COURSE SYLLABUS AND DUE DATES

READ THE SYLLABUS!
Professor Sherry S. Sharifian
GOVT. 2305, Federal Government
COURSE SYLLABUS
Government 2305
Winter-Mester 2017
Liberal Arts Division
Office: A-310 Phone: (972) 273-3480
Call the office for hours of operation

This course syllabus is intended as a set of guidelines for (Course). Both North Lake College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

Instructor Information:
Professor: Sherry Sharifian
Email address: ssharifian@dcccd.edu
Phone Number: 972-860-3954
Room Number: A 370
Office Hours: by appointment.

Course Information
Course title Course number: 2305
Section number: 72210
Class meeting time: MWTR: Room # A345
Credit hours: 3
Cert Date: 12/12/2017
Drop Date: 12/22/2017
Course prerequisites: College level ready in Reading and Writing.
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. (To ensure transferability, students should plan to take both GOVT 2305 and 2306 within the DCCCD.)
(3 Lec.) Coordinating Board Academic Approval Number 4510025125. Course required text and materials:

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I. Course Method

This course asks you to think critically about the federal American political system. The course aims to not only promote a deeper understanding of American politics but to also enable students to take part more effectively in democratic society. The critical thinking and writing called for in this course are skills valuable to most careers.

II. Course Requirements

To complete this course successfully, you should do the following:

1. Take the Getting Started Orientation Quiz.
2. Take Seventeen (17) quizzes.*
3. Take Four (4) unit exams.*

III. Instructional System

Content for this course: This course is contained primarily in the (a) interactive lessons, (b) chapter PowerPoints, and (c) assigned textbook chapters. These materials and your instructor are the most important resources available to you to complete this course successfully.

a. The lessons offer short introductions to the topic, self-assessment questions, mini-documentary videos and interactive exercises.

b. The PowerPoint presentations provide an overview of textbook chapters.

c. The textbook chapter readings offer more in-depth exploration of the subject.

d. The supplementary resources provide various activities to help you reinforce and retain the content. Use as many or as much as you find helpful.

Lastly, your instructor is here to guide you through the course, explaining procedures you should follow to complete each lesson and chapter, grading assignments, giving feedback on assignments and quizzes, answering your questions about any aspect of the class, etc. **Note:** you will communicate with me by e-mail (ssharifian@dcccd.edu) and by completing and submitting class work through eCampus (http://ecampus.dcccd.edu). E-mail me when you have questions or need help. That is why I am here—to help you complete the course requirements and be successful in the class. Normally you can expect me to respond to your e-mails 24/48 hours. While this is my general and intended practice, it is subject to changes and life circumstances.

Most of the time you spend on this course will involve the following activities:

1. Take the Getting Started Orientation Quiz after familiarizing yourself with the syllabus and course layout and reading all the items under the not-so-obscurely titled tab, “Getting Started Quiz!”, meant to introduce you to the course and its organization. 2. Using the primary sources to learn the content: (1) reading the textbook, (2) viewing the PowerPoint presentations, and (3) completing the interactive lessons.

3. Using any supplementary resources provided.

4. Taking Seventeen (17) chapter quizzes.

5. Preparing for and taking Four (4) unit exams.
IV. Course Outline

In this course, you will learn about the organization, principles and various functions of the federal government. There are 18 interactive lessons that correspond to 17 selected textbook chapters. Quiz and exam questions are from both the textbook chapters and interactive lessons.

<table>
<thead>
<tr>
<th>Text Book Chapters</th>
<th>Interactive Lessons</th>
</tr>
</thead>
<tbody>
<tr>
<td>01: Political Thinking and Political Culture</td>
<td>1-Roots of American Government; 2- American Political Culture</td>
</tr>
<tr>
<td>02: Constitutional Democracy</td>
<td>3-The US Constitution</td>
</tr>
<tr>
<td>03: Federalism: Forging a Nation</td>
<td>4-Federalism</td>
</tr>
<tr>
<td>04: Civil Liberties</td>
<td>14-Civil Liberties</td>
</tr>
<tr>
<td>05: Equal Rights</td>
<td>15-Civil Rights</td>
</tr>
<tr>
<td>06: Public Opinion and Political Socialization</td>
<td>9- Public Opinion</td>
</tr>
<tr>
<td>07: Political Participation</td>
<td>15-Civil Rights</td>
</tr>
<tr>
<td>08: Political Parties; Candidates and Campaigns</td>
<td>11 Political parties; 10- Campaigns and Elections</td>
</tr>
<tr>
<td>09: Interest Groups</td>
<td>12-Interest groups</td>
</tr>
<tr>
<td>10: The News Media</td>
<td>13-Media</td>
</tr>
<tr>
<td>11: Congress</td>
<td>5-Congress</td>
</tr>
<tr>
<td>12: The Presidency</td>
<td>6-The Presidency</td>
</tr>
<tr>
<td>13: The Federal Bureaucracy</td>
<td>7-Bureaucracy</td>
</tr>
<tr>
<td>14: The Federal Judicial System</td>
<td>8-The Judiciary</td>
</tr>
<tr>
<td>15: Economic and Environmental Policy</td>
<td>16-Economic Policy</td>
</tr>
<tr>
<td>16: Income; Welfare; and Education Policy</td>
<td>17-Social Policy</td>
</tr>
<tr>
<td>17: Foreign Policy</td>
<td>18-Foreign Policy</td>
</tr>
</tbody>
</table>

V. Student Learning Outcomes and Course Objectives

GOVT 2305 is a Tier 2 course in the Self and Society learning category.

"Knowledge and skills learned in Tier 1 are reinforced and applied. The Self and Society category is designed to compare and contrast your knowledge of social behaviors. You will find opportunities to question the roles both you and others play in addressing the issues of our society." - Catalog of the Colleges of DCCCD

Course description

This course is designed to be an introduction to American government, its historical foundations, institutions and political processes. We will examine how our political system was designed, how it has changed over time and how public opinion, the media and the "information age" have affected our government institutions and public policy. We will discuss the role and scope of government as it was conceived by the Founders and as it is viewed today. Finally, we will examine current policy issues, weigh the costs and benefits of actions and engage in thoughtful discussion of contemporary policies and actions with a view toward how those issues and actions impact the current political scene. To achieve these objectives, I have chosen a textbook that focuses attention on the role of citizens as key actors in the democratic experiment that we call the United States of America.
NORTH LAKE COLLEGE
5001 N. MacArthur Blvd.
Irving, Texas 75038-3899
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

Note: Thanks for your interest in the class. After reviewing this syllabus, if you have any concerns or questions e-mail me (ssharifian@dcccd.edu) and I will be happy to answer them. To access the class after enrolling, go to http://ecampus.dcccd.edu and log in using your seven-digit student ID number as both the username and password to create your ecampus account.

Program Level objectives

<table>
<thead>
<tr>
<th>Core Competencies</th>
<th>This class is designed to help you develop a selection of the following competencies (see items marked with X):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking Skills: To include creative thinking, innovation, inquiry, and analysis,</td>
<td>X evaluation and synthesis of information.</td>
</tr>
<tr>
<td>Communication Skills: To include effective development, interpretation and</td>
<td>X expression of ideas through written, oral and visual communication.</td>
</tr>
<tr>
<td>Personal Responsibility: To include the ability to connect choices, actions and</td>
<td>X consequences to ethical decision-making.</td>
</tr>
<tr>
<td>Social Responsibility: To include intercultural competence, knowledge of civic</td>
<td>X responsibility, and the ability to engage effectively in regional, national, and global communities.</td>
</tr>
</tbody>
</table>

Course Learning Outcomes

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.
Note: Thanks for your interest in the class. After reviewing this syllabus, if you have any concerns or questions e-mail me (ssharifian@dcccd.edu) and I will be happy to answer them. To access the class after enrolling, go to http://ecampus.dcccd.edu and log in using your seven-digit student ID number as both the username and password to create your ecampus account.

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Activity/Assignments</th>
<th>Points</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 12, 2017</td>
<td>Getting Started Quiz</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td><strong>Unit One (Chapters 1-4)</strong></td>
<td><strong>Textbook Chapters: 1, 2, 3, 4; Interactive Lessons:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December 12, 2017</td>
<td>Chapter 1/Lessons</td>
<td>20</td>
<td>40</td>
</tr>
<tr>
<td>December 12, 2017</td>
<td>Chapter 2/Lesson</td>
<td>20</td>
<td>60</td>
</tr>
<tr>
<td>December 12, 2017</td>
<td>Chapter 3/Lesson</td>
<td>20</td>
<td>80</td>
</tr>
<tr>
<td>December 12, 2017</td>
<td>Chapter 4/Lesson</td>
<td>20</td>
<td>100</td>
</tr>
<tr>
<td>December 15, 2017</td>
<td>Exam 1 (Unit One Exam)</td>
<td>200</td>
<td>300</td>
</tr>
<tr>
<td><strong>Unit Two (Chapters 5-9)</strong></td>
<td><strong>Chapters 5, 6, 7, 8, and 9; Interactive Lessons:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December 20, 2017</td>
<td>Chapter 5/Lesson</td>
<td>20</td>
<td>320</td>
</tr>
<tr>
<td>December 20, 2017</td>
<td>Chapter 6/Lesson</td>
<td>20</td>
<td>340</td>
</tr>
<tr>
<td>December 20, 2017</td>
<td>Chapter 7/Lesson</td>
<td>20</td>
<td>360</td>
</tr>
<tr>
<td>December 20, 2017</td>
<td>Chapter 8/Lesson</td>
<td>20</td>
<td>380</td>
</tr>
<tr>
<td>December 20, 2017</td>
<td>Chapter 9/Lesson</td>
<td>20</td>
<td>400</td>
</tr>
<tr>
<td>December 22, 2017</td>
<td>Exam 2 (Unit Two Exam)</td>
<td>200</td>
<td>600</td>
</tr>
<tr>
<td><strong>Unit Three (Chapters 10-13)</strong></td>
<td><strong>Chapters 10, 11, 12, and 13 and Interactive Lessons: 5, 6, 7, 8.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December 27, 2017</td>
<td>Chapter 10/Lesson</td>
<td>20</td>
<td>620</td>
</tr>
<tr>
<td>December 27, 2017</td>
<td>Chapter 11/Lesson</td>
<td>20</td>
<td>640</td>
</tr>
<tr>
<td>December 27, 2017</td>
<td>Chapter 12/Lesson</td>
<td>20</td>
<td>660</td>
</tr>
<tr>
<td>December 27, 2017</td>
<td>Chapter 13/Lesson</td>
<td>20</td>
<td>680</td>
</tr>
<tr>
<td>December 29, 2017</td>
<td>Exam Three (Unit Three Exam)</td>
<td>200</td>
<td>880</td>
</tr>
<tr>
<td><strong>Unit 4 (Chapters 14-17)</strong></td>
<td><strong>Chapters 14, 15, 16, 17; Interactive Lessons: 14, 15, 16, 17, and 18</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>January 3, 2018</td>
<td>Chapter 14/Lesson</td>
<td>20</td>
<td>900</td>
</tr>
<tr>
<td>January 3, 2018</td>
<td>Chapter 15/Lesson</td>
<td>20</td>
<td>920</td>
</tr>
<tr>
<td>January 3, 2018</td>
<td>Chapter 16/Lessons</td>
<td>20</td>
<td>940</td>
</tr>
</tbody>
</table>
Note: Thanks for your interest in the class. After reviewing this syllabus, if you have any concerns or questions e-mail me (ssharifian@dcccd.edu) and I will be happy to answer them. To access the class after enrolling, go to http://ecampus.dcccd.edu and log in using your seven-digit student ID number as both the username and password to create your ecampus account.

January 3, 2018  Chapter 17/Lesson  20  960
January 5, 2018  Final Exam (Unit Four Exam)  200  1160
Participation and Attendance  December 8, 2017- January 5, 2018  100  1260

*Note: Questions on the quizzes and exams come from both the Textbook Chapters and Interactive Lessons.

VII. Grading System and Course Evaluation

The grading scale is based on a point system. There is a total of 1260 required points possible in this class. Grades will be awarded according to the following distribution, which corresponds to the standard grading scale. Your final grades are based on points earned.

<table>
<thead>
<tr>
<th>Points Required</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1200-1260</td>
<td>A</td>
</tr>
<tr>
<td>1060-1199</td>
<td>B</td>
</tr>
<tr>
<td>900-1059</td>
<td>C</td>
</tr>
<tr>
<td>760-899</td>
<td>D</td>
</tr>
<tr>
<td>0-759</td>
<td>F</td>
</tr>
</tbody>
</table>

Note: Grades will not be "adjusted" favorably (or unfavorably) for students who are close to the cut-off between grades. The distribution and accumulation of points is illustrated in the evaluation scale below. Evaluation Scale

Required Points

<table>
<thead>
<tr>
<th>Getting Started Quiz</th>
<th>1 at 20 points</th>
<th>20 Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance and Participation</td>
<td>100 points</td>
<td>100 Points</td>
</tr>
<tr>
<td>Chapter/Lessons Quizzes</td>
<td>17 at 20 points each</td>
<td>340 points</td>
</tr>
<tr>
<td>Exams</td>
<td>4 at 200 points each</td>
<td>800 points</td>
</tr>
</tbody>
</table>

Means of Assessment of Course Learning Outcomes:

Assessment of student performance for this course will be based on the following:

1. Exams
Each unit is accompanied by an exam. Exams are not cumulative; they only cover the chapters assigned for that particular unit, not material from past chapters. Each exam consists of 50 multiple-choice questions and is worth 200 points. Exams are timed; you have two hours (120 minutes) to complete the exam. There are no make-up exams. If a technical issue occurs while you are taking an exam, contact your instructor at once. It is your responsibility to make sure that you have a secure Internet connection before attempting any exam in the class. You can access Exams by selecting the Lessons/Assignments tab from the GOVT 2305 Course Menu in eCampus 4 exams (50 multiple choice questions each 200 points =800 points).

2. Quizzes
Quizzes are designed to measure your comprehension of the online material. There is a quiz for each chapter. Each quiz is worth 20 points and has 20 multiple-choice questions. You are allowed two attempts for each quiz, with your highest score
being recorded for your grade. You can access quizzes by selecting the Lessons/Assignments tab from the GOVT 2305 Course Menu in eCampus. 17 Chapter quizzes (20 multiple-choice questions worth 20 points for each chapter = 340 points). Papers deviating from these guidelines will be docked 10 points (or more if they radically depart from these guidelines). Writing a paper demands/requires careful thought, writing, and editing on your part. Lean, muscular prose will be highly prized. Rambling, pointless sentences will be penalized. Cardinal grammatical (subject verb disagreement, sentence fragments, etc.) and spelling errors will be docked three (3) points each. A simple use of spell and grammar check, a process taking mere minutes, will save you many points.

Change of Personal Information
If your personal information (name, e-mail address, telephone number, and/or mailing address) changes, notify your instructor and the Admissions/Registrar’s Office immediately to be certain that you receive all necessary information. This is important!

Intellectual Property Policy
All course materials created by the professor remain the intellectual property of the professor and any use of these materials other than for educational purposes by students currently registered in this class may be a violation of copyright laws.

Retrieving Your Final Grade and eConnect
Grade reports are no longer mailed, and telephone grades are unavailable. Convenient access is available online through eConnect. Use your 7-digit student identification number to log in.

To check your grades online:
1. Go to the eConnect main menu and select “Current Credit Students Menu.”
2. Select Log In. Log in using your 7-digit student identification number.
3. Select “Check My Grades (GPA)” under “My Personal Information.”
4. Select the grade type you wish to review and press the submit button. All Grades for the selected grade type will be displayed.

Note: For more information about eConnect, go to https://econnect.dcccd.edu/CreditStudentMenu.jsp. Web site address for eConnect is https://eConnect.dcccd.edu. Caveat

This syllabus is a set of guidelines for GOVT 2305, Federal Government. The instructor reserves the right to modify any course requirements and due dates as necessary to manage and conduct this class. The intent of the instructor is to promote the best education possible within prevailing conditions affecting this class. Students are responsible for contacting the instructor and seeking clarification of any requirement that is not understood.

MAKEUP AND LATE WORK
The scheduled dates of all exams and written assignments are clearly indicated in this syllabus. It is in each student’s best interest to submit work in a timely fashion. Occasionally, however, life prevents one from keeping deadlines. While the preference is that you submit work on time, you will be expected to complete assignments for each unit no later than the given due date. If you are unable to complete and submit work by the deadline, you are responsible for communicating with the instructor in writing via email. The instructor will determine if work will be accepted. In such cases, please note that points will be deducted for late work and your grade will be lowered at least 1 letter grade. This means that the highest grade received will be a “B” for assignments/exams submitted late. Incompletes.

An incomplete grade of “I” may be given when an unforeseen emergency prevents you from completing the work for this class. Make contact with the instructor immediately if there is a situation preventing you finishing the course. This must occur before the course officially ends. As a rule of thumb, a student must have already completed at least 70 percent of the work in a course in order to be eligible for an incomplete. Ultimately, the course instructor and the division dean determine every decision concerning whether or not to grant an incomplete jointly.

PROBLEMS AND EMERGENCIES: If a medical or other serious situation arises that will prevent you from completing one or more assignments or a test by the due date, follow the procedures listed in the table.
For all work except tests

| Subject line         | The purpose of the email.  
|----------------------|-------------------------------
|                      | Course ID (GOVT. 2305 **Insert Section #**) 
|                      | Your first and last name 
|                      | Examples 

| ---Question about Test-GOVT 2305-71432-Chris Garza 
| ---Assignment 1 GOVT 2305-71432-Chris Garza 
| ---Family Emergency GOVT 2305-71432-Chris Garza 

| Body of email message | The body (message) must ALSO contain the course ID. Your first and last name at the end of the message. 

**Important:** Emails sent without this format will either receive no reply or a reply telling the student to re-send in proper format, which slows down response time.

If you send me an email that requires a rapid response in order to meet a deadline, make sure you follow the above format. Check your email inbox frequently between the time you sent your email and the due date. **Extensions will not be granted in situations** where I responded to your email before the due date, but you did not check frequently enough to see the response. **Important:**

- Check to make sure your junk mail or bulk mail filters do not delete or reroute email messages sent from the college or from your instructor.
- Make sure your e-mailbox is cleaned out regularly. This is especially important if you have Hotmail or Yahoo accounts. When your mailbox is full, all incoming email messages are rejected.

I will reply to all emails sent in the proper format within 24 hours, so re-send your email if you do not hear back from me within this time frame. Do not assume that an unanswered email was received—**ALWAYS RE-SEND** if you do not receive a reply in 24 hours!
Learning Activities, Outcomes, and Assessment

<table>
<thead>
<tr>
<th>Learning Activity</th>
<th>Learning Outcomes</th>
<th>Assessment</th>
<th>Program and Course Level Student Learning Outcomes (PLO, CLO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide a brief description of the learning activity.</td>
<td>Briefly list the specific learning outcomes/objectives for the activity.</td>
<td>How will the activity be assessed?</td>
<td>Which are addressed by the learning activity?</td>
</tr>
<tr>
<td><strong>2. Exams and Quizzes</strong> Chapter Quizzes (18) and Exams (4) that will cover all aspects of the course content.</td>
<td>Students will be able to synthesize concepts from readings and materials via multiple choice questions</td>
<td>Exams: Objective multiple choice questions, each worth 200 points. Chapter Quizzes: Objective multiple-Choice questions, each worth 20 points</td>
<td>SLO 1,2,3,4,5 PLO 1.1, 1.4, 2, 5</td>
</tr>
</tbody>
</table>

**GOVT2305:**

**Course Level General Education Outcomes**

**Learning Outcomes**

GOVT 2305 Federal Government (3 Credit Hours)
TCCNS: GOVT 2305 / Federal Government
2014 Core Curriculum Foundational Component Area: 070 Government/Political Science

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. (3 Lec.) Coordinating Board Academic Approval Number 4510025125.

Student Learning Outcomes for GOVT 2305 – Upon successful completion of this course, students will:

**Course Level 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.
Program Level Outcomes
Effective Fall 2104:

Program-Level Outcome 1: Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
1. Written: Process and produce effective written communication adapted to audience, purpose, and time constraints.
2. Oral: Produce effective oral communication adapted to audience, purpose, and time constraints.
3. Visual: Effectively interpret visual images or produce effective visual images.
4. Listening: Comprehend, and analyze oral information.

Program-Level Outcome 2: Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Program-Level Outcome 3: Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Program-Level Outcome 4: Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Program-Level Outcome 5: Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making

Program-Level Outcome 6: Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
VIII. DCCCD Institutional Policies

North Lake College and Dallas Colleges Online

“Institutional Policies relating to this course can be accessed from the following link

www.northlakecollege.edu/syllabipolicies