AMERICAN NATIONAL GOVERNMENT SYLLABUS

Course: POS 2041-123 American National Government
Sections: 2167: EC-Internet
Instructor: Professor Dean S. Ratty
Instructor Contact Info: office: TBD; phone: (727) 341-4125; e-mail: Ratty.Dean@mycourses.spcollege.edu
Office Hours: By appointment only.
Course website access: MyCourses@spcollege.edu

ADMINISTRATION
Professor: Dr. Douglas Rivero
Academic Department Chair, Seminole and eCampus
Phone: 727-394-6948
Location: UP Center 337 F
Office Hours: Monday to Friday 8am to 5pm (may have afternoon meetings, mornings are definitively for students)
Email: Rivero.Douglas@spcollege.edu

Dr. Joseph Smiley, Dean, Social and Behavioral Sciences
Office location: Tarpon Springs Campus, PS 105
Office phone number: 727-712-5851

Course Description: An intensive study of the philosophy, history, structure, and function of the United States Government.
The content of class will include, but not be limited to, the following…
1. Principles of American Government
2. Origins of American Government
3. Constitution
4. Federal System
5. Legislative Branch
6. Executive Branch
7. Judicial Branch
8. State Government and Local Government
9. The Political Process
10. Comparative Political and Economic Systems
11. Foreign Policy
12. Interest Groups
13. The Bureaucracy
14. Civil Rights and Liberties

Required Prerequisites/Background: (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.
Proficiency in college-level reading, writing, critical thinking, and computer/internet usage. I will direct you to the appropriate campus support services if you or I believe you need help in any of these areas.


Important Dates
Refund Drop Date: 1/13/2017
Withdrawal “W” Grade Drop Date: 3/22/2017

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.
Class Attendance and Active Participation Policy: All SPC attendance policies are in effect.

Course Requirements:
1) Access and read/watch/listen/complete all items for POS 2041-123 Section# 2167 through SPC myCourses Course Content tab.
2) 16 one page (single spaced, indent paragraphs, spell check, times new roman 9pt) explanatory essays. Details for each page will be outlined in the weekly dropbox. Attach completed paper to a dropbox. 16 x 50pts. = 800pts total.
3) One 1200 word EXPLANATORY OR ARGUMENTATIVE critical thinking research paper (details under POS 2041-123 Section # 2167 SPC myCourses Course Content tab ) 100pts. Note: you must turn in your final draft edits from the SPC library writing lab or Smarthinking with final paper. Details on the possible use of Turnitin too follow.

SPECIAL NOTE ON RESEARCH PAPER:
- Thesis Statement (20 points): The thesis 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 conclusionary paragraph. DO NOT WRITE “IN CONCLUSION.”
- 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.

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 page. 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.

<table>
<thead>
<tr>
<th>Grade Weights:</th>
<th>Grading scale (straight scale):</th>
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<tbody>
<tr>
<td>Written assignments 800pts</td>
<td>A 90-100% (800-900 points)</td>
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<tr>
<td>Research paper 100pts</td>
<td>B 80-89.99% (700-799 points)</td>
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<tr>
<td>Total: 900</td>
<td>C 70-79.99% (600-699 points)</td>
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<tr>
<td></td>
<td>D 60-69.99% (500-599 points)</td>
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<tr>
<td></td>
<td>F 0-59.99% (0-499 points)</td>
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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 during emergency situations when connection problems are the result of equipment or Internet failure at BCU. 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.
More Info on Assignments

Just as in the “real world”, assignments are varied, integrated, and overlapping, and students must focus on multiple issues, projects, and demands. Students must, therefore, take responsibility for planning and pacing their own work as well as developing time management skills. Late assignments will be excused only upon written verification of a serious medical condition, family emergency, or any other official college-approved excuse.

Student Responsibilities in 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.

Communicating with the Instructor

Email is typically checked daily. Please allow for a 24-hour response time (may be up to 48 hours on the weekend). 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.

Nondiscrimination Policy: St. Petersburg College does not discriminate on the basis of race, color, national origin, age, religion, sex, sexual orientation or disability. I do my best to maintain a positive learning environment based upon open communication and mutual respect. If you have any suggestions as to how I can improve the learning environment in this course, please let me know. I will appreciate your thoughts and give them serious consideration. Also, if you are a person with a disability, contact the Office of Accessibility Services (ODS) 727-791-2710. Please let me know as soon as possible regarding any official accommodations OA has arranged involving this course.

Ethics Policy: Violations of the Code of Student Conduct (including but not limited to cheating or plagiarism) will be dealt with according to official St. Petersburg College policy.

TENTATIVE Course Schedule: You should keep reading until you are able to answer for yourself the quiz question(s) for each reading.

<table>
<thead>
<tr>
<th>WEEK</th>
<th>TOPIC</th>
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<tbody>
<tr>
<td>Week 1 (Jan. 9):</td>
<td>Syllabus and Course Overview; Democratic Republic (Chapter 1)</td>
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<tr>
<td>Week 2 (Jan. 16):</td>
<td>U.S. Constitution (2)</td>
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<tr>
<td>Week 3 (Jan. 23):</td>
<td>Federalism (3)</td>
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<tr>
<td>Week 4 (Jan. 30):</td>
<td>Civil Liberties (4)</td>
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<tr>
<td>Week 5 (Feb. 6):</td>
<td>Civil Rights (5)</td>
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<td>Week 6 (Feb. 13):</td>
<td>Public Opinion and Political Socialization (6)</td>
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<td>Week 7 (Feb. 20):</td>
<td>Interest Groups (7)</td>
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<td>Week 8 (Feb. 27):</td>
<td>Political Parties (8)</td>
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<td>Week 9 (Mar 6):</td>
<td>Campaigns and Elections (9)</td>
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<td>Week 10 (Mar. 20):</td>
<td>The Media (10)</td>
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<td>Week 11 (Mar. 27):</td>
<td>The Congress (11)</td>
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<td>Week 12 (Apr. 3):</td>
<td>The President (12)</td>
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<td>Week 13 (Apr. 10):</td>
<td>The Bureaucracy (13)</td>
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<td>Week 14 (Apr. 17):</td>
<td>The Courts (14)</td>
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<td>Week 16 (May 1):</td>
<td>Foreign Policy (16)</td>
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Civic Engagement Opportunities:
- Study Abroad: [https://www.spcollege.edu/studyabroad/](https://www.spcollege.edu/studyabroad/) POC Ramona Kirsch phone 727-341-4732.
- Model United Nations: [https://www.facebook.com/SPCModelUNTeam](https://www.facebook.com/SPCModelUNTeam)
- Center for Civic Engagement: [http://cclce.spcollege.edu/](http://cclce.spcollege.edu/)
- Engage for Change Survey: [https://web.spcollege.edu/survey/9589](https://web.spcollege.edu/survey/9589)
- Coordinate with instructor for additional opportunities.

**Syllabus Addendum**

In the event that topics listed in this addendum also appear in your syllabus, please note that you should rely on the addendum information as this information is the most current.

**IMPORTANT COLLEGE POLICY REGARDING COURSE DROP/ADD PERIOD AND AUDIT INFORMATION:**
Students CANNOT add a course following the 1st day the class meets prior to the second class meeting. Students CAN drop a course through Friday of the first week of classes and be eligible for a refund. Except by appeal to an associate provost, students may not change from credit to audit status after the end of the first week of classes. Online classes may be added through the standard drop/add period for that course.

**GRADING AND REPEAT COURSE POLICIES**

State policy specifies that students may not repeat courses taken at SPC for which a grade of “C” or higher has been earned except by appeal to an associate provost. Students may repeat a course one time without penalty. On the third attempt, students will pay the full cost of instruction. In addition to any required lab or special fees, the full cost of instruction rate for 2016-2017 is $386.90 per credit hour. In addition, on the third attempt students may NOT receive a grade of “I,” “W,” or “X,” but must receive the letter grade earned. The grade on the final last attempt with the exception of a “W” grade will be the grade that will be calculated into the overall grade point average. (Developmental courses do not average into the grade point average). Courses taken at another college or university, and later repeated at SPC, are also subject to the College’s academic average and repeat course policy, meaning that the most recent attempt shall prevail, regardless of the earned grade at SPC.

**ATTENDANCE / ACTIVE PARTICIPATION / WITHDRAWAL POLICIES**

Faculty publish their own participation/attendance policies in their syllabi. Instructors 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 are administratively withdrawn from any class which they are not attending. The student’s financial aid is 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 for paying for that class.
Students who are not actively participating in class as defined in an instructor's syllabus are reported to the Administration during the week following the last date to withdraw with a “W” on the Academic Calendar. 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 can withdraw themselves at any time during the term. However, requests submitted after the last date to withdraw with a “W” on the Academic Calendar will result in a “WF.” Students and instructors will automatically receive an email notification through their SPC email address for withdrawals. 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, on 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 and counselor prior to withdrawing from a class.

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 financial 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

COLLEGE LEVEL ACADEMIC SKILLS (CLAS) GRADUATION REQUIREMENTS
College Level Academic Skills

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

ACADEMIC HONESTY
It is your responsibility to be familiar with St. Petersburg College's Academic Honesty policies and the consequences of violations. There is no tolerance for any form of academic dishonesty. Discipline can range from a zero on a specific assignment to expulsion from the class with a grade of "F" and the possibility of expulsion from the college. Note that copying/pasting published information without citing your sources, whether the information is from your textbook or the Internet is plagiarism and violates this policy. Even if you slightly change the words from an outside source, the ideas are someone else's so you still have to cite your sources. Cheating, plagiarism, bribery, misrepresentation, conspiracy, and
STUDENT EXPECTATIONS

So that all of your attention can be focused on the lessons to be learned, all electronic devices including computers, cell phones, and related devices are to be silenced and/or turned off in the classroom unless they are required for academic purposes. Any use of these devices (including texting) for non-academic purposes draws your attention away from the course work and is therefore a violation of College Policy and 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 are expected to complete the Introduction to MyCourses so that you are comfortable with the system and can complete your assignments. Whether you are in an online classroom or a physical classroom, certain behaviors are expected when you communicate with your peers and your instructors. You are expected to contribute to a positive learning/teaching environment, respecting the rights of others and their opportunity to learn. No student has the right to interfere with the teaching/learning process. Below are the SPC student expectations for behavior and interaction; these guidelines pertain whether your course is online or in the classroom.

When communicating, you should always: Treat everyone with respect in every communication Always 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 all college level communication should use correct grammar, whether written or spoken. Avoid slang. When communicating online, use correct spelling and avoid texting abbreviations such as “u” instead of “you” Just as you wouldn’t yell in the classroom, avoid using the caps lock feature as it can be interpreted as yelling. 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 taken seriously or offensively. Be cautious with personal information (both yours and others’)

When you send an email to your instructor, department chair, dean, or classmates, you should:
Use a descriptive subject line. Avoid attachments unless you are sure your recipients can open them Be clear, concise, and courteous. Sign your message with the name you prefer. 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 Be sure to 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. When you disagree with someone, you should express your differing opinion in a respectful, non-critical way. Do 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.
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.

EMERGENCY PREPAREDNESS
The college website at 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 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. In the event that a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, you may be provided the opportunity to complete your course work online. Following the event, please visit the college Web site for an announcement of the College’s plan to resume operations. Students should familiarize themselves with the emergency procedures and evacuation routes located in the buildings they use frequently. Located in each classroom is an Emergency Response Guide (flip-chart) that contains information for proper actions in response to emergencies. Students should be prepared to assess situations quickly and use good judgment in determining a course of action. Students 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 services personnel. Students may access additional emergency information by going to www.spcollege.edu/safety/. In face to face courses your instructor will review the specific campus plans for emergency events.

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/

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

ACCESSIBILITY RESOURCES
Accessibility Resources at SPC wants to help you succeed. If you have a documented accessibility need or think that you may have learning or other accessibility concern and would like to request accommodations, please make an appointment with the Accessibility Resources Specialist on your campus. If you will need assistance during an emergency classroom evacuation, please contact your campus Accessibility Resources Specialist immediately about arrangements for your safety. Accessibility Resources staff can be reached at 791-2628 or 791-2710 (CL), 341-4316 or 341-4310 (SP/G), 394-6289 (SE), 712-5789 (TS), 341-3721 (HEC), 398-8284 (AC, MT), or 341-7913 (DT, EPI).
If you would like more information, you can learn more about Accessibility Resources on our website: www.spcollege.edu/dr

COMPLAINTS
St. Petersburg College is committed to providing prompt and fair resolution of all student concerns. SPC offers a simple process to submit your complaint. Complaints can range from an experience with, or treatment by, a college employee to a matter relating to college facilities. Your complaint may be academic, relating to Classroom, Library or Learning Support issues; or non-academic, involving Student Services (issues with Financial Aid, Advising or other departments), Auxiliary Services (bookstores, food services) or Issues with SPC services (buildings, parking lots, etc.)To learn more about the complaint process, visit our complaints page at www.spcollege.edu/complaint/

MYCOURSES MAINTENANCE WINDOWS
MyCourses will be down for maintenance every 4th Sunday of each month, from 1-7 a.m.

OTHER SUPPORT SERVICES:
COLLEGE CALENDAR - www.spcollege.edu/calendar/
M.M. BENNETT LIBRARIES - www.spcollege.edu/libraries/
CAREER SERVICES - www.spcollege.edu/careerservices/
INTERNATIONAL STUDENT SERVICES - www.spcollege.edu/internationalstudents/
LEARNING SUPPORT COMMONS (Tutorial Services) - www.spcollege.edu/tutoring/
SPC VETERAN AFFAIRS - www.spcollege.edu/veterans/
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/

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