This class is an online class. All assignments and tests are online. There are no college visits required in this online class.

The Professor reserves the right to amend this course syllabus. Any amendments will be posted online in your course site through eCampus. All students will be sent an email with the amended material.

Instructor: Michael P. McConachie, Ph.D.

Contact Information:
Office: Not Applicable
Phone: Not Applicable
Email address: mikemcconachie@dcccd.edu
Preferred contact is through Class Email in eCampus
Hours Available: By appointment

Course Description (from Eastfield Catalog):
GOVT 2305 Federal Government (Federal constitution & topics)
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.

This course is designed for students desiring to enroll in online instruction. The combination of online assignments and tests are effective, flexible, and present a convenient educational opportunity for busy students and professionals. Many courses have specific due dates that must be met.
The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student’s basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college-level classes such as English 1301/1302, History 1301/1302, Math 1414, etc. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. In some cases retesting will also be required. It is up to each student to be aware and informed about requirements that are subject to change.
Additional information is available from the TSI Office. 
https://www1.dcccd.edu/cat0910/admiss/tsi.cfm?loc=4

Course Learning Outcomes:
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 citizen.
8. Analyze issues and policies in U.S. politics.

Determining Your Course Grade
Your grade for this course will be determined on a total point system. There are 600 possible points in this course. Final course grades will be assigned according to the table below.

<table>
<thead>
<tr>
<th>Total Points Earned</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>540 or more</td>
<td>A</td>
</tr>
<tr>
<td>480-539</td>
<td>B</td>
</tr>
<tr>
<td>420-479</td>
<td>C</td>
</tr>
<tr>
<td>360-419</td>
<td>D</td>
</tr>
<tr>
<td>359 or less</td>
<td>F</td>
</tr>
</tbody>
</table>

Dr. McConachie does not give grades; students EARN them. Grades are not curved, so 539 points is a B. Other than the bonus for submitting the term project early, there is no extra credit in this course. If that is problem for you, please consider another section.

COURSE REQUIREMENTS

Syllabus Quiz is worth up to 20 points
After reading the course syllabus and familiarizing yourself with course layout on eCampus, please take the syllabus quiz. It is strongly recommended that you read
this syllabus IN ITS ENTIRETY before taking the quiz the first time. You may take the syllabus quiz as many times as you like to maximize your points prior to the due date. The syllabus quiz can be found by clicking on the Syllabus Quiz link on your eCampus course menu.

Please note: in order to be certified in this class, you must submit the syllabus quiz by 11:59 p.m. Thursday March 23, 2017.

2 Discussion forums worth up to 10 points each and 2 Discussion forums worth up to 30 points each.
Discussion Forums 1 and 4 are relatively easy to complete and do not require a response to classmates. Discussion forums 2 and 3 are more challenging forums and do require a response to a classmate. Your original post should be a substantial paragraph of 8-12 sentences (150 words or so; please include the word count at the end of your post). The first sentence should be your thesis statement followed by supporting sentences that explain and elaborate on your position. The post should end with a concluding sentence that ties it all together. If you use material from the textbook or elsewhere, you must cite it. Your response to a classmate should follow the same format; a substantial but shorter paragraph (6-8 sentences, 100 words or so; again, please include the word count at the end of the post). Your response must say more than, “I agree or I disagree.” You must give and support your reasons why you do so. Your original post is worth up to 20 points and your reply to a classmate worth up to 10 points. Remember Discussion Forums 2 & 3 require two posts—your original and a response to a classmate.

Term Project worth up to 100 points
The term project for this course is due no later than Monday April 17, 2017. Details and the grading rubric can be found on eCampus on the Term Project link on the course menu. You can earn extra credit points by submitting the term project prior to the deadline.

4 Exams worth 100 points each worth up to 400 points
There are four exams. Exams 1, 2 and 4 cover four chapters in the textbook and Exam 3 covers three chapters in the textbook. The last exam is not cumulative (comprehensive). The exams may be found by clicking on the Exams link on your eCampus course menu. Each exam consists of 50 multiple-choice questions, and you will have one hour to complete the exam. You will have two attempts for each exam with higher score counting as the grade. Please understand that the second attempt is not a guarantee or a promise, but insurance if something goes wrong on the first attempt.
If for any reason you are unable to complete exam within the one-hour allotted time due to a technical issue, such as your computer freezes up or you lose the Internet connection—you must contact your instructor by email immediately! If it is shown that you were indeed prevented from completing the exam by a technical issue, I will reset your exam.

This is a very rare occurrence, so do not think that you can “accidentally crash” your computer and get an exam reset each time. I can only reset an exam TWICE each semester per student.

Also, never wait until the final hour to take your exam (or complete any assignment for that matter). If your computer locks up in the final hour, and I do not receive your email notification before the due date, you risk getting a ZERO for being late with the assignment.

All exams are due by 11:59 p.m. on Monday nights. See the Course Calendar in the syllabus as well as on eCampus for the specific dates of exams.

**Extra Credit**
Term projects submitted by April 3 will earn 7 bonus points, and term projects submitted by April 10 will earn 4 bonus points. These are the only extra credit opportunities that will be offered in the course. Do not ask for or expect more.

**INSTRUCTOR FEEDBACK**
Email through Class Email in eCampus is the best and preferred method of contact with Dr. McConachie. If you email him at his dcccd email address, you are required to include the course and section number in the subject line such as GOVT 2305-43433. Failure to do so may result in a delayed response or no response. Dr. McConachie strives to respond to emails within 24-48 hours Monday-Thursday and 48-72 hours on weekends and school holidays.

Students will see their exam score but not the answers immediately upon submission of the exam. Discussion forum grades are usually available a week after the forum is due. The term project grade will be available within a week or two of the due date.

**Obtaining Final Course Grades Using eConnect**
Final Grade Reports are no longer mailed. Convenient access is available online at [www.econnect.dcccd.edu](http://www.econnect.dcccd.edu). Use your identification number when you log onto
eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your Student Advising Report, which is available in the Admissions Office.

**Eastfield College Email Policy**
Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. For information on setting up a DCCCD student email account go to: [http://www.dcccd.edu/netmail/home.html](http://www.dcccd.edu/netmail/home.html) _No grades will be communicated via an outside email source._

**Course Calendar:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Work due by 11:59 p.m. on eCampus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 3-20</td>
<td>Course Officially Begins Syllabus &amp; Familiarize yourself with course layout on eCampus</td>
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</tr>
<tr>
<td>Thursday 3-23</td>
<td></td>
<td>Discussion Forum 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Syllabus Quiz</td>
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<td>Saturday 3-25</td>
<td>Census/Certification Date</td>
<td></td>
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<tr>
<td>Monday 3-27</td>
<td>Chapter 1: American Government: Roots, Context &amp; Culture</td>
<td>Exam 1</td>
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<tr>
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<td>Chapter 2: The Constitution</td>
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<td>Chapter 3: The Federal System</td>
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<td></td>
<td>Chapter 4: Civil Liberties</td>
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<tr>
<td>Monday 4-3</td>
<td></td>
<td>Discussion Forum 2</td>
</tr>
<tr>
<td>Date</td>
<td>Chapters</td>
<td>Notes</td>
</tr>
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<td>------------</td>
<td>---------------------------------------------------------------------------</td>
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</tbody>
</table>
| Monday 4-10| Chapter 5: Civil Rights  
Chapter 6: Congress  
Chapter 7: The Presidency  
Chapter 8: The Executive Branch & the Federal Bureaucracy | Exam 2                  |
| Monday 4-17|                                                                           | Term Project           |
| Monday 4-24| Chapter 9: The Judiciary  
Chapter 10: Public Opinion & Political Socialization  
Chapter 11: Political Parties | Exam 3                  |
| Friday 4-28| **Last Day to Withdraw from the Course**                                  |                        |
| Monday 5-1 |                                                                           | Discussion Forum 3     |
| Monday 5-8 | Chapter 12: Elections & Voting  
Chapter 13: The Campaign Process  
Chapter 14: The News Media  
Chapter 15: Interest Groups | Exam 4  
Discussion Forum 4 |
Attendance Policy:
There is no classroom attendance required in this online class. However, the course is set up with specific assignments and tests having due dates/times that must be met to receive credit. Failure to meet the stated deadline will result in no credit points for the assignment or test.

Certification/Financial Aid Statement
You must attend and participate in your on-campus or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course but not limited to the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course; submitting an academic assignment; taking an exam; completing an interactive video; participating in computer-assisted instruction; attending a study group assigned by the instructor; or participating in an online discussion board about academic matters relating to the course. In an online course, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above. Failure to do so will prevent you from being certified and will affect your financial aid.

The Certification Date for this course is Saturday March 25, 2017.

Repeating This Course (Third Attempt to Enroll in a Course)
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. See Third Attempt to Enroll in a Course at: http://www.dcccd.edu/thirdcourseattempt/

Academic Honesty Statement
Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog. http://www1.dcccd.edu/cat0506/ss/code.cfm
Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. **Cheating** includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an un-administered test, and substituting for another person to take a test. **Plagiarism** is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. **Collusion** is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.

**Food and Drink Policy**
Not applicable since this is a 100% online course.

**ADA Statement**
Students with a physical, mental or learning disability who require accommodations should contact the college Disability Services Office in C237. 972.860.8348 or email efcdso@dcedcd.edu. For more information: [http://www.eastfieldcollege.edu/SSI/DSO/index.html](http://www.eastfieldcollege.edu/SSI/DSO/index.html)

**Religious Holidays**
Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a reasonable time after the absence.

**Withdrawal Policy**
If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by official 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. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C119), or contact the division office. Please check online course site for the specific W date.
The last day to withdraw from this course is **Friday April 28, 2017.**

**STOP BEFORE YOU DROP**
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop.
You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions.
Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: [https://www1.dcccd.edu/coursedrops](https://www1.dcccd.edu/coursedrops)

**Family Educational Rights and Privacy Act of 1974 (FERPA)**
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

**DCCCD Emergency Operating Procedures**
[http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv](http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv)

**Technology**
You are encouraged to complete your class assignments using a compatible browser in eCampus. For a “check” of compatibility, once you login to your course, go to the Browser Test option. If you encounter problems with technology, please call tech support at 972-669-6402. You will be given a “ticket number.” Write down that number for future references. It is recommended that you take
your tests on a stable network; do not use iPads, iPhones, or laptops with wireless connections.

**OIE Syllabi Statement**
The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

**Students with Disabilities:**
If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSO Offices or contact DCCCD Office of Institutional Equity at (214) 378-1633.

**College Disability Services Offices**
Eastfield 972-860-8348

**A Note on Harassment, Discrimination and Sexual Misconduct**
We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the
information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit www.dcccd.edu/titleIX.

College Title IX Coordinators
Eastfield    Rachel Wolf          TitleIX-EFC@dcccd.edu     972-860-7358

District Title IX Coordinator
Office of Institutional Equity
LaShawn Grant          TitleIX-District@dcccd.edu     214-378-1633