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**AMERICAN NATIONAL GOVERNMENT**

**ONLINE POS 2041 AMERICAN NATIONAL GOVERNMENT**

**SPRING 2017**

**INSTRUCTOR**

Professor: Kimberly G. Jackson

Academic Department Chair, Downtown and Midtown Campuses and Weekend College Allstate Campus

Phone: 727-398-8286

Location: MT-JC 307

Office Hours: Monday and Wednesday 9am to 5pm (may have afternoon meetings, mornings are definitively for students)

Email: Jackson.kim@spcollege.edu

**ADMINSTRATION**

Dr. Joseph Smiley, Dean, Social and Behavioral Sciences

Office location: Tarpon Springs Campus, PS 105

Office phone number: 727-712-5851

**INSTRUCTOR PHILOSOPHY:**

I am an advocate of elevating yourself in all manners. As an instructor I believe it is my duty to help you explore your ideals and challenge your thought. Freedom of expression and diverse opinions are welcomed in all forms. I trust and enforce respect for opposing viewpoints and expect all students to respect their peers perspectives in the classroom and in other social media forms related to the course. If you need my assistance with locating internship opportunities or would like to become more involved in our community please let me know. I also have an internship class, (POS 2949) with the City of St. Petersburg.

I am absolutely committed to promoting you success in and out of the classroom.

**COURSE INFORMATION (16 Weeks)**

**Course: POL 2041 (Section 3436)**

**American Government, Online**

Begins: January 8, 2017 (Spring 2017)

Ends: May 4, 2017

**COURSE DESCRIPTION**

This survey course provides a comprehensive examination of the American political system. Through this course students will become familiar with theory, organization, principles, and function of the American national government, and various elements within the political system that impact policy outcomes.

**COURSE OBJECTIVES**

*The student in this course will:*

1. Identify the major components of American political government.

2. Describe the development of the American Constitution.

3. Define democracy and the American democracy per se.

4. Describe the development of democratic voting rules and rights in the U.S.

5. Describe, compare and distinguish the roles of the American Presidency, Congress and the Supreme Court.

6. Define the role of American political parties.

7. Describe the major elements in the American political campaigns and elections.

8. Describe the importance of the American public opinion.

9. Describe and explain the impact of the media on individual and group political behavior.

10. Describe the characteristics and impact of interest groups upon the American political system.

11. Describe the structure of bureaucracy in the U.S. national political system.

12. Describe and analyze some major aspects of the American political system concerning the economy, inequality and foreign policy

**PREREQUISITES**

Prerequisites: (ENC0020, ENC0025, ENC0990, ENC0056 or ENC0055) and (REA0017, REA0002, REA0990 or REA0056); or EAP1695; or appropriate scores on SPC placement test. Cannot be taken with IDS 2103H.

**REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION**

1. Bardes, Barbara., Shelley, Mack., Schmidt, Steffen. The Essentials. 2015-16 Edition. Cengage Learning. ISBN: 1-133-60437-4
2. Other readings as provided by the instructor.

**IMPORTANT DATES**

Refund Drop Date: January 13, 2017

Withdrawal “W” Grade Drop Date: March 22, 2017

**CLASS SCHEDULE:***Adjusted as Necessary*

Module 1: Due January 23, Citizenship Quiz, Discussion 1, Quiz 1

Module 2: Due February 6, Quiz 2, Discussion 2

Modules 3 &4: Due February 27th, Quiz 3, Writing Assignment 1, Quiz 4, Writing Assignment 2

Midterm Exam: Due March 4th

Modules 5& 6: Due March 29th, Quiz 5, Discussion 3, Quiz 6, Written Assignment 3

Module 7: Due April 10th, Quiz 7, Discussion 4

Modules 8 and 9: Due April 25th, Quiz 8, Written Assignment 4, Quiz 9, Discussion 5

**Civic Engagement Research Project: Due April 5th**

Final Exam: Due May 3rd

**Other Assignments:**

Extra Credit: Due May 4th

**Please notice that each unit contains several Discussion Boards and/or Writing Assignments Each.**

As you can see below, you may**drop the lowest Essay and the Highest Essay grade will be doubled.** Those points are included in the Dropping and Doubling Extra Credit Section. The same process will be in effect for the Discussion Boards.

The assignments for each module (except the Exam) are all due **on the same date** for all corresponding assignments within that module. Thus, the discussions and writing assignments are always due on the same date. Please consider that when planning your assignments. Give yourself ample time. **Pay attention to the late policy penalty on the Syllabus.**

Finally, there is a Civic Engagement/Awareness project. Please read the CE packet which explains the assignment. You will do a 2 or 4 page report depending on whether or not you do 4-5 hours of community engagement.

**There is an Extra Credit Assignment for those who elect to complete it.**

Please email me any questions.

**SUBMITTING ASSIGNMENTS**

* Assignments are to be submitted though the assignment item in its module
* Students should also keep an electronic copy of all assignments submitted on their personal computer until the end of the semester.
* Assignments will be submitted for an originality check (plagiarism detection).

**Please do not wait until the last minute to submit assignments.** You are submitting items over the Internet. There are **many things that can go wrong in the path between your computer and the My Courses course site**. Your personal computer/Internet Service Provider issues are not acceptable explanations of late work. I will only accept assignments by email ([Jackson.kim@spcollege.edu](mailto:Jackson.kim@spcollege.edu)) during emergency situations when connection problems are the result of equipment or Internet failure. In addition, if tech problems create a significant hardship to the submission your assignment by the due date, I will adjust the due date. This information will be relayed by email and through an announcement.

**Students must, therefore, take responsibility for planning and pacing their own work as well as developing time management skills.**

**GRADING**

Letter grades will be determined on the following basis:

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| **Grading Scale** | | **Assignment Categories** | |
| 90-100% | A | **Tests** (2 @ 150 pts each –) | 300 pts |
| 80-89% | B | **Essays** (4@ 50 pts each) **Lowest Dropped, Highest Doubled** **(Thus, it is really 3 Essays)** | 200 pts |
| 70-79% | C | **Discussion Blogs** (5@ 30 pts each)  **Lowest Dropped, Highest Doubled** **(Thus, it is really 4)** | 150 pts |
| 60-69% | D | **Civic Engagement/Awareness** | 150 pts |
|  |  | **Quizzes** | 200 points |
|  | | **Total** | **1000 pts** |

You may**drop the lowest Essay and the Highest Essay grade will be doubled.** Those points are included in the Dropping and Doubling Extra Credit Section.

You may also **drop the lowest Discussion Board post as the Highest Discussion Board post will also be doubled.** Those points are also included in the Dropping and Doubling Extra Credit Section.

**Rubrics for essays and discussion boards will be posted on My Courses. Please review them carefully.**

***MAKE-UP AND LATE ASSIGNMENTS POLICY***

**Students are expected to comply with assignment due dates.** Please notify me if you cannot comply with the due dates as posted in the S***chedule of Assignments*** and in the **Course Info** area of the course.

**Late work is penalized accordingly**: (Exams may not be turned in late)

1-3 days = 15% penalty

Beyond 3 days= no grade

*Excused Absences:* The instructor understands that various things can occur, such as medical emergencies, in which an out of control situation could disrupt the student’s ability to take an exam or complete essays/assignments on time. **Please notify the instructor in a timely manner and provide any necessary documentation so that we can work together to come up with a mutually satisfying accord.**

**SUMMARY OF WRITING ASSIGNMENTS:**

**There will be FOUR 3-Page Papers and ONE Civic Engagement Paper, (Only 3 will count)**

**There will be FIVE Discussion Boards ( Only 4 Discussions will count)**

Writing Requirements There is a substantial writing requirement in this course. To satisfy this requirement, you will write several types of papers and reply to discussion posts topics. Take care to organize your thoughts before you post your response to discussion post topic. Review the Rubric provided in My Courses, check your spelling, sentence and paragraph structure before you post. After you post you cannot delete what you posted. All assignments completed through MyCourses must be submitted within the allotted time. **E-mailed assignments outside of MyCourses will NOT be graded**. Make sure to save a copy of all your work outside of MyCourses before you submit it. You must use the APA citation style for all writing assignments in this course. If you need assistance with APA please review the resources provided in My Courses for APA or contact the Learning Resource Center.

Refer to The Little, Brown Handbook for examples of the APA style. There should be a copy of this book on reserve at SPC libraries. You can access APA citation style information online through the SPC library online Web site. Here is the APA page. <http://spcollege.libguides.com/content.php?pid=98920&sid=742315>

**CIVIC ENGAGEMENT PROJECT**

Please click on the Civic Engagement module to read about **the 150 point civic engagement project**. You can do an engagement project or an awareness project depending on your interests and lifestyle. Overall, the goal is to learn about a pertinent and pressing community issue and to examine ways in which citizens can participate in the development of their community. Please click on the link as the awareness/engagement projects each contain different components.

**EXTRA CREDIT- Please check the extra credit module for information on possible extra credit assignments.**

*EVALUATION TECHNIQUES*

Note on Writing Activities: Your grade in this section will reflect the quality of the college level writing you produce – **not necessarily your *effort***. While extra effort is admirable, you will be successful throughout the remainder of your college experience only if you are able to produce college level writing.

***GRADING RUBRIC FOR ESSAYS****:*

* Thesis Statement (20 points): The thesis states statement highlights the main ideas/arguments of the essay
* Organization/Clarity (20 points): The essay is clear and well-organized. The ideas are expressed with little confusion for the reader. The essay consists of an introductory paragraph, several paragraphs that contain the content and a summary of the essay in the final paragraph.
* Factual Information (40 points.): The information presented supports the thesis statement. The essay is factually correct and accurately represents and cites facts and ideas. There is a strong breadth of content.
* Grammar/Spelling/Following Directions (20 points): The essay is well-written. It contains correct spelling. The student avoids sentence fragments and run-on sentences. The essay is at least three pages and is written Times New Roman font (size 12) and is double spaced.
* More info on Formatting included in the Essay Writing component of the Rubrics tab

***However, some important points to always remember include:***

* **Double-space** all typing in all documents. A serif typing font should be used, something like Times, Times Roman, or Times New Roman in a 12-point font size. Don't use anything fancy and avoid the non-serif fonts (except for headlines, if you have any), as they can become difficult to read after a while; cursive scripts are forbidden. Never mix font styles.
* **Use one-inch margins** all the way around the edge of your text. Do not use justified margins (even right margins), even though your word-processor makes that look really nifty. Justified margins tend to create some word-divisions and spacing that are not appropriate.
* Include a **page header** (also known as the "running head") at the top of every page. To create a page header/running head, insert page numbers flush right. Then type "TITLE OF YOUR PAPER" in the header flush left using all capital letters. The running head is a shortened version of your paper's title and cannot exceed 50 characters including spacing and punctuation.
* **Titles** **pag**e. Please see this web link on the proper way to do title pages. https://owl.english.purdue.edu/owl/resource/560/01/

**GRADED ASSIGNMENTS – RETURNED**

Student assignments that are submitted by the stated due date will be graded and returned within 1 week of the due date.

Your corrected (graded) assignments with comments about the quality of your work can be accessed through the Student Gradebook. Click on the underlined score for an assignment to open the window containing my comments.

**SYLLABUS/SCHEDULE CHANGES**

Occasionally, changes to the syllabus or schedule of assignments may be necessary. Students will be notified of any changes to the syllabus through email or via our My Courses Newsfeed announcement.

**CLASS POLICIES**

*COURSE ETIQUETTE/NETIQUETTE*

1. Students must respect others during class discussions and lectures.

2. Inappropriate language or gestures will not be tolerated.

3. If you require special accommodations, have concerns about the class or class procedures, your grade or if you wish to withdraw from the class, please speak to the instructor before or after class about your needs.

4. Failure to follow these rules could result in you being dropped from the class.

*ADDITIONAL MAJOR CLASS POLICIES*

1. As commonly defined, **plagiarism** consists of passing off as one's own the ideas, words, writings, etc., which belong to another. In accordance with this definition, you are committing plagiarism if you copy the work of another person and turn it in as your own, even if you should have the permission of that person. Plagiarism is one of the worst academic sins, for the plagiarist destroys the trust among colleagues without which research cannot be safely communicated.
2. Students should be aware that **academic dishonesty** involves acts other than plagiarism. Cheating is also another sin in academic work. Ultimately cheating will destroy one’s ability to trust its own ideas and insights. If a student is observed cheating on tests, exams, the student will be subjected to the procedures stipulated in the handbook. Punishment may result in a grad of “F” or dismissal from the course. For more information on this issue please visit [www.spcollege.edu/academichonesty/](http://www.spcollege.edu/academichonesty/)
3. **Course withdrawal**: Students should familiarize themselves with the policies and procedures contained in the student handbook. Students who simply discontinue attending class without officially withdrawing from the course will receive a grade based upon the total points they have accumulate in the course. Ordinarily, the result will be a grade of “F.” Please visit the following website for more information and useful links <http://www.spcollege.edu/handbook/>.
4. Everyone can be successful and receive credit for this class. **To be successful** requires each student to follow the directives outlined here, and to put forth his/her best effort based on each one’s capabilities. If you have questions, concerns or problems, please see the instructor for help immediately.

**TECHNICAL SKILL REQUIREMENTS**

You should be comfortable with the following:

* using a word processor (changing font, spell check)
* using presentation software (i.e. PowerPoint)
* using email for communication
* sending an email attachment
* navigating the Internet
* using an Internet search engine

**AWARENESS OF TEACHING METHODS**

The course is taught in an online format. Thus, strategies may include: reading resources (textbooks); written assignments; PowerPoints, individual projects; webinars; use of the discussion blogs, Internet, and email.

**STUDENT RESPONSIBILITIES IN GROUND COURSES THAT USE ONLINE COMPONENT**

Many students find the student responsibilities and expectations for regular courses to be different from student responsibilities and expectations for ground courses that take advantage of online learning interactivity.

**The following statements identify your responsibilities in this course-**

* I will ask questions directly and immediately if I do not understand the instructions or due dates for an assignment.
* I will organize my time in a way that allows me to thoughtfully and thoroughly complete assignments.
* I will be responsible for keeping up with when assignments are due and submitting them on time or before they are due.
* I understand that technical problems with D2L, MyCourses require that I contact technical support.
* I will fully participate in online discussion boards by reading and responding respectfully to my classmates and instructor. I understand that participation is a requirement of this course and that it counts toward my grade.

**COMMUNICATING WITH THE INSTRUCTOR**

Email is typically checked daily. Please allow for a 24-48 hour response time (weekends excluded). Of course, students are very welcome (and encouraged) to meet with the instructor during office hours! Assistance with essay writing, discussions and assessment can be provided individually in a face to face setting. In addition, you can also come to my office to discuss your career aspirations and to seek assistance in finding appropriate internship opportunities!

**STUDENT RESOURCES:**

**COLLEGE CALENDAR** - [www.spcollege.edu/calendar/](http://www.spcollege.edu/calendar/)

**M.M. BENNETT LIBRARIES**- [www.spcollege.edu/libraries/](http://www.spcollege.edu/libraries/)

**CAREER SERVICES**- [www.spcollege.edu/careerservices/](http://www.spcollege.edu/careerservices/)

**INTERNATIONAL STUDENT SERVICES** - [www.spcollege.edu/internationalstudents/](http://www.spcollege.edu/internationalstudents/)

**LEARNING SUPPORT COMMONS (Tutorial Services)** - [www.spcollege.edu/tutoring/](http://www.spcollege.edu/tutoring/)

**SPC VETERAN AFFAIRS** - [www.spcollege.edu/veterans/](http://www.spcollege.edu/veterans/)

*Accessibility Services:* Any student whose disability falls within the American Disabilities Act (ADA) and requires accommodations should contact the Learning Specialist on campus. If you have a documented hearing loss, please contact the Program for the Deaf/Hard of Hearing at (727) 791-2628. If you expect to need assistance in the event of an emergency classroom evacuation, please contact your campus Learning Specialist immediately about arrangements for your safety. The Office of Services for Students with Disabilities can be reached at (727) 791-2628 or (727) 791-2710 (CL), (727) 341-4758 (SP/G), (727) 394-6108 (SE), (727) 712-5789 (TS) or (727) 341-4532 (AC). Accommodations will not be provided without documentation in writing from the appropriate St Petersburg College office. Please visit the Disabilities Resources website for more information and useful links <http://www.spcollege.edu/dr/>.

*Advising*

A complete list of student support and advising services can be found here: <http://www.spcollege.edu/se/campus/departments/student_services.htm>

**SEXUAL PREDATOR INFORMATION**

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 local law enforcement agency where the registrant resides, attends, or is employed by an institution of higher learning. Information regarding sexual predators or offenders attending or employed by an institution of higher learning may be obtained from the local law enforcement agency with jurisdiction for the particular campus by calling the FDLE hotline (1-888-FL-PREDATOR) or (1-888-357-7332), or by visiting the FDLE website at<http://offender.fdle.state.fl.us/offender/homepage.do>

A list of sexual offenders or predators registered for classes at SPC is available here:<http://www.spcollege.edu/CampusSafety/#tab=4>

**CAMPUS SAFETY AND SECURITY**

For information on campus safety and security policies please contact **727-791-2560**. If there are questions or concerns regarding personal safety, please contact the Provost, Associate Provost, Campus Security Officer, or Site Administrator on your campus. [www.spcollege.edu/CampusSafety/](http://www.spcollege.edu/CampusSafety/)

**TECHNICAL SUPPORT**

http://web.spcollege.edu/helpdesk/

**EMERGENCY PROCEDURES:**

Please, familiarize yourself with the emergency procedures and evacuation routes located in the buildings you use frequently. Located in each classroom is an Emergency Response Guide (flip-chart) that contains information for proper actions in response to emergencies. You should be prepared to assess situations quickly and use good judgment in determining a course of action. You should evacuate to assembly areas in an orderly manner when an alarm sounds or when directed to do so by college faculty or staff or emergency personnel. You may access additional emergency information by going to [www.spcollege.edu/security](http://www.spcollege.edu/security).

**DUAL ENROLLMENT, EARLY ADMISSIONS, & EARLY COLLEGE STUDENTS**

A Dual Enrollment, Early Admissions, or Early College student may not withdraw from any college course without permission from the Early College/Dual Enrollment office. Withdrawal from a course may jeopardize the student's graduation from high school. The Dual Enrollment office can be reached at 727 712-5281 (TS), 727 791-5970 (CL) or 727 394-6164 (SE). [www.spcollege.edu/central/de/index.htm](http://www.spcollege.edu/central/de/index.htm)

**ATTENDANCE / ACTIVE PARTICIPATION / WITHDRAWAL POLICIES**

Faculty will publish their own participation/attendance policies in their syllabi. However, Instructors will verify that students are in attendance during the first two weeks of class. Students classified as “No Show” for both of the first two weeks will be administratively withdrawn from any class which they are not attending. The student’s financial aid will be adjusted based on their updated enrollment status. If a student is administratively withdrawn from a class because they were a “No-Show” during the first two weeks of class, financial aid will not pay for the class and the student will be responsible.

Students who are not actively participating in class as defined in an instructor's syllabus will be reported to the Administration during the week following the last date to withdraw with a “W” (as posted in the academic calendar on the college’s web site). A grade of “WF” will be assigned to students who are not actively participating during the week following the last day to withdraw with a W grade.

Students will be able to withdraw themselves at any time during the term. However, 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.

Withdrawing after the “Last Date to Withdraw with a Grade of ‘W’” can have serious consequences. If the student withdraws from a class after the deadline posted in the academic calendar, the student will receive a final grade of ‘WF,' which has the same impact on the student's GPA as a final grade of “F.” A “WF” grade also could impact the student's financial aid, requiring repayment of financial assistance. Students should consult with an academic advisor or financial assistance counselor prior to withdrawing.

**FEDERAL GUIDELINES RELATED TO FINANCIAL AID AND TOTAL WITHDRAWAL FROM THE COLLEGE**

The U.S. Department of Education requires students who completely withdraw prior to the 60% point of the term and who receive Federal financial aid i.e., Federal Pell Grant, Federal Academic Competitiveness Grant (ACG), Federal Stafford Loan, and/or Federal Supplemental Educational Opportunity Grant SEOG--to repay a portion of their aid. **Students considering a withdrawal from all classes before the published withdrawal date** should consult a financial assistance counselor to understand their options and the consequences of the total withdrawal. For further information regarding this policy and other financial assistance policies we encourage you to visit our website at: [www.spcollege.edu/getfunds](http://www.spcollege.edu/getfunds)

Additional on many of these resources and policies can be found at the official **SPC Syllabus addendum.** This can be found at the following link: <http://www.spcollege.edu/addendum/>