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.

Instructor Information
Name: Asmara Saleemi
Office Location: Brookhaven College K228
E-mail: asaleemi@dccc.edu (Primary method of contact)
Office # (972) 860-4372 (don’t leave voice messages, send an e-mail instead)
Tech Support # (972) 669-6402

Required Textbooks/Reading materials:

- Access to Inquizitive with purchase of new book or purchased separately.
- Texas Tribune, 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 and/or a cloud based storage service for saving and backing up written coursework. There are many providers that offer free cloud-based storage (Dropbox, Google Drive, etc.). Students taking this course are required to save all written class assignments in more than one location.
- 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/v91/studenttutorials/StudentLockDownBrowserv91/StudentLockDownBrowsev91.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 (*mandatory activity)

*Orientation Quizzes (varies): 4% = 40 points
Chapter InQuizitive (13 x 20 each): 26% = 260 points
Activities (varies): 20% = 200 points
Service Learning (1 x 100): 10% = 100 points

*Policy Paper Project
Policy Proposal (1 x 100): 10% = 100 points
TX Policy Report (1 x 300): 30% = 300 points

Totals: 100% = 1000 points

Course Calendar

<table>
<thead>
<tr>
<th>Week 1</th>
<th>29-Jan</th>
<th>Introduction and Orientation</th>
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<tbody>
<tr>
<td></td>
<td>31-Jan</td>
<td>Chapter 1 - Political Culture and Economy</td>
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<tr>
<td>Week 2</td>
<td>5-Feb</td>
<td>Chapter 1 - Political Culture and Economy</td>
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<td>7-Feb</td>
<td>Chapter 1 - Political Culture and Economy</td>
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<td></td>
<td>10-Feb</td>
<td>Orientation Quizzes Due 11:55pm</td>
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<tr>
<td>Week 3</td>
<td>12-Feb</td>
<td>Chapter 2 - TX Constitution</td>
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<td>14-Feb</td>
<td>Chapter 2 - TX Constitution</td>
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<tr>
<td>Week 4</td>
<td>19-Feb</td>
<td>Chapter 3 - TX in Federal Government</td>
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<td></td>
<td>21-Feb</td>
<td>Chapter 3 - TX in Federal Government</td>
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<tr>
<td></td>
<td>24-Feb</td>
<td>Unit I InQuizitive Due 11:55pm</td>
</tr>
</tbody>
</table>
## UNIT II: Politics

| Week 5 | 26-Feb | Chapter 4 - Political Parties in TX  
|        | 28-Feb | No Class/ Professional Development Day |
| Week 6 | 5-Mar  | Chapter 5 - Elections in TX  
|        | 7-Mar  | Policy Paper Proposal Due on SafeAssign 9am, AND submit hardcopy in class |
|        |        | Chapter 5 - Elections in TX |
| Week 7 | 12-Mar | **SPRING BREAK**  
|        | 14-Mar | **SPRING BREAK** |
| Week 8 | 19-Mar | Chapter 6 - Interest Groups and Lobbyist  
|        | 21-Mar | Chapter 6 - Interest Groups and Lobbyist  
|        | 24-Mar | Unit II InQuizitive Due 11:55pm |

## UNIT III: Institutions

| Week 9 | 26-Mar | Chapter 7 - TX Legislature  
|        | 28-Mar | Chapter 7 - TX Legislature |
| Week 10 | 2-Apr  | Chapter 8 - Executive  
|         | 4-Apr  | Chapter 8 - Executive |
| Week 11 | 9-Apr  | Chapter 9 - Judiciary |
|         | 11-Apr | Chapter 9 - Judiciary |
|         | 14-Apr | Unit III InQuizitive Due 11:55pm |

## UNIT IV: Policy

| Week 12 | 16-Apr | Chapter 12 - Public Policy  
|         | 18-Apr | Chapter 12 - Public Policy |
| Week 13 | 23-Apr | Chapter 12 - Public Policy  
|         | 25-Apr | Chapter 12 - Public Policy |
| Week 14 | 30-Apr | Chapter 10 - Local Government  
|         | 2-May  | Texas Policy Paper Due via SafeAssign by 9am AND submit hardcopy in class |
|         |        | Chapter 10 - Local Government |
| Week 15 | 7-May  | Chapter 13 -- Crime and Correction Policy |
|         | 9-May  | Chapter 11 -- Public Finance |
| Week 16 | 14-May | Service Learning Essay Due 11:55pm via SafeAssign  
|         |        | Unit IV InQuizitive Due 11:55pm  
|         |        | Extra Credit Essay Due via SafeAssign  
|         |        | No Class  
|         | 16-May | No Class |

## SP 2019 TEXAS GOV LECTURE

## UNIT I: Framework

| Week 1 | 29-Jan | Introduction and Orientation  
|        | 31-Jan | Chapter 1 - Political Culture and Economy |
| Week 2 | 5-Feb  | Chapter 1 - Political Culture and Economy  
|         | 7-Feb  | Chapter 1 - Political Culture and Economy  
|         | 10-Feb | Orientation Quiz Due 11:55pm |
| Week 3 | 12-Feb | Chapter 2 - TX Constitution |
### Week 4
- **14-Feb**: Chapter 2 - TX Constitution
- **19-Feb**: Chapter 3 - TX in Federal Government
- **21-Feb**: Chapter 3 - TX in Federal Government
- **24-Feb**: Unit I InQuizitive Due 11:55pm

### Week 5
- **26-Feb**: Chapter 4 - Political Parties in TX
- **28-Feb**: Chapter 4 - Political Parties in TX

### Week 6
- **5-Mar**: Chapter 5 - Elections in TX
- **7-Mar**: Policy Paper Proposal Due on SafeAssign 9am, AND submit hardcopy in class
- **7-Mar**: Chapter 5 - Elections in TX

### Week 7
- **12-Mar**: **SPRING BREAK**
- **14-Mar**: **SPRING BREAK**

### Week 8
- **19-Mar**: Chapter 6 - Interest Groups and Lobbyist
- **21-Mar**: Chapter 6 - Interest Groups and Lobbyist
- **24-Mar**: Unit II InQuizitive Due 11:55pm

### UNIT III: Institutions

#### Week 9
- **26-Mar**: Chapter 7 - TX Legislature
- **28-Mar**: Chapter 7 - TX Legislature

#### Week 10
- **2-Apr**: Chapter 8 - Executive
- **4-Apr**: Chapter 8 - Executive

#### Week 11
- **9-Apr**: Chapter 9 - Judiciary
- **11-Apr**: Chapter 9 - Judiciary
- **14-Apr**: Unit III InQuizitive Due 11:55pm

### UNIT IV: Policy

#### Week 12
- **16-Apr**: Chapter 12 - Public Policy
- **18-Apr**: Chapter 12 - Public Policy

#### Week 13
- **23-Apr**: Chapter 12 - Public Policy
- **25-Apr**: Chapter 12 - Public Policy

#### Week 14
- **30-Apr**: Chapter 10 - Local Government
- **2-May**: Texas Policy Paper Due via SafeAssign by 9am AND submit hardcopy in class
- **2-May**: Chapter 10 - Local Government

#### Week 15
- **7-May**: Chapter 13 -- Crime and Correction Policy
- **9-May**: Chapter 11 -- Public Finance

#### Week 16
- **14-May**: Service Learning Essay Due 11:55pm via SafeAssign
- **14-May**: Unit IV InQuizitive Due 11:55pm
- **14-May**: Extra Credit Essay Due via SafeAssign
- **14-May**: No Class

### Section 1 - General Course Information

Introduction to the Instructor
Welcome to Federal Government. My name is Asmara Saleemi. I am a first generation American, fluent in Urdu/Hindi. I grew up in Carrollton, and attended Creekview High School and Brookhaven College, and then I graduated from Southern Methodist University with a B.A. in both Political Science and International Studies. I received my Masters at the University of North Texas with a focus in Comparative Politics. I worked for two health care companies before teaching at Brookhaven.

Like many students who study political science, I wanted to move to Washington, D.C. and make a difference in the world. However, I realized there is no better way to do this then to teach. It’s a dream for me to teach in the very community I grew up and went to school.

My husband and I travel extensively throughout the world, and through these experiences, I gained immense appreciation for my education and background. We all have something to contribute and gain from this world. Your different backgrounds and viewpoints will always add value and varying perspectives to the classroom; therefore I need all of you to participate and contribute.

I understand the expectations and the qualms you have as you obtain a higher education. It can be scary and intimidating. Seize this opportunity and enjoy the learning process. I encourage you send me an email or send or message through the Blackboard messenger to say introduce yourself or just chat.

Course Content

GOVT 2306 is designed to introduce students to the organization, the principles and the various functions of the Texas State Government. Together we will analyze the history, structure, changes, and continued evolution of politics in the state of Texas. 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 Texas 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 Texas has created a vast, dynamic and complex governmental system on the 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.

Section 2 - 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:

Submission requirements
• All assignments must be submitted prior to the appropriate Unit deadline date and time noted on the course calendar.

• “Mandatory” 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).

• All pages on an essay (cover page, body, text and references/works cited) must be submitted as a single file to the appropriately titled dropbox in a .doc or .docx file formats. All other document formats (including .pdf) are unacceptable. *Do not use the “Write Submission” button when submitting assignments in the Dropbox!*

• Work submitted in other courses cannot be submitted in this course without prior consent. Submitting an assignment that has been used in another course, without prior approval, will result in a zero for that activity.

• Students in this course are responsible for personally confirming the completion or submission of all course work, including essays, discussion board activities, and inQuizitive assignments.
  o For each writing assignment, you are required to check MY Grades to verify that the assignment submission was successful: Go to My Grades and click on the assignment like (e.g. “Policy Paper”) to visually confirm that the document submission was successful.
  o Files submitted to eCampus that are incomplete, blank, cannot be read by SafeAssign system, opened in Microsoft Word or which are otherwise corrupted will automatically receive a zero for non-submissions.
  o “I thought I submitted it” or “I received a submission confirmation” is not acceptable”

Formatting Requirements

• All writing assignments (unless stated otherwise) must have a simple cover page with the following information:
  o Your name, course/section #, semester, a word count and essay topic. Word counts do not include citations, quotes, cover pages or works cited.
  o Do not put photos, artwork, or any other embellishment on the cover page.

• The formatting requirements for each writing assignment are: double spaced, Times New Roman or Arial 12 pt. font, 1 inch margins.

• Do not add an additional space between paragraphs.

Research and Citation

• A minimum number of academic journal articles must be cited and reference in each writing assignment. Review assignment guidelines carefully. The “Research Center” tool is built into the course to help you obtain academic journal articles.

• All key arguments, assertion, claims, and facts must be supported with high quality, college-appropriate, citations in all written work.

• Failure to identify sources is plagiarism. MLA citation is mandatory for all outside sources in all written assignments.
  o Proper formatting is required. Points are deducted from assignments if incorrect formatting is used in either the in-text citations or references.
  o All references must also be cited using parenthetical in-text citations.
  o All in-text citations must have corresponding reference in the Works Cited page.
• **Plagiarism and Fabrication** (claiming a reference/citation supports an argument when it does not) are violations of the DCCCD Student Code of Conduct and will result in an automatic failing course grade and referral to the Vice President of Student Services.

• **The course text book, Wikipedia, internet search engines, blogs and similar items are examples of unacceptable research sources at the collegiate level.**
  - High quality sources (academic journals, scholarly articles, current law/policy, court cases, etc) must be used for writing assignments.
  - There is a tool built into the course to help you obtain quality sources for your writing assignments. It is labeled “research center” on the main menu of the course. For current events related information, use a newspaper, news magazine, or news website from a reputable source.

• **Use parenthetical, in-text citations.** Do not use footnotes or endnotes.

**Writing Requirements**

• Page count minimum requirements refer to the body of the essay only. The cover page, quotation, Works Cited pages, and any other addendums do not count. Only full pages count toward the page count (e.g. 3.5 pages of a written text equals 3 pages).

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

• Grammar, punctuation, spelling, and sentence construction are important. **All assignments are expected to meet basic college level writing expectations.**
  - Writing that is filled with incorrect spelling and grammar will not be accepted.
  - All answers are to be in essay format and the expectation for each student to engage the topics using critical analysis. Simplistic or elementary responses will result in severe grade penalties or no assignment credit. **Take the time to fully develop your idea and demonstrate depth of your understanding.**

• Written work submitted in a student’s past courses will not be accepted.

• Do not use first person in a college essay unless the assignment explicitly allows, requires, or ask for it.

**Course Etiquette**

• **E-mail** – Please allow 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.

- **Technology Policy:**
  - No cell phones or taking pictures of slides.
  - No lap tops, however accommodations can be made if a student has documentation from the Brookhaven’s disabilities support services office.
  - No recording devices.

**Late Work Policy (Texas Policy Papers only)**

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, a late paper will have 10 percent of the assignment’s points taken off for each day it is late, for up to five days. That means, late work will be considered for up to 50% of the original value of an assignment, if it is submitted within 5 calendar days of the original deadline (including weekends and holidays). If the assignment has not been submitted within 5 days of the original deadline, it will receive a zero.

(For example, 10% for Texas Policy Paper equals to 30 points off each day the assignment is late.)

**Attendance Policy**

Attendance and participation are essential to your success. Therefore, the college requires each faculty member to create an attendance policy and maintain accurate records for each class meeting. At the start of each class, an attendance sheet will be circulated. It is each student’s responsibility to ensure that they are present and accounted for when attending class. Again, be sure that you sign the attendance sheet each and every class. On several occasions during the semester an assignment, quiz or exam may substitute for the roll sheet. Only in the case of a disability may one student sign the roll for a peer. Dishonesty will be considered an act of collusion and will be dealt with as a disciplinary issue (as stated in the student code of conduct).

Anytime you miss class, it is your responsibility to stay current with all assignments. 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. There will not be an opportunity to make up in-class activities, or quizzes once the item has been delivered to the class. If you are affected by a medical or legal situation and can provide proof (documentation) to substantiate your claim, your absence(s) may be excused, but no makeup will be given.

The following course attendance policy is in effect immediately:

- Each late arrival or early departure (1 – 15 minutes) will count as a half absence.
• Two tardy entries or early departures will count as a full absence.

• Anyone arriving beyond 15 minutes from the start time or departing 15 minutes early will be marked absent.

• Each student will have 4 absences to use at their discretion.

As of the fifth absence, the student will receive a letter grade of N and will be reported as (non-attending) in the course. If you do not properly elect to withdraw by the deadline, this will appear as an F on your permanent transcript. Simply not attending class does not constitute a withdrawal. If it is your intention to withdraw from the course, you must follow the appropriate administrative process.

Your consistent attendance will be of tremendous benefit to you at the end of the semester; you will be well prepared for the course activities and can push up a borderline grade in your favor.

**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.

Section 3 - 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) – Step 5 of the Orientation Section

As stated in the course catalog and on your registration forms, all INET courses have a required orientation process. For this course, the process will be completed totally online. Students must complete the Orientation Quiz by the stated deadline in order to be certified as an “attending student” on the official course roster. Students receiving financial aid that do not complete this assignment may be dropped from the course. Students not receiving financial aid that do not complete this assignment will lose all points associated with the activity.

Course Readings, Lectures and Presentations

Each student is expected to read the assigned material as detailed in the course calendar. Students will be held accountable for assigned materials via the course assignments, essay, class participation etc. 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.

Students are expected to log-in and utilize e-campus regularly in the semester. You will also need to commit to attending class, studying and working on assignments (approx. 4-6 hours total). As a general expectation, you should login to the course and check your e-mail once a day.

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.

InQuizitive Chapter Assignments

This course utilizes the InQuizitive learnings system associated with the course textbook. InQuizitive is an adaptive learning tool that improves student understanding of important course objectives. InQuizitive is
included as part of the purchase cost of a new textbook or ebook. InQuizitive chapter assignments are a required part of this course. InQuizitive works on all computers, tablets, and smartphones, but includes interactive questions that are best attempted on computers and tablets. It is compatible with the latest versions of Chrome, Firefox, Safari, and Internet Explorer.

By design, students are expected to obtain all of the points associated with each activity. Whether students do so will entirely depend on the amount of time they invest in working through each chapter and the assignment activities. The InQuizitive chapter assignments are divided into four learning units. Once a deadline has passed, credit for completing a chapter assignment cannot be earned. The InQuizitive chapter assignment deadlines are listed in the course calendar. Each chapter assignment will take, on average, about 45 minutes to complete. Students waiting until the last minute to complete these assignments are unlikely to successfully complete all chapter assignments. As always, do not procrastinate in this course.

The following are important points to understand about InQuizitive and this course:

- **Register for and use InQuizitive through the links in this course!** Do not use links in an email from the publisher or in your textbook. Failure to do so may result in your grade not appearing correctly in the gradebook. Only use the link(s) provide to you on the eCampus course.
- **When prompted, enter Brookhaven College as the school you are attending. Do not enter any other institution (you may get added to someone else’s course).**
- Please be sure to use your DCCCD student ID number and, if possible, your DCCCD email address when registering. While students can register with any valid e-mail address, using your DCCCD e-mail address will make it easier for the Norton Help Desk to troubleshoot if issues arise.
- Each chapter assignment has a corresponding point value. In order to receive credit for each assignment, you must achieve **100% completion** before the due date indicated in the syllabus and course calendar. You can see the point values for each assignment in My Grades.
- Each student—not the professor—is responsible for ensuring that their InQuizitive scores in eCampus are correctly reflected.
- **DCCCD Tech Support will not be able to assist you with InQuizitive issues.** Should you encounter technical issues, you can contact the Norton Help Desk via this link: [https://bit.ly/2Ja2Lua](https://bit.ly/2Ja2Lua)

**Activities**

Students are expected to complete readings by the assigned date. The course calendar provides a specific list of chapters and due dates. Due-dates for activities are NOT listed in the course calendar. Activities can consist of in-class assignments, pop quizzes, short essays, and/or homework covering the assigned readings.

- In class activities can be in the form of worksheets or group activities. These assignments are due in class. There are no makeups for these assignments, and email submissions will not be accepted.
- Pop-Quizzes may also be given in class. The purpose of the quizzes is to assess your comprehension of the major topics or issues presented in the readings.
- Reading notes may be referenced during a quiz.
Service Learning

Part A: Volunteer

Students electing to participate in this service learning activity are expected to devote 5 (five) hours of volunteer work for a political campaign, political party or a political organization. Your service location is to be identified and reported to the instructor by Tuesday – March 5th, 2019.

It is your responsibility to contact the service location, resources have been provided to help identify local campaign offices. Then, set up a schedule that is mutually convenient. Each participant is expected to set up their own schedule and honor all commitments. Remember, you are an ambassador for the college. Next, send me an e-mail that clearly identifies the name and address of where you will be volunteering and the primary contact's name and phone number.

When you arrive at your service location, be sure to document all volunteer time using the official time sheet (posted online). It requires an official at the organization to sign off on the document to verify your participation. In addition to this standard form, each student is also expected to submit a formal letter from the official on professional letterhead with an overall evaluation of the work you performed. The timesheet and formal letter are to be submitted in person to the instructor in-class and the service learning office in K200 before April 23, 2019.

Part B: Complete Response Essay

You must write a minimum two-page reflection essay. Give examples and be specific. I want to see a well thought-out response. Your reflection paper should answers the following:

- Describe what you actually did or saw, what was your role as a volunteer?
- How did your experiences better help you to understand the topics under study in the course? Please be specific and explain your understanding in depth.
- Explain the impact your participation may have on your community and how it may help you in the future?
- How did this experience impact you on a personal level?
- What is the single most relevant lesson you learned? Are you more inclined or less inclined to be involved in politics in the future?

Formatting

- Essay needs to be 12 point Arial or Times New Roman font, double spaced, with one inch margins. First person tone is okay to use here. Research is not required.
- Any incomplete work will receive a zero as stated in the course syllabus.

The reflection essay is due in the appropriate dropbox by **11:55pm on Tuesday, May 14th, 2019.**
*Policy Paper Project (Mandatory)

Introduction

This activity is an opportunity for you to closely examine a contemporary policy issue between the state of Texas and the United States federal government. Over its history, the Texas government has had many conflicts with the national government as part of the dynamics under a federal system of governance (federalism).

Completing this activity is a mandatory component of this course. It serves as the standard course assessment for all GOVT 2306 students. 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**

The purpose of the paper is to identify and address a federal issue between the US government and Texas state government. This requires examining the history, application and effectiveness of laws at both levels.

Pick one of the following topics:
- Disaster management and funding
- Funding affordable housing and Section 8 Vouchers
- Federal oversight of special education in Texas
- Texas environmental policy and federal air regulations
- Texas environmental policy and federal water regulations
- Texas not expanding Medicaid as intended under the ACA
- Texas school funding and segregation
- Federal oversight of Texas redistricting

**Step 2 - Gathering Sources**

Conduct research to locate three academic journal articles (aka: scholarly sources) that specifically address the policy issue that 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 minimum research requirements.
- Carefully 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.
- Textbooks, Dictionaries, Encyclopedias (including Wikipedia), Almanacs, or an Atlas 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 the essay (as MLA parenthetical in-text) and on the works cited page.

Step 3 – The Proposal

Submit a one-page to two page proposal to the appropriate dropbox and submit a hardcopy in class by the date specified in the course calendar. The proposal is to contain the following:

• Identify the topic in a single paragraph by:
  o Summarize the policy topic you will be addressing.
  o Describe the current status of the policy or topic as it related to the differing roles and/or positions of the federal and state governments.
  o Describe why the policy is important to Texas and the United States.
  o Cite each of your academic journal articles (not supplemental sources) at least once in the proposal using correct MLA in-text citations.

• Include the Works Cited or Reference section with the three (minimum) academic journal articles that will form the basis of your policy paper.
• The citations are to be formatted using MLA citation style.
• Additional sources can be added (and should if a good grade is desired), but they cannot be changed without permission after the proposal is approved.
• Do not use block quotations or first person in the proposal or final policy paper!

An example of a good proposal has been provided in eCampus.

Revise and Resubmit Policy: The purpose of the proposal process is for your instructor to confirm that 1) you have selected three appropriate peer-reviewed journal articles 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 a topic that meet the criteria, does not have three academic journal articles, or does not use proper MLA in-text citations, you will be asked to “revise and resubmit” the assignment. In such cases, minimum letter grade deduction is always applied to the resubmitted assignment. The instructor will inform you of the due date and conditions of resubmission.

The Revise and Resubmit applies only to policy proposals that are submitted by the due date. Only one “Revise and Resubmit” will be allowed. 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. More seriously, students that do not successfully complete the proposal assignment are in high danger of failing the course if their policy paper topic and sources do not meet minimum requirements.

Step 4 – The Policy Paper

Prepare a formal research paper regarding the selected policy. The assignment must be between 5-8 pages excluding quotations, in-text citations, cover page, and works cited page(s).
• An introduction and brief overview of the policy relationship.
• What are the major issues facing each level of government?
• What are the reasons for initiating changes to the policy?
• What are the options to be considered (discuss several)?
• What are the pros and cons of each potential reform (costs v. benefits)?
• Which is the best option moving forward (pick one)? Explain Why this is the best option.
• A summary and conclusion

Do not use first person in the proposal or final policy paper!

The paper body must be a minimum of 5 and a maximum of 8 full pages in body length, double-spaced. No more and no less is necessary for this activity. Keep direct quotes to a minimum; do not use block quotations. All key arguments, facts, assertions, and claims must be supported with research. The references approved in the policy proposal must be used in the policy paper: you may add additional sources (and should if you seek an A on the assignment), but you must seek approval from the instructor at least 72 hours before the policy paper due date if you intend to change any of the scholarly sources approved in the proposal.

There will be no opportunity to revise and resubmit this assignment. Failure to meet the minimum research and writing requirements 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 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.

Procrastination on this project has resulted in some 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.

Both the policy proposal and policy paper must be submitted and accepted for a grade by the instructor. Students that do not submit both the proposal and policy paper, and receive a grade higher than zero on both, are not eligible for extra credit. Any completed extra credit work will not apply to their final course grade.

Section 4 - 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

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

Course Information

GOVT 2306 – 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 Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas. Coordinating Board Academic Approval Number 4510025125.

Student Learning Outcomes for GOVT 2306

1. Upon successful completion of this course, students will:
2. Explain the origin and development of the Texas constitution.
3. Describe state and local political systems and their relationship with the federal government.
4. Describe separation of powers and checks and balances in both theory and practice in Texas.
5. Demonstrate knowledge of the legislative, executive, and judicial branches of Texas government.
6. Evaluate the role of public opinion, interest groups, and political parties in Texas.
7. Analyze the state and local election process.
8. Identify the rights and responsibilities of citizens.
9. Analyze issues, policies and political culture of Texas.

Core Objectives for GOVT 2306

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.

**GOVT 2306 Written Work Guidelines Checklist**

- The work meets or exceeds the minimum requirement for the assignment.
- All prompts are fully developed and supported.
- Papers/essays (not discussion activities) contain a cover page with name, course, section, word count, and topic. There are no photos, artwork, or other embellishments on the cover page.
- 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 not used (paraphrase instead).
- The work is written in essay format (i.e. it is not written in outline format with the assignment 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 MLA in-text, 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 MLA 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.