
* Bribery
* Misrepresentation
* Conspiracy
* Fabrication
* Collusion
* Duplicate submissions
* Academic misconduct
* Improper calculator, computer or online use

Some of your courses may include online material that is protected by copyright. This means that the work is available for you to use in your studies, but you can't copy and share the materials ( copyright.gov). Please see [SPC's copyright information](https://www.spcollege.edu/friends-partners/about/compliance-statements#copyright). It's your responsibility to be academically honest in all of your work.

**Generative AI Not Permitted**

The best-known example of Generative AI (Artificial Intelligence) is ChatGPT, a chatbot that allows you to type a question as if you were talking to a real person, and it quickly offers a seemingly meaningful, original answer. Tools like this are powerful and can be useful in many contexts, but you must be aware of their limitations, as they can produce inaccurate, fabricated, and even offensive content. In addition, the work produced is not technically your own. In order to avoid violating [SPC’s academic integrity policy](https://www.spcollege.edu/current-students/student-affairs/student-right-to-know), students must be sure to follow the course's policies regarding the use of artificial intelligence in academic work. The AI policies for this class are outlined below.

You are strictly prohibited from using use Generative AI (Artificial Intelligence), including ChatGPT and similar AI tools, in this course. The work produced by AI writing tools is not your own original work and is therefore unacceptable for the assignments in this course. If you cite AI-generated content, the work will be considered incomplete and receive a zero. If you do not cite, the work will be considered plagiarism and receive a zero. If you have any questions about this, please reach out to me.

**Generative AI Permitted Under Some Circumstances**

The best-known example of Generative AI (Artificial Intelligence) is ChatGPT, a chatbot that allows you to type a question as if you were talking to a real person, and it quickly offers a seemingly meaningful, original answer. Tools like this are powerful and can be useful in many contexts, but you must be aware of their limitations, as they can produce inaccurate, fabricated, and even offensive content. In addition, the work produced is not technically your own. In order to avoid violating [SPC’s academic integrity policy](https://www.spcollege.edu/current-students/student-affairs/student-right-to-know), students must be sure to follow the course's policies regarding the use of artificial intelligence in academic work. The AI policies for this class are outlined below.

You may only use Generative AI (Artificial Intelligence), including ChatGPT and similar AI tools, when assignment directions specifically state that it is allowed, and these tools must be used with caution. AI is not a replacement for your own thinking and research. AI-generated text or other content must be clearly marked and cited properly. In addition, you are responsible for confirming the veracity of any information or sources produced by artificial intelligence. If you have any questions about this, please reach out to me.

**Generative AI Permitted Within Guidelines**

The best-known example of Generative AI (Artificial Intelligence) is ChatGPT, a chatbot that allows you to type a question as if you were talking to a real person, and it quickly offers a seemingly meaningful, original answer. Tools like this are powerful and can be useful in many contexts, but you must be aware of their limitations, as they can produce inaccurate, fabricated, and even offensive content. In addition, the work produced is not technically your own. In order to avoid violating [SPC’s academic integrity policy](https://www.spcollege.edu/current-students/student-affairs/student-right-to-know), students must be sure to follow the course's policies regarding the use of artificial intelligence in academic work. The AI policies for this class are outlined below.

You are welcome to use Generative AI (Artificial Intelligence), including ChatGPT and similar AI tools, in your work for this course. However, AI is not a replacement for your own thinking and research. AI-generated text or other content must be clearly marked and cited properly. In addition, you are responsible for confirming the veracity of any information or sources produced by artificial intelligence. If you have any questions about this, please reach out to me.

**Policy: Attendance/Participation/Withdrawal**

Withdrawing from a course with a “W” or “WF” may impact students’ academic standing and financial aid eligibility including placing the student in early repayment. It is the student’s responsibility to understand the consequences of withdrawing.

**Attendance**
College policy requires students to attend class prior to the published deadline to drop with a refund. The instructor is required to report non-attendance and the student will be dropped after the second week of classes.

If you don't attend during the first two weeks of the term, you will be automatically dropped, and a “W” grade will be assigned. If you receive financial aid, you should contact a financial aid counselor to determine any impact to your award amounts.

It is the student's responsibility to know the attendance policy of the class in which they are enrolled.

* Depending on the modality of the course, attendance may be online, LIVE Online, blended, or on-campus.
* For LIVE Online classes, attendance will be taken online during the normal class meeting time/days.
* Students who are feeling ill for any reason should communicate in a timely manner with their instructor regarding attending online instead of on-campus, and/or the responsibility of excused absences. Students are also responsible to discuss completing any missed work with the instructor.

**Participation**
College policy require the instructor to report any student who is not actively participating at the 60% point of a class. The instructor will report the student by the end of the week immediately following the 60% point of the class and the student will be withdrawn from the course and assigned a “W” grade. It is the student’s responsibility to understand the instructor’s requirements for ‘active participation.'

**Student Withdrawals**

You may drop a course through the [Drop with Refund](https://www.spcollege.edu/financial-aid/receiving-financial-aid/last-day-to-drop-with-a-refund) date listed on your Fee Schedule and be eligible for a refund, although withdrawing may affect your financial aid. If you withdraw prior to completing 60% of a class and receive any form of federal financial aid (grants or loans) you will be required to repay a portion. If you are thinking of withdrawing, please speak with your instructor, an [Academic Advisor](https://www.spcollege.edu/current-students/student-affairs/student-support-resources/advising) or a [financial aid counselor](https://www.spcollege.edu/financial-aid/askfas).

Withdraw requests submitted after the last date to withdraw with a "W" (see academic calendar) will result in a "WF". Students and instructors will automatically receive an email notification through their SPC email address whenever a withdrawal occurs. Students should consult with an academic advisor or financial assistance counselor prior to withdrawing from a class.

Students who wish to withdraw completely from SPC are not able to totally withdraw from all classes through MySPC. A student must contact an Academic Advisor to totally withdraw.

**Student Survey of Instruction**

The Student Survey of Instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

**Turnitin**

The instructor of this course may require use of Turnitin.com as a tool to promote learning. The tool flags similarity and mechanical issues in written work that merit review. Use of the service enables students and faculty to identify areas that can be strengthened through improved paraphrasing, integration of sources, or proper citation. Submitted papers remain as source documents in the Turnitin database solely for the purpose of detecting originality. Students retain full copyright to their works. Review the [Turnitin Usage Agreement](https://turnitin.com/agreement.asp) for full details. Students who do not wish to submit work through Turnitin must notify their instructor via course email within the first seven days of the course. In lieu of Turnitin use, faculty may require a student to submit copies of sources, preliminary drafts, a research journal, or an annotated bibliography.

View the [Reviewing a TurnItIn/Originality Report](https://mycoursessupport.spcollege.edu/reviewing-a-turnitin-report) tutorial.

**Title IX**

At St. Petersburg College, our faculty are dedicated to fostering a secure and open environment conducive to learning for all students. Title IX prohibits gender discrimination, including sexual harassment, domestic and dating violence, sexual assault, and stalking. If you, or someone you are aware of, has experienced sexual harassment or sexual violence, or any form of sexual misconduct, which includes incidents like sexual assault, relationship violence, or stalking, please know that there are avenues for help and support.

We strongly encourage every member of our college community to be proactive, seek assistance, and report occurrences of sexual misconduct to the Title IX Office. It's important to be aware that under Title IX regulations, faculty members are obligated to report such incidents to the Title IX Office. However, if you prefer to have a conversation with someone who is not required to report, you can consult the [SPC’s Counseling Services](https://www.spcollege.edu/current-students/student-affairs/student-support-resources/student-assistance-programs/counseling-services).

St. Petersburg College urges everyone in our community to step forward, seek support, and report any incidents of sexual harassment or gender-based discrimination to the St. Petersburg College Title IX Office. They can be reached via email at SPCTitleIX@spcollege.edu or by phone at 727-341-3261. Remember, these resources are here for your support and well-being.

**Equal Access**

St. Petersburg College affirms its equal opportunity policy in accordance with the provisions of the Florida Educational Equity Act and all other relevant state and federal laws, rules and regulations. The College will not discriminate on the basis of race, color, ethnicity, religion, sex, age, national origin, marital status, pregnancy, sexual orientation, gender identity, genetic information, or against any qualified individual with disabilities in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this Rule, the College will not tolerate such conduct. Should you experience such behavior, please contact the Equal Access/Equal Opportunity Office at 727-341-3261; by mail at P.O. Box 13489, St. Petersburg, FL 33733-3489; or by email at eaeo\_director@spcollege.edu.

**Safety and Security**

We want to make sure that you are comfortable on campus and feel secure in your learning environment. The SPC campuses are very safe but you should be aware of your surroundings, just as you are anytime you are in a public space. In each classroom there is an Emergency Response Guide to help you during an emergency. It is also a good idea to be familiar with evacuation routes in buildings that you use frequently. **If you have an emergency, dial 911 immediately**. For information on campus safety and security policies, please call 727-791-2560. More information is also available on the [Campus Safety website](https://www.spcollege.edu/friends-partners/safety-and-security/campus-safety).

The college website ([spcollege.edu](http://spcollege.edu)) is the best source of information in the event of an emergency. It's possible for something like a hurricane to disrupt classes on campus; if this happens there are plans on how to help you continue your education. You should be comfortable using MyCourses as the learning management system will be key in communicating with faculty about course materials and assignments. Make sure you complete the Introduction to MyCourses so that you are familiar with sending and receiving emails, participating in discussion posts, navigating through course materials, and submitting assignments. It is important to be able to use MyCourses for learning activities if your campus is closed.

Federal and state law requires a person designated as a "sexual predator or offender" to register with the Florida Department of Law Enforcement (FDLE). The FDLE is then required to notify the college if the person attends, or is employed, by a college or university. You can find out more information by calling the FDLE hotline (1-888-FL-PREDATOR) or by visiting [offender.fdle.state.fl.us/offender](http://offender.fdle.state.fl.us/offender). A list of sexual offenders or predators registered for classes at SPC is also available.

**Titans Care (Student Assistance Program)**

As an SPC student it's vital that you know Titans Care. You can access resources through [SPC's Student Assistance Program (SAP)](https://www.spcollege.edu/current-students/student-affairs/student-support-resources/student-assistance-programs), a collaborative resource for students with mental health or general life issues. SAP provides help and education in suicide prevention, mental health, substance abuse awareness and more. It is SPC's belief that supporting mental wellness is everyone's charge and that one loss as a result of substance abuse, mental illness, or suicide is one too many. If you or a loved one are considering suicide, please call the National Suicide Prevention Lifeline at 1-800-273-8255.

**Student Concerns**

St. Petersburg College wants to make sure that you are able to receive prompt and fair resolutions to any concerns that you might have. If you feel that you have had a bad experience with a college employee, or you have a concern about college facilities, please bring it to our attention. Begin by speaking directly to the person responsible for the department; direct conflict resolution is an important skill to develop and usually brings about the best results. If you aren't satisfied with the outcome, or are not comfortable approaching the person directly, you may submit the information using an online form: [web.spcollege.edu/survey/13002](http://web.spcollege.edu/survey/13002)

If you're not able to submit the form online yourself, feel free to ask a college employee to submit the form on your behalf.

**SPC Vaccination Policy**

SPC is concerned about the health and well-being of all students. We encourage all students to remain current on vaccinations as suggested by appropriate health authorities. SPC does not require vaccinations for general admissions to our degree or certificate programs, with some exceptions for specific programs.

**Instructional Continuity During Emergencies**

The St. Petersburg College website at [www.spcollege.edu](http://www.spcollege.edu) is the official source of college information regarding the status of the institution. Other important information will be communicated via SPC Alert, local media outlets, and the college toll-free phone number 866-822-3978. All decisions concerning the discontinuation of college functions, cancellation of classes, or cessation of operations rest with the President or his/her designee. The College realizes that it is possible for a significant natural disaster to compromise SPC campus facilities sufficiently to disrupt the delivery of classes on campus/campuses for an extended period and is planning ways our operations can continue following such an emergency.

So, if a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, please visit the college website for an announcement of the College's plan to resume operations.

Further, in the event of such a disaster, the Instructor will continue using the Learning Management System (LMS) of MyCourses for continuation of all required learning and instructional activities in this course, including the issuing of graded online assignments and expectation of student completion of those graded assignments.

Therefore, to keep up with all activities in this course during and after a natural disaster, please plan to continue this course by maintaining online access to MyCourses (possibly through duration of the course’s regularly scheduled end date). We will finish this course in MyCourses, as directed by your Instructor online, and your Instructor will use all graded assignments to assess and issue your final letter grade for this course, as normally planned, despite occurrence of the natural disaster.

For all current updates on pandemic conditions or other events, please visit SPC Updates at <https://www.spcollege.edu/spc-updates>

**Terms of Instruction**

Please note that the instructor of this course reserves the right to make any changes to the syllabus, course schedule, calendar of events, discussion threads, assignments, etc. throughout the course of the semester. You will be notified of those changes in advance (or as much as possible in advance) when this occurs. Changes may be necessary for various reasons, including instructor illness, students’ progress, weather events, institutional needs, etc. Please approach any changes with flexibility and understanding.