Federal Government
GOVT 2305 – Section 23205
Brookhaven College – DCCCD
Division of Social Sciences
Spring 2019 – 16 weeks

Instructor Information
Name: Vicki Gnsue
Office Location: Varies
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Tech Support # (972) 669-6402

Class Times: M-W 1:30-2:50 pm
Class Location: K246

Required Textbooks/Reading materials:

   Benjamin Ginsberg, Theodore J. Lowi, Margaret Weir, Caroline J. Tolbert,
   and Robert J. Spitzer. W. W. Norton & Company, Inc.
   ISBN: 978-0-393-28364-8

   access to any other major newspaper (knowledge of current events will be
   essential to course activities).

Technology Requirements
1. Internet access (free access available in campus computer labs)
2. USB flash drive for back-up storage of electronic files
3. Active E-mail account (check at least three times per week)
4. Basic use of a personal computer (word processing and internet
   browsing).
5. 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/studenttutorial/studentIndexv91.html](http://ecampus.support.dcccd.edu/v91/studenttutorial/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
Course Grading System

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

Method of Evaluation: Grading will be determined as follows:
Evaluation Overview - 5 units worth 1000 pts comprise:
1) 4 Unit tests – 400 points (100 points each)
2) Assignments -150 points
3) Class Participation – 150 points
4) Brookhaven term paper proposal – 50 points
4) Brookhaven required term paper – 250 points

Totals: 100% = 1000 points

Course Calendar - GOVT 2305 – Spring 2019

Jan. 28     Classes Begin
Feb. 25     Test 1
March 25    Test 2
April 17    Test 3
April 17    Last day to drop with a “W”
May 8       Test 4
TBA         Mandatory paper due
Exams

There are four exams in this course. Each consists of multiple choice or essay/short answer questions based on the textbook readings, lecture materials, videos and class assignments. The exams are not cumulative. If utilized, students are required to purchase their own Scantrons for testing in the classroom. See the course calendar for specific dates.

The following policies are in place to maintain the integrity of the exams:

- Make ups will not be given except in the case of extraordinary and documented emergencies.
- You must contact me in advance should you need to miss a test for any emergency. I will require medical or legal documentation to justify your request to miss a scheduled test.
- No makeup tests will be permitted once the exam has been delivered to your specific course section or if you fail to contact me within 12 hours of the exam.
- Students arriving after the first exam has been turned in will not be allowed to take an exam.

General Course Information

Introduction to the Instructor

Welcome to Texas Government. My name is Vicki Gnuse. I am a graduate of the University of Texas at Arlington where I received a BA in political science and journalism and a MA in political science. I have taught at various institutions over the years, including The University of Texas at Arlington, Tarrant County College, Cedar Valley College, Richland College, Collin College and Brookhaven College. I also spent many years as a journalist, reporting and editing for various newspapers and magazines, including The Dallas Times Herald, D magazine, the Dallas Business Journal and the Arlington News, among others. I also owned a public relations firm for 30 years, specializing in the hospitality and medical industries and representing clients locally, nationally and internationally.

My background as a journalist influences how I teach. In my classes, special emphasis is given to relating current events to the topics and content students study during the course of a semester. I strive to help you understand how government affects your everyday life.

Please trust that I understand your hopes, your fears, and the obstacles you face on your journey to obtain a higher education. Good communication is the key to success in any learning environment. Remember I am here to assist. If you have a problem, question, or concern please feel free to contact me by e-mail, which I
check at least twice a day, including weekends. I will try to make this a fun and a productive learning experience for you.

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.

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 be able to:

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.

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 always be 11:59 pm (CST) on the assigned due date.
- Each "required" activity must be submitted to earn credit for the course.
- There is no credit for partial work. The minimum writing and minimum research expectation for each assignment or activity must be satisfied to earn a grade. Incomplete assignments will receive a zero.
- 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 must utilize 2-3 sources for all 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 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.

- **Do not use first person tones in the Term Project assignment.** The prompts are designed to help you think about the topic, not to generate a direct response. 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 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.

- **Work submitted in past courses cannot be submitted in this course** without explicit prior approval. Submitting an assignment that you’ve used in another course, without prior approval, will result in a zero for that activity.

**Course Etiquette**
• **E-mail** – Please allow 24-48 hours 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 paper 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. Due to time constraints, late work will not be accepted in the final week of the course (the final course deadline). Tests, discussion forum activities and extra credit are excluded from the late work policy and are due by the stated deadline.

**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.

**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.

**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 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.

**Assignments**

There will be 15 assignments during the term, including, but not limited to, reading and providing written evaluation of articles, discussion forums, short essays, researching topics, etc.

**Mandatory Term Project**
Formal Assessment Guidelines – Foreign Policy Paper Project

This project is an opportunity to carefully examine a contemporary foreign policy issue between the United States government and one other foreign government.

Completing this activity is a mandatory component of this course. It serves as the standard course assessment for all GOVT 2305 students and is a college requirement. Failure to submit and complete this project in its entirety will result in a failing grade for the course.

There are four steps to completing this project:

**Step 1 – Identifying the Issue**

Identify a critical issue in the US foreign policy relationship with one other nation. Try to pick a country of personal interest, which should help motivate your research efforts. Finally, identify strategies that could be used to improve the policy (a thesis statement).

You may select your own topic which meets the criteria above, or you may choose one of the following topics:

- US foreign policy regarding counter-terrorism in Yemen
- US foreign policy regarding Russian military aggression
- US foreign policy regarding N. Korea's nuclear program
- US foreign policy regarding trade with Cuba
- US foreign policy regarding the spread of disease in Nigeria
- US foreign policy regarding economic development in Mexico
- US foreign policy regarding the nuclear deal with Iran
- US foreign policy regarding military aid to Israel

**Step 2 – Gathering Sources**

Conduct research to locate three peer-reviewed, scholarly journal articles (aka: academic sources) that specifically address issues within the foreign policy relationship you selected and meet the following criteria:

- The articles must be no more than ten (10) years old.
- The article must have more than five (5) pages of actual content (without graphs, charts, footnotes, citations, etc.).
- Books will not count toward the scholarly source minimum requirements.
C Corely choose those sources that provide a variety of perspectives on your selected topic.

In addition to the minimum research requirements, you should offer supplemental sources for essential current events information relevant to your topic. These may include academic sources that are not peer-reviewed (position papers), newspaper articles, magazine articles, and other quality or reputable sources.

The course textbook, encyclopedias (including Wikipedia), and almanacs, are reference materials and are not to be listed as sources on the collegiate level.

Provide the formal MLA citation for each source, both in text and on the References page.

**Step 3 – The Proposal**

*Failure to submit the Proposal by the assigned due date, or revise and resubmit upon request, will result in the assignment being incomplete.*

Submit a one page proposal to the appropriate dropbox by the date specified in the course calendar. The proposal should:

- Identify the topic in a single paragraph:
  - Summarize the foreign policy topic you will be addressing
  - Describe the current status of the policy or topic
  - Describe why this policy is important to the United States

- Include a bibliography listing the three scholarly, peer-reviewed sources that will form the basis of your policy paper. The bibliography should be formatted using MLA citation style.

An example of a good policy proposal is provided in e-Campus.

**Revise and Resubmit Policy:** The purpose of the proposal process is for your instructor to confirm that 1) you have selected three appropriate scholarly, peer-reviewed sources and 2) that you have selected an appropriate topic. Additionally, it allows your instructor to give you feedback on your writing (grammar, sentence composition, punctuation, and spelling) as well as your use of proper MLA citation formatting.

Should you submit a proposal that does not address an appropriate foreign policy topic, or one in which three scholarly sources are not provided, you will be asked to revise and resubmit the assignment. In such cases, a minimum letter grade deduction is always applied to the resubmitted assignment. The instructor will inform you of the due date and conditions of resubmission. Failure to resubmit
the revision before the provided due date, or failure to correct the identified issues in need of revision, will result in a zero for the proposal grade.

**Step 4 – The Policy Paper**

Prepare a formal research paper regarding the selected policy. The assignment must be between 5-7 pages excluding citations. The essay should address the following:

- An introduction and brief overview of the policy relationship including the major issues facing the countries.
- The reasons for initiating changes to existing policy.
- The possible policy options or alternatives to be considered (discuss several).
- The pros and cons of each policy option or alternative (costs v. benefits).
- The best policy option or alternative (pick one).

A summary and conclusion

The paper must be a minimum of 5 and a maximum of 7 full pages in length, double-spaced. No more and no less is necessary for this activity. Keep direct quotes to a minimum; do not use block quotations. 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). A zero on this assignment will result in a failing grade for the course.

Finally, add a cover page and include the References (also known as Works Cited) page at the end. Submit all pages together as one file to the assignment dropbox.

**Special Notes:**

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 every student read ahead and use the library database during the first days 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.
Procrastination on this project has resulted in some students, who were otherwise passing, having to fail and repeat the course.

**Participation and Professionalism**

I expect active and informed involvement in class discussion. If you do not participate at all, you will get zero (0) participation points. To assist you in participating, I will regularly call on students to summarize or discuss assigned readings or topics—be prepared.

Taking notes is required in this course. Increasingly, many students believe that simply attending class is all that is necessary. In my experience these students do not succeed in college and usually fail this class.

As noted in the section on classroom behavior, there is an active and serious expectation that every student will conduct him or herself in a professional manner befitting of the collegiate environment. The professionalism grade will be affected, first and foremost, by respect towards your professor and other students in class. This includes, but is not limited to, interrupting the professor or other students, speaking out of turn, disruptive behavior such as reading, talking or sleeping during class, failing to turn off your cell phone, text messaging, gathering up materials before the professor has concluded class, and failing to keep or come on time to scheduled appointments.

**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.

The minimum research criteria is 2-3 peer-reviewed academic journal articles (aka: scholarly sources) for 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.

The minimum writing requirement for the original post is 250 of your own words (excluding cited or paraphrased information from the word count). 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. 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.
**DCCCD Institutional Information**

DCCCD Institutional polices can be found on the following website: [https://www.Brookhavencollege.edu/syllabusaddendum](https://www.Brookhavencollege.edu/syllabusaddendum)

**INSTRUCTOR’S RIGHT TO MODIFY:** The instructor has the right to add, delete, or revise this course syllabus.

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**Attendance Policy**

Attendance and participation are essential to your success. I expect all students to be seated and ready for class at 10:30 am. Persistent and repeated late arrivals to class disrupt the learning environment. **Students will not be permitted to enter the classroom once class has started (i.e. when the door is closed).** Persistent and repeated late arrivals to class will result in penalties applied toward the final course grade.

Anytime you miss class, it is your responsibility to stay current with all assignments. Do not ask me what was missed! Any student that does so will receive an automatic deduction to their participation and professionalism grade.

I highly suggest that each student seek out a study partner and form a support group that you can rely on throughout the semester. If you plan to miss class, use your absences wisely. If you are affected by a medical or legal situation and can provide proof (documentation) to substantiate your claim, the instructor may excuse your absence.

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**Technology Policy**

Modern technology enables us to access a wealth of information but can also present a detriment to the learning environment. The following policies relating to technology are in place for the duration of this course:

- Any student observed accessing their cell phone in class, for any reason, will be asked to leave class and will receive an automatic zero on their Professionalism grade. If you have an emergency and expect a call, inform the instructor of the situation prior to the start of class. Subsequent instances will result in a letter grade penalty to the final course grade for each violation.

- Students wishing to use laptops, tablets, or other devices must receive express permission from the instructor and are required to sit in the front and/or center of the classroom for the duration of the semester. Any student observed accessing non-course related content (e.g. email, Instagram, Reddit) will be asked to leave class and will receive an automatic zero on their Professionalism grade.
grade. Such students will not be allowed to access any electronic device for the remainder of the semester.

- The audio or video recording of any part of this course is expressly prohibited without written authorization from the instructor.

**Extra Credit**

Extra credit opportunities in this class are designed to assist students who need one or two points to move their current grade into the next grade level (for example, a student that has a 68 or a 78). As a result, each extra credit opportunity successfully completed will result in one percentage point (1%) added to the final course grade. A maximum of three extra credit assignments will apply toward the final course grade. Students wishing to receive extra credit must attend the assigned talk or activity and submit a written evaluation to me no later than one week after the talk. Further details will be distributed in class at a later time. Again, **only three** extra credit assignments will be accepted.

**DCCCD 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](https://www.Brookhavencollege.edu/syllabusaddendum)

**Withdrawal Policy – Last day for a ‘W’ is April 17, 2019:**

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.

**Certification of Attendance and Financial Aid:** You must attend and participate in your on-campus and online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance and participation. In an online course, you must participate in an academic related activity pertaining to the course in order for your attendance to be validated. Simply logging-in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and engaged in an academically related activity by the certification date. The academic related activity used to validate online course participation is at the discretion of your instructor.

This statement of certification of attendance applies to all students enrolled regardless of whether they are receiving financial aid or not. All students must be certified.
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.

GOVT 2305 Written Work Guidelines Checklist

☐ All prompts are fully developed and supported.

☐ The work is typed, double-spaced, uses Arial or Times New Roman 12 pt font, with 1 inch margins.

☐ The work meets or exceeds the minimum word count for the assignment.

☐ The essay contains a cover page with name, course, section, word count, and topic. There are no photos, artwork, or other embellishments on the cover page.

☐ The word count is taken from the body of the written work, and does not include the cover page or works cited.

☐ Wikipedia, Answers.com, the course textbook, and other encyclopedia-style sources are not used as research sources.

☐ All key arguments, facts, assertions and claims are supported with high quality sources (e.g. academic journals, scholarly articles and books, current laws/policy, court cases, etc.).

☐ Block quotations are rarely used, and only because the original quote could not be paraphrased without losing its essential meaning.

☐ The work is written in essay format (i.e. it is not written in outline format with the essay or discussion board prompts included as part of the work).

☐ There are minimal grammatical, spelling, and sentence construction errors.

☐ First person is not used (except in cases where the author’s opinion or perspective is explicitly required as part of the assignment).

☐ All sources are noted in the body of the work using APA parenthetical citations (not footnotes or endnotes). Full citations are provided at the end.
of the work on a separate Works Cited or References page using formal APA citation style.

☐ All pages of the assignment (cover page, body, works cited, and any other appendices) are ready to be submitted as a single file in the course dropbox in .docx or .pdf format.