Federal Government  
GOVT 2305 – Sections 23417  
Brookhaven College – DCCCD  
Division of Social Sciences  
Spring 2017 – INET (8 Week)  

Instructor Information  
Name: Jennifer Ross  
E-mail: jross@dcccd.edu (Primary method of contact)  
Tech Support #: (972) 669-6402  

Required Textbooks/Reading materials:  
  
  **Note: Special pricing of 30% discount available through the Brookhaven College bookstore only.**  
- Dallas Morning News, New York Times or access to any other major newspaper (knowledge of current events will be essential to course activities).  

Technology Requirements  
- Internet access (free access available in campus computer labs)  
- USB flash drive for back-up storage of electronic files  
- Active E-mail account (check at least three times per week)  
- Basic use of a personal computer (word processing and internet browsing).  
- Access to the DCCCD e-campus system: [http://ecampus.dcccd.edu](http://ecampus.dcccd.edu)  

Technical Support:  
- Everything you need to know about accessing e-campus, using the tools and contacting tech support is located at this link: [http://ecampus.support.dcccd.edu/v91/studenttutorials/studentIndexv91.html](http://ecampus.support.dcccd.edu/v91/studenttutorials/studentIndexv91.html)  

Software Requirements (free versions of these programs are available for download on e-campus and inside the course):  
- Microsoft Office or Open Office (word processor and presentation viewer)  
- Windows Media Player  
- Adobe Acrobat Reader  
- All Quizzes/Tests/Exams for this course require the use of the Respondus Lockdown Browser. This must be installed on the computer from which you intend to take a quiz. As part of the course orientation, you will be asked to view the following guide on installing and using the Respondus Lockdown Browser: [http://ecampus.support.dcccd.edu/v9/studenttutorials/StudentLockDownBrowser/StudentLockDownBrowser.htm](http://ecampus.support.dcccd.edu/v9/studenttutorials/StudentLockDownBrowser/StudentLockDownBrowser.htm)
Course Grading System

Grading Scale (point system)
A =  900 – 1000
B =  800 – 899
C =  700 – 799
D =  600 – 699
F =  0 – 599

Activity Grade Values (*required activity)

<table>
<thead>
<tr>
<th>Activity Grade Values</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Orientation Quiz</td>
<td>4%</td>
</tr>
<tr>
<td>Chapter Quizzes</td>
<td>40%</td>
</tr>
<tr>
<td>Discussion Forums</td>
<td>20%</td>
</tr>
<tr>
<td>*POTUS Memo Project</td>
<td></td>
</tr>
<tr>
<td>POTUS Memo Proposal</td>
<td>6%</td>
</tr>
<tr>
<td>POTUS Memo (term paper)</td>
<td>30%</td>
</tr>
</tbody>
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Totals: 100% = 1000 points

The Orientation and POTUS Memo project (both components) are mandatory – failure to complete them will result in an automatic course failure. All other assignments are recommended to get points and do well, but failure to complete the quizzes and/or discussion forums will not result in an automatic course failure.

Course Deadlines (see eCampus for a calendar):

1. ORIENTATION QUIZ due by Friday March 24th @ 11:59 pm

2. UNIT I DEADLINE: Friday, April 14th by 11:59 pm
   - POTUS Memo Proposal Due (see sample proposal under the Term Project tab)
   - Discussion Forum 1 Due (remember that your initial response needs to be posted at least 48 hours in advance, so Wednesday, April 12th)
   - Chapter Quizzes (video, animation, and post) for chapters 1-8

3. UNIT II DEADLINE: Sunday, May 7th by 11:59 pm
   - Discussion Forum 2 Due (remember that your initial response needs to be posted at least 48 hours in advance, so Friday, May 5th)
   - Chapter Quizzes (video, animation, and post) for chapters 9-14
   - POTUS Memo Project Due (Mandatory)
Addendum I - General Course Information

Introduction to the Instructor

Welcome to Federal Government Online. My name is Jennifer Ross (I prefer Mrs. Ross or Prof. Ross). I am a graduate of New Mexico State University where I received a BA in Government and Spanish and an MA in Government with a focus on International Relations. My academic focus is in American Politics and U.S./International Relations. I have had the privilege of interning with the United Nations while obtaining my MA as well as participating with mock United Nations events with my University which developed my interest in world events and the ways in which sovereign nations interact. I have also worked on two political campaigns after realizing the importance of participation during my college years. I currently teach government at both Brookhaven College in Dallas (online classes) and at Lone Star College – University Park in Houston (in person). For the 5 years prior to coming to Brookhaven I taught in the public school system in Garland TX and appreciate the importance of being a life-long learner.

I understand that some of you are joining us right out of high school and others have been removed from an academic setting for some time. Many of you are working full-time jobs. Almost all of you have work and family obligations, as well as other demanding classes. If there is anything I need to know to help you be successful in my class, please communicate with me early and often. I well remember the hard work that goes into reaching the goals of higher education while having a full life outside of class. I am here to help you in your journey in any way I can, but you must put in the course work and communicate with me. Let me know if there is any way I can help to remove obstacles in your path to success.

Course Content

GOVT 2305 is designed to introduce students to the organization, the principles and the various functions of the US Federal Government. Together we will analyze the history, structure, changes, and continued evolution of politics in the United States. In addition, we will explore a variety of contemporary political issues as they relate to the course material. This course does cover some historical information, but is primarily a study of modern politics (not history).

This is one of the rare collegiate courses where watching television (the news) will greatly benefit you. In addition, I highly encourage you to stay informed about current events issues that are related to the course via print, televised and electronic media. These additional resources will be of great assistance in your efforts to understand the content covered in this course.

The larger effort in this course is to understand how and why the United States of America has created a vast, dynamic and complex governmental system on the national, state and local levels. Upon completion of this course, you will have the knowledge and analytical skills necessary to better understand the philosophy, structure and logical processes which govern the world we live in. More importantly, this course will provide you with the resources necessary to participate in politics and make informed decisions in the future.
Course Information

GOVT 2305 – Federal Government. This is a Texas Common Course Number.

Prerequisite: The following must be met: (1) DREA 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) Reading Standard AND (2) DWRI in 0093, or English as a Second Language (ESOL) 0054 or have met the Texas Success Initiative (TSI) Writing Standard.

Course Description: Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights. Coordinating Board Academic Approval Number 4510025125.

Student Learning Outcomes for GOVT 2305

Upon successful completion of this course, students will:

1. Explain the origin and development of constitutional democracy in the United States.
2. Demonstrate knowledge of the federal system.
3. Describe separation of powers and checks and balances in both theory and practice.
4. Demonstrate knowledge of the legislative, executive, and judicial branches of the federal government.
5. Evaluate the role of public opinion, interest groups, and political parties in the political system.
6. Analyze the election process.
7. Describe the rights and responsibilities of citizens
8. Analyze issues and policies in U.S. politics.

Core Objectives for GOVT 2305

1. Critical Thinking Skills: to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. Communication Skills: to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. Social Responsibility: to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
4. Personal Responsibility: to include the ability to connect choices, actions and consequences to ethical decision-making.
Addendum II - Course Policies and Performance Guidelines

General Guidelines for all Coursework

All course assignments must comply with the following requirements to be considered a completed work (incomplete items will receive a zero). Please read these requirements carefully:

- **The deadline for each unit will be at 11:59 pm.** Each unit and its deadline have been clearly identified in the course calendar. The mandatory course orientation has a separate deadline.
- **Each "required" activity must be submitted to earn credit for the course.** There are two categories of activities identified with an asterisks (*) in the syllabus (The Orientation and The Term Project).
- **The Term Project is to have a cover page with the following information:** Your name, course and section number, semester of enrollment, a word count and a title indicating the topic of your essay. The word count should reflect your own work (do not include citations, paraphrased information, quotes, the cover page, or the works cited page).
- **Each student is expected to utilize 2-3 scholarly sources (peer-reviewed articles from academic journals) for the writing assignments.** There is a tool built into the course to help you obtain quality sources for your writing assignment, it is labeled “research center” on the main menu of the course. For current events related information, use a newspaper, news magazine, news website, a court case or an actual law. The course textbook, Wikipedia, internet search engines, blogs and similar items are examples of unacceptable research sources on the collegiate level.
- **Only your own words will count toward the writing requirements.** The writing assignments are intended to assess your comprehension of the material. Meaning, cited and paraphrased information should not be in your word counts.
- **All assignments are expected to meet college level writing requirements;** all discussion forum answers are to be in essay format and the expectation is for each student to engage the topics using critical analysis. Please do not attempt to provide simplified or elementary answers if you wish to earn credit for your work. Take the time to fully explain your ideas and demonstrate the depth of your understanding to earn the grade you want.
- **Failure to identify sources is plagiarism.** Provide the full MLA or APA citation for all outside sources. All references are to be documented within the body of the assignment (and on a works cited page for the POTUS memo).
- **Do not use first person tones in the Term Project assignment.** The project is designed to help you research and to think deeply about the topic, not to generate a direct response – make statements instead. First person tone is inappropriate in a college essay, but may be used in discussion forum activities.
- **The formatting requirements for all assignments are:** typed / word processed, double-spaced, size 12 font, Arial or Times New Roman script, 1 inch margins (default setting), and a limited number of grammatical errors.
• **All assignments are to be submitted as one electronic file to the appropriately titled online dropbox.** Again, all pages of an assignment (cover page, body text, and works cited) are to be submitted together. Assignments will not be accepted via any other delivery method, unless prior approval was obtained.

• **Assignments submitted online must be in one of the following file formats: doc, rtf or txt.** Other document formats are unacceptable and will be rejected by the dropbox. Files that cannot be read by the SafeAssign system, opened in Microsoft Word or which are otherwise corrupted will automatically receive a zero as non-submissions.

• **There is no credit for partial work.** The minimum writing expectation for each assignment or activity must be satisfied to earn a grade. Incomplete assignments will receive a zero.

• **There is a specific course policy regarding late work.** Chapter activities, discussion forums, extra credit, etc. are excluded from the late work policy and are always due by the stated deadline. Late work for the term paper will only be accepted in a case where there are extenuating circumstances that the instructor was informed about in advance of the deadline.

### Course Etiquette

• **E-mail** – Please allow 48 hours (during the work week) for a reply via e-mail. There may be periods where it may take longer to get a reply (such as weekends and holidays). Again, be patient and allow me time to get back to you. For any technical issues with e-campus or your computer, please contact the technical support team.

• **Communication Dialogue** – Personal attacks, racial or ethnic slurs, outbursts or other inappropriate forms of communication will result in immediate removal from the class and possibly from the college (see academic freedom statement). Think about what you are saying, before you hit the send or submit button.

• **Personal Requests** – I am happy to assist you with any questions you may have about the course, about the news, or even college life in general. However, personal requests for exemptions to course policies will not be granted unless there is a legitimate reason. It is a form of discrimination by the instructor to grant exceptions without basis. Any exceptions made may require documentation and will only be considered in advance of a deadline. Please refrain from asking the instructor to engage in unprofessional or unethical behavior, such requests will be not receive an audience.

### Late Work Policy

Ample time has been allotted to complete each Unit activity. All assignments are expected on or before the deadline indicated in the syllabus. I am certainly willing to work with you through extenuating personal circumstances should the need arise to submit a late essay. **Any student that needs to submit a late assignment must contact me in advance of the deadline for approval and to make alternative arrangements.** You may be required to provide some form of written documentation in order to substantiate a request to submit a late assignment.
If approved, late work will be considered for up to 50% of the original value of an assignment. Late work must be submitted within two calendar days (48 hours) of the original deadline (including weekends and holidays). If the assignment has not been submitted within the time allotted after the original deadline, it will receive a zero.

**Online Course Attendance**

Students are expected to log-in and utilize e-campus for a total of three hours per week in a regular semester. You will also need to dedicate about the same amount of time to studying and working on assignments (approx. 4-6 hours total). In shorter semesters, where a week is equivalent to each day, that means you should plan to have 4-6 hours per day for successfully completing the course. As a general expectation, you should login to the course and check your e-mail three times per week (or once per day in a mini-term).

You are free to work ahead at your own pace. However, be sure to avoid falling behind. Each unit deadline will serve as a benchmark for your overall progress in the course. Remember, the distance education environment requires a high degree of self-discipline and intrinsic motivation. As you probably know, successfully completing an online course requires a special dedication. I want you to know that this task is possible, as hundreds of students have completed online courses with me in the past. Over time I have collected feedback from my students and they consistently report that time management is something they struggle with. So, my advice is to make a schedule for this course and stick to it. Trying to work on all the assignments just before a deadline is the recipe for disaster.

**Course E-mail / Announcements**

There are frequent updates posted in the course announcements area and sent out via e-mail. This is the primary avenue of communication for this course. Each student is expected to read the information and keep current with the course. Many frequently asked questions are addressed via announcements and some may contain vital course information. These are official course communications, so bear in mind that you will be held accountable for the information provided via electronic communications.

**Course Honor Code**

Scholastic dishonesty is a violation of the DCCCD Student Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. Students are expected to complete all course work by their own efforts and in their own words.

When you cite or paraphrase another author, you are required to properly acknowledge all sources with a parenthetical citation in the body text and provide a bibliographic listing on a works cited page. If you have any questions about citations, contact me immediately. Any attempt to submit work that is not a product of your own efforts will result in an automatic “F” for the assignment and the course. In addition, you may face disciplinary action by the college administration leading up to expulsion from the college.

The college uses a premier plagiarism detection program known as “SafeAssign.” Since all papers will be electronically submitted for review, I implore you to avoid
procrastinating and begin your work as soon as possible. Time seems to be the largest factor in a student’s decision to plagiarize. Details on how to submit your work to the dropbox will be posted in the course announcement area.

Statement of Academic Freedom

The collegiate environment is one that promotes tolerance, understanding, communication and equality. Use the guidelines below in your interactions with the instructor and your peers:
Students are provided with the opportunity to demonstrate their comprehension of political issues and express their understanding of key points in this course. The discussion format in particular is an opportunity for students to enjoy their constitutional right to free speech and expression. This is not intended to serve as a platform for one to express their political ideology or personal feelings about a given issue. It is a forum for an intellectual dialogue and an exchange of ideas. Again, the expectation is that you will conduct yourself to the standards befitting a college student engaged in an intellectual dialogue (both inside and outside the classroom).

Academic freedom will be protected and respected by all students and the instructor. However, there are some limitations on free speech. Hateful, sexist, racist, hurtful, or otherwise obscene comments that are intended as a personal attack will not be tolerated. Additionally, any dialogue that does not specifically pertain to the topic at hand will not receive an audience. At the instructor’s discretion, a student that violates these guidelines may be removed from the course and possibly from the college.
Addendum III - Course Activities, Assignments, and Exams

* Indicates a mandatory course requirement. Failure to submit a compulsory assignment will result in a failing grade (F/N) for the course.

**Orientation Activity (**Mandatory**)

As stated in the course catalog and on your registration forms, all INET courses have a mandatory orientation process. For this course, the process will be completed totally online. Once it has been completed, your attendance and participation will be reported to the college administration to certify you in the course. The Orientation is to be completed on the first day(s) of the course.

Any student that fails to complete the mandatory orientation will be reported as non-attending and will receive a letter grade of N (non-attending) on their final transcript. If you do not properly drop/withdraw, this will show up as an F on your permanent records. Be sure that your intentions are made clear to the registration office during the first day of the course.

Course Readings, Lectures and Presentations

Each student is expected to read the assigned material as detailed in the course calendar. In addition, there is a corresponding video(s) for each chapter (approx. 30 minutes each) and a Virtual Lecture (PowerPoint presentation) posted online that further address the assigned reading material. Students will be held accountable for assigned materials via the course assignments, discussion forums and unit exams. The textbook readings create the core of the online course experience. The supplemental materials are there to reinforce key points and help you succeed. Making appropriate use of the materials will have a significant impact on your grades.

It is vital that you manage your time and maintain a high degree of self-discipline to ensure your success in any college course. The course schedule has been designed to spread apart the major course topics so that you are able to comprehend the material. If you fall behind, it is difficult to adequately address the topics and this often creates a snowball effect leading to failure. Again, I implore you to keep pace with the class and not fall behind. The pace of the course is about 1 chapter per week during the full length term (or a chapter per day in a mini-term).

Chapter Quizzes (Activities)

There are several short activities for each chapter. These activities are designed to cater to a variety of learning styles. The intention behind these activities is to help facilitate comprehension of the assigned readings from the textbook. The design is to assess your reading comprehension one chapter at a time, rather than assessing your ability to recall information across multiple chapters. The window to complete the quizzes will be the start and end date of a given unit (see the course calendar for details). Again, all chapter activities must be completed prior to the deadline for the unit in which they were assigned.
Each student may have unlimited attempts on the video and animation quizzes using a normal internet browser. However, the post-quiz will be limited to two attempts and the higher grade will be recorded. The post-quiz will require using the Respondus Lockdown Browser. If you do not finish an attempt, it will count as a zero. Once you click "OK" the quiz/test is officially in progress, do not click "Back" or close the browser. There will be 20 randomly generated multiple-choice questions for each post-quiz. Each attempt will have a 30 minute time limit. There will be a prompt to submit when you have one minute remaining. It is strongly suggested that you do not take the quiz on a computer with a wireless connection. The most reliable location for taking a quiz is in a DCCCD campus computer lab, where there are dedicated internet lines. If you do not finish an attempt, it will be recorded on an "as-is" basis.

By design, there is not enough time to look up an answer to each question. You must be highly prepared for each quiz by reading the assigned chapter. It is the unsecured nature of the distance education environment that mandates that you are highly prepared before each quiz. These restrictions provide a measure of integrity for the course assessments and help secure your identity. Do not procrastinate; give yourself time to complete each quiz in sequence as you progress through the unit. You may move at your own pace ahead of each deadline. I suggest completing the readings and quizzes well ahead of each deadline so you can focus on the primary unit activities (essays and forums). There are a plethora of resources that have been provided to help you succeed in the course, ranging from video based supplements to PowerPoint presentations for each chapter.

On rare occasion, there may be an issue with the questions in the quiz pool. I will address those issues on a case-by-case basis. Also, unforeseen glitches during a quiz attempt can occur from time to time. There are several steps you can take to ensure you do not have a problem during an attempt. Detail information will be provided in the orientation to help ensure your computer is configured to interact with the e-campus system. Please contact the tech support team in case of a problem. However, they cannot and will not re-set a quiz. Tech support can assist in helping identify the source of any potential problem. I will then need to verify and document the problem with e-campus, if an attempt is to be re-set. If the error was on your end, the grade will be recorded “as is.” The only valid reason a quiz attempt will be re-set is when e-campus has a technical problem. **Again, I will not simply re-set a quiz attempt due to a technical error that could have been avoided on your end.**

**All Post-Quizzes for this course require the use of the Respondus Lockdown Browser.** This must be installed on the computer from which you intend to take a quiz. As part of the course orientation, you will be asked to view the following guide on installing and using the Respondus Lockdown Browser: [http://ecampus.support.dcccd.edu/v9/studenttutorials/StudentLockDownBrowser/StudentLockDownBrowser.htm](http://ecampus.support.dcccd.edu/v9/studenttutorials/StudentLockDownBrowser/StudentLockDownBrowser.htm)
Discussion Forums

General Guidelines:

The discussion forums provide an opportunity for a collaborative and informative dialogue among peers. The expectation is that students have completed the assigned readings prior to engaging the discussion topic and have conducted independent research into the assigned prompts. This allows the discussions to remain focused and relevant.

Each forum activity consists of two postings, a primary thread and a reply posting. **Again, this is a two part activity. Both the original and reply posting must be submitted for the activity to be considered complete.** Discussion activities are excluded from the late work policy. This is a "conversation" between classmates, so it must be timely. Discussion grades will only be posted after the Unit deadline, to allow everyone an opportunity to participate. You may not go back and address discussion topics once the Unit has been completed. The deadline to complete each discussion activity has been identified in the course schedule.

Part I - Original Post/Thread Guidelines:

**The original post/thread will always be due 48 hours ahead of the unit deadline.** This allows your peers the opportunity to offer a meaningful reply.

Each discussion activity involves an element of independent research and critical analysis. The questions address your understanding of central themes in the textbook and your ability to think critically about the course material. The intent is to go beyond the textbook.

**Each student is expected to utilize 2-3 scholarly sources (peer-reviewed articles from academic journals) in the original post.** In addition, you may cite a newspaper, news magazine, news website, a court case or an actual law for current events related information. The course textbook, reference materials, Wikipedia, internet search engines, blogs and similar items are examples of unacceptable sources on the collegiate level.

Your responses are to be in essay/paragraph format. Be sure to fully address each prompt and cite supporting evidence. The grade for the primary post will be determined by the quality, depth and originality of your writing. **The minimum writing requirement for the original post is 250 of your own words (excluding cited or paraphrased information from the word count).** Finally, provide a word count and a list of all works cited at the end of the post.

Part II - Reply Posting Guidelines:

The second part of each discussion forum involves replying to an original post offered by at least one of your peers. You may choose to reply more often, but the minimum expectation is for each student to engage in a dialogue with one person in each forum. **Please reply to someone who does not have any replies, so that everyone may receive some degree of feedback.** Your reply does not involve the same level of rigor as
the original post, but it must be of substantial academic and intellectual value. Be sure to directly address the main points made in the original post and even offer additional sources to consider.

Simply cheering on your peers with phrases like "Good posting" or "I agree" will not suffice for this assignment. This is an opportunity for real exchange of ideas, so make the most of the opportunity to teach and learn from your classmates. Any personal attacks are grounds for immediate removal from the course and possibly the college.

Again, your grade will be based on the quality and originality of your feedback. The minimum writing requirement for a reply post is 100 of your own words (excluding cited or paraphrased information from the word count). Finally, provide a word count and if needed list any works cited at the end of the reply.

Extra Credit Discussion Option – Additional Reply Posts (up to extra 5 per forum):

In each discussion forum, one reply is required as part of the activity. As incentive to keep the conversation going, you can earn up to 2 extra credit points for making up to 5 additional reply comments to your peers (1 required + 5 optional = 6 total). There is a maximum of 10 extra credit points awarded per forum, or up to 20 points in total during the course. This option only applies when you are a participant in the forum. If your work was incomplete, late or you chose to skip the activity, you will not earn extra credit. Once the deadline for a given forum has passed, so does the opportunity for extra credit on that discussion topic.

*Formal Assessment Guidelines – POTUS Foreign Policy Memo

Introduction

This project is an opportunity to discuss what you think should be the highest priority (national interest) in the future of American foreign policy with one specific country. Completing this activity is a mandatory component of this course. It serves as the standard course assessment for all GOVT 2305 students. Failure to submit this project in its entirety will result in a failing grade for the course. There are four steps to completing this project:

Step 1: Identify the issue and how the US government is currently addressing it. Then, identify strategies that could be used to improve those efforts. Do Not use the same topic as the model paper.

Step 2: Gather three scholarly research articles that address the issue you selected and offer suggestions for improvement.

Step 3: Submit a proposal via drop box by the date specified in the course calendar. Identify your topic and present a bibliography listing the 3 primary sources. This portion of the assignment is worth 60 points. If it is not submitted, the activity will be considered incomplete.

Step 4: Prepare a formal policy memo for the President of the United States (POTUS). This is the only part of the project you will turn in to the dropbox system.
The grading standards used to assess the quality of your work for this project will be detailed in a grading rubric, which will be provided during the semester. It is strongly suggested that student read ahead and use the library database during the first week of the course to begin researching a topic. This project requires carefully planning throughout the semester. Refer to the course calendar for the specific due date. The final product is to be submitted as a single file via the submission guidelines identified by the instructor.

**Detailed Instructions:**

**Step 1 – Identifying the Issue**

Select a critical issue in the US foreign policy relationship with another country. Try to pick a country of personal interest, which should help motivate your research efforts.

**Step 2 - Gathering Sources**

**Find three high-quality reference materials** (peer-reviewed articles published in an academic journal) using the following criteria:

- The article must be no more than ten years old, a minimum of five pages in length, and should meet the standards of college level material.
- Carefully choose those works that provide a variety of perspectives on your topic.
- For current events information relevant to your topic, you may use newspaper articles, magazine articles, and items of the like as "supplemental sources" in addition to the 3 main sources.
- Textbooks, Dictionaries, Encyclopedias (including Wikipedia), Almanacs, or an Atlas are reference materials and should not be listed in any works cited page on the collegiate level.
- Properly document your sources in your memo and on a works cited page.

**Step 3 – The Proposal (60 points)**

Submit a proposal via drop box by the date specified in the course calendar. Identify your topic and present a bibliography listing the 3 primary sources. Failure to submit a proposal will result in the assignment being incomplete.

**Step 4 – The Memo (300 points)**

- Your document should quickly explain how the President can take your advice and put it into action. He is a busy man, so keep it short and to the point.
- This document should quickly articulate (in 2-5 paragraphs) the relevance of the issue, the current policy position (citing the supporting evidence) and conclude with suggested reforms.
- The memo is to be 1.5 pages (that is one and a half pages that are single-spaced) in your own words and a maximum of 2 full pages in length with citations. Keep citations to an absolute minimum. No more and no less is necessary for this activity. Failure to meet the minimum writing requirement will result in a zero for the entire assignment (no partial credit will be awarded as this is a formal institutional assessment – so don't write just one page).
• The formatting is to be single spaced; this is the protocol for a memo. If you need help with the formatting, use the supplements provided for the project.
• Finally, add a cover page to the front of the document and include the works cited page at the end. Submit all pages together as one file to the appropriate dropbox.

NOTE: Procrastination on this project has resulted in many students, who were otherwise passing, having to fail and repeat the course.

Extra Credit Opportunities

At various points in the course, extra credit may be available in several forms. It may be part of an assignment, a separate assignment or simply a reply to an e-mail. If it is part of an assignment, be sure to include the extra credit on a separate page that appears after the works cited page. Again, extra credit that is part of an assignment should be submitted along with the primary assignment (combine all files into one for submission).

Extra credit that is assigned as a separate project will have its own Dropbox. If the extra credit is to reply to an e-mail based activity, be sure to reply by the deadline. Again, make sure that you submit any extra credit via the appropriate avenue to receive credit for the work.
Addendum IV - DCCCD Institutional Policies

Institutional Policies:
Please click on the following link to be aware of institutional policies at Brookhaven that may impact you as a student: https://www.Brookhavencollege.edu/syllabusaddendum

Instructor’s Rights:
The instructor reserves the right to modify any course requirements and calendar due dates as necessary to manage and conduct this course. Students are responsible for contacting the instructor and seeking clarification of any requirement that is not understood.

Withdrawal Policy – Last day for a ‘W’ is April 29th, 2017:
If you are unable to complete this course, it is your responsibility to withdraw formally. Do not simply stop attending the course. The withdrawal request must be received in the Registrar’s Office by (semester’s drop date). Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. Again, the last opportunity to withdraw from the course with a grade of “W” is April 29th, 2017.