

FEDERAL GOVERNMENT

GOVT 2305

Instructor/Department Contact Information:

Instructor: Karim Ouardi

Office Location: JBH 205

Office Hours: M-T-W-Th 11:30-12:30; 2:00 – 3:00

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College Website: www.lee.edu

Course Details:

Term: Fall 2018

Course Number: GOVT 2305

Course Section: OL15

Credit Hours: 3

Class Location: <https://elearn.lee.edu>

Class Day(s): Online

Class Time: Online

Course Description:

This course is an introduction to the 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.

Student Learning Outcomes:

Upon completion of this course, students will:

1. Explain the origins and development of constitutional democracy in the United States.
2. Demonstrate an understanding of our federal system.
3. Describe the separation of powers and checks and balances both in theory and in 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.
6. Analyze the election process.
7. Describe the rights and responsibilities of citizens.
8. Analyze issues and policies in U.S. politics.

Prerequisites/Co-requisites:

ENRD 402 or equivalent.

In our efforts to prepare students for a changing world, students may be expected to utilize computer technology while enrolled in classes, certificate, and/or degree programs within Lee College. Click on any of the [links](#) for more information:

Computer and online proficiencies helpful in this program include the ability to navigate in the Internet, login to Lee College's website and online Learning Management System (LMS), and use basic features of Microsoft Office (Create a Word Document). Due to the cost of MS Office the college has [Office 365](#) available to students at no charge (click on link for access). This can be installed on up to five different devices (home computer, tablet, etc.) Students will have access to college computer labs and the Lee College Library during normal hours as well as being able to remotely login from outside locations using personal devices.

Grades will be continuously made available to students with the LMS through Blackboard. This is accessed using the student's login and password provided when the student first registered for classes.

Accessing the Course Website through Blackboard:

The primary medium through which we will be communicating is the course's webpage in Blackboard. This is where the instructional materials, including the powerpoint lectures, will be posted. This is also where the assignments, quizzes, discussion posts, and exams will be completed. Therefore, it is imperative that students have access to a reliable computer and internet connection. It is also important that students check their Blackboard email message box on a regular basis; especially **EVERY MONDAY** for announcements about the activities to be completed during that corresponding week. The course webpage can be accessed at the following link: <https://elearn.lee.edu/>. Use your MyLC user ID and password to log into Blackboard.

Minimum Hardware and Software requirements:

The following are browser and operating system requirements to access the course's LMS site:

- At least 2 internet browsers (PC users may use Internet Explorer and Google Chrome while MAC users may use Safari and Mozilla Firefox).
- PC users need an operating system of Windows XP, Windows Vista, or Windows 7 or higher. MAC users need an operating system of OSX 10.6 or higher.
- Pop-up Blockers need to be set to allow pop-ups from the LMS site (elearn.lee.edu). Cookies should also be set to allow them to come through the LMS (elearn.lee.edu) site.

Contact Information:

The best way to contact me is through the message feature in Blackboard. If, for some reason, I cannot be reached using this feature, you can contact me through the following:

Campus email: kouardi@lee.edu

Office Phone: (281) 425-6538

Supplies Requirement:

The required textbook for this course is the following:

1. Patterson, Thomas. *We The People: An Introduction to American Government*, 12th Edition, New York: McGraw-Hill Education, 2017.*
2. Additional reading materials may be posted in Blackboard. Announcements will be made if and when any additional reading is posted in Blackboard.

Student Support Information:

Lee College is dedicated to providing quality instruction and services to all enrolled students. Several campus offices provide assistance with academic needs, ADA accommodations, classroom difficulties, financial concerns, and other issues.

The Information Technology Help Desk: The Information Technology Help Desk (The IT Help Desk) is your first point of contact when in need of urgent computer assistance. Contact the Help Desk at (281) 425-6952 or by email at helpdesk@lee.edu.

Library: The Lee College Library extends its facilities and resources to students, faculty, staff, and community members. The library is located on the first floor of the Advanced Technology Center (ATC). The library's hours of operation are posted on its website at www.lee.edu/library/. Library staff can also be contacted by phone at (281) 425-6584. Students in online or hybrid courses can also access library resources at www.lee.edu/library/services/dist-ed/.

The Writing Center: The college provides a writing lab staffed by paraprofessionals and peer tutors for students enrolled at Lee College. Students are encouraged to visit the lab to obtain help with reading and writing assignments. The writing center is located in Bonner Hall, room 225. For more information, students can visit the writing center website at www.lee.edu/writing/ or can call (281) 425-6534.

ATC Open Computer Lab: The college provides computer access and support to all enrolled students. The open lab offers up-to-date computing resources as well as printing and scanning services to students. The open lab is located in the Advanced Technology Center (ATC), room 208. Call (281) 425-6493 for updated lab hours each semester.

Counseling Center: Lee College employs a staff of professional counselors and advisors whose major tasks include helping students select courses that lead to the realization of their educational and career goals. The Counseling Center is located in Rundell Hall, First Floor. For more information, call (281) 425-6384 or visit www.lee.edu/counseling/.

Testing Center:

Rundell Hall, Room 211 (Second Floor)
(281) 425-6262
www.lee.edu/testing/

Financial Aid:

Rundell Hall, First Floor
(281) 425-6389
www.lee.edu/financialaid/
finaid@lee.edu

Admissions and Records:

www.lee.edu/admissions/
(281) 425-6393
admissions@lee.edu

Career Services:

Student Center, Rooms 104 & 106
www.lee.edu/hirearebel/
(281) 425-6572

Link to the Americans with Disabilities Act (ADA) Website: Lee College is committed to providing all students equal access to learning opportunities as required by the Vocational Rehabilitation Act of 1973, Title V, Section 504 and the Americans with Disabilities Act of 1990 (ADA). Disability Services (DS) is the campus unit that works with students who have disabilities to provide and/or arrange reasonable accommodations. Students registered with DS, who have a letter requesting accommodations, are encouraged to contact the professor early in the semester. Students who have, or think they may have, a disability, are invited to contact DS for a confidential discussion at (832)-556-4069 or at kvillanueva@lee.edu. DS is located in Rundell Hall room 106. Additional information is available at the DS website [Access Center for Students with Disabilities Website](#).

Attendance Policy Link: Please notify me by phone or via email when you are not able to attend class. Students who have been absent from class for three hours or three sessions without notifying the instructor may be dropped for non-attendance. In addition to an attendance policy for face-to-face courses, Lee College has established, in compliance with the U.S. Department of Education, an online attendance policy found in the online catalog under [The Community and Lee College heading – Online Learning](#).

Absences Due to Religious Holy Days Link to Catalog: Students may be absent from classes for the observance of a religious holy day and will be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time as established by the instructor.

Academic Honesty Policy/Cheating Link to Catalog: Academic honesty is essential to the maintenance of an environment where teaching and learning take place. It is also the foundation upon which students build personal integrity and establish standards of personal behavior. Lee College expects and encourages all students to contribute to such an environment by observing the principles of academic honesty outlined in the College’s Academic Honesty Code, which is detailed in Chapter Three of the Lee College Catalog under Academic Honesty. It is the student’s responsibility to understand and comply with this code.

Title IX : Lee College is committed to providing all with a learning and work environment that is free from sexual harassment and assault. If you or someone you know has been harassed or assaulted, you can find the appropriate resources, both on and off campus at [kNOw More](#). Confidential support can be found through The Bridge Over Troubled Waters. The Bridge can be contacted at 281-420-5600 (Baytown Office) or through their 24 hour hotline at 713-473-2801 and other resources can be found on the [Lee College Available Resources Page](#). All Lee College faculty are “responsible employees”, which means, as a faculty member I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide the Title IX Coordinator with relevant details such as the names of those involved in the incident. If you want to make a formal report, you can contact Dr. Coffman directly at rcoffman@lee.edu or 281-425-6387 or email TitleIXSupport@lee.edu .

Withdrawal / Drop Policy Link to Catalog: Withdrawal from the course after the official day of record and prior to the final day for Student Drops will result in a final grade of “W” on your transcript; no credit will be awarded for a course earning a “W.” If you stop attending class, you must withdraw at the Admissions office prior to the final day for Student Drops to avoid receiving a grade of “F” for that class. The last day for Student Drops for this semester is: **November 13th**.

Copyright and Intellectual Property: Lee College students must adhere to federal copyright law in the use of others’ works and should follow “fair use” guidelines. Student works created as part of instruction are protected under these laws. For assistance interpreting college policies CT legal and CT local (<http://pol.tasb.org/policy/search/579?filter=copyright>), please contact the Lee College library.

Attendance and Participation:

This is an online course. All course activities and assignments are completed online. Students are expected to participate regularly in all the online course activities including posting to the discussion forums and completing all the quizzes and assignments by their due dates. I reserve the right to drop from the course any student who fails to participate in the course’s online activities without communicating to me the reason(s) for his/her lack of online participation. If a student wishes to drop the course, it is his/her responsibility to initiate his/her withdrawal from the course prior to the final day for student drops to avoid receiving a final grade of “F” for the course. The last day for students to drop with a “W” is: **November 13th**.

Grade Determination:

The final grade in this course will be determined by the following:

2 exams	X 20% = 40%
1 research paper	X 20% = 20%
3 learning assignments	X 5% = 15%
10 online quizzes	X 1% = 10%
<u>5 discussion forums</u>	<u>X 3% = 15%</u>
Total	= 100%

Exams:

Students will take 2 exams during the semester. Each exam is worth 20% of the final grade. Exam 1 covers chapters 2, 3, 4, 5, 11, 12, and 14; while Exam 2 covers chapters 6, 7, 8, 9, 15, 16, and 17. Each exam consists of 50 multiple-choice and true/false questions. You will have 60 minutes to complete each exam. **Students will take the exams in their high school in a proctored environment. The exact date and time of the exams will be announced by the instructor during the semester.**

Research Paper:

Students are required to write and submit a research paper. The paper is worth 20% of the final course grade. The topic and guidelines for writing the research paper as well as the due date for submitting the paper will be posted in the content section in Blackboard in a folder titled “Research Paper.”

Learning Assignments:

Students are required to complete 3 learning assignments during the course of the semester. Each learning assignment is worth 5% of the final grade. The topics and guidelines for writing the learning assignments and the due dates for their submission will be posted in the content section in Blackboard in a folder titled “Learning Assignments.”

Quizzes:

Students will have to complete 10 online quizzes throughout the semester. Each quiz consists of multiple choice and true/false questions about topics covered in a specific chapter. Although the quizzes are open book, they are, however, timed. Therefore, it is imperative that the students read the chapter corresponding to the quiz before completing the quiz. The quizzes and the guidelines for completing them are posted in the content section in Blackboard in a folder titled “Quizzes.”

Discussion Forums:

Students are required to participate and interact with their peers in the discussions forums. There will be 5 discussion forums throughout the course of the semester. Each forum will be open for ONE WEEK in the Discussion Board in Blackboard. Students will be notified when each discussion forum is open. During each forum, students will be required to post their answer to a discussion question **AND** reply to at least one answer posted by another student. The student’s initial answer to the forum’s question should be thoughtful, elaborate, clear, grammatically sound, and supported by information presented in the readings and the powerpoint slides. As a rule of thumb, your initial post should be about 2 paragraphs long (250 words). As for your reply to your classmate’s post, it should meet all the criteria required for your initial post and should be a substantial response as well. In other words, your reply should go beyond statements such as “I agree” or “I disagree.” Your reply to your classmate’s post should be about 1 paragraph long (125 words). For each discussion forum, a student can earn a maximum of 70 points for their initial discussion post and 30 points for their reply to their classmate’s post.

The Inelastic Clause:

The failure to take an examination will result in a grade of ZERO. This also applies to late submissions of assignments. All online assignments and quizzes will be posted in Blackboard by the start of the semester. It is the student’s responsibility to avoid procrastinating and to complete these assignments by their due dates. Experiencing last minute technical issues or issues of any other nature will not be accepted as an excuse for uncompleted work. Make up exams will not be given unless the student notifies the instructor prior to the exam date AND provides a written documentation stipulating a valid reason for missing the exam.

Academic Integrity Statement:

Keeping with the institution’s statement of academic integrity, all exams are administered by a proctor. Students are not allowed to collaborate or use any instructional materials, including the textbook, while taking the exams. Students are not allowed to copy or distribute the exam questions.

As for the research paper and the learning assignments, all the works submitted by the students **MUST** be their own. Copying or paraphrasing someone else's works or ideas without proper citation is plagiarism. Students **MUST** submit their learning assignments and research paper through SafeAssign in Blackboard. Instructions on how to upload your assignments through SafeAssign are included in the link to each assignment in the Content section in Blackboard. Failure to meet EACH of these expectations is a violation of the institution's academic integrity policy as well as the course's. The first violation will result in a grade of ZERO for that specific assignment or exam. The second violation will result in a failing grade in the course.

A student has a right to appeal an instructor's determination that s/he violated the institution's Academic Honesty Code. The procedure concerning the appeal process can be accessed via the following link: www.lee.edu/academic-honesty-code/.

Netiquette Rules:

The following are a set of standards students **MUST** adhere to at **ALL** times when they are communicating online in this course:

- Students **MUST** refrain from **ALL** insensitive language, comments, phrases, or "jokes."
- Students **MUST** refrain from using profanity in the discussion forums.
- Students **MUST** use Standard English in **ALL** their online communication in this course. Using slang terms that others may not be familiar with may be misconstrued as offensive or insensitive.
- When critiquing their classmates' works, students **MUST** refrain from any *ad hominem* argumentation.
- Students **MUST** refrain from using all capital letters when composing their posts or when replying to their classmates' posts as this may be construed as an aggressive behavior.

Feedback and Response Time:

I will make every effort to respond to your emails within 24 hours of receiving them except during holidays. If you call me and I am not in my office, please leave a message and I will return your call within 24 hours except during holidays and weekends.

I generally return assignments within one week of their submission. I will make every effort to login to the discussion forum every day during the week it is open to reply to selected posts and/or to synthesize the learners' responses.

I also post weekly announcements every Monday as a reminder to complete the activities and assignments due during that week.

This response time and feedback plan may be subject to change. In case the response time and feedback plan is altered, students will be informed via email of the changes and the syllabus will be updated accordingly.

Assignment and Test Schedule: (Instructor reserves the right to modify this schedule as needed during the course.)

Week		Reading Assignments and Activities	Tests / Assignment due dates	% of grade
1	Aug 27 - 31	Introduction to the course Read Chapter 1		
2	Sep 3 - 7	Read Chapters 2 and 3 <u>Quiz 1</u>	<u>September 6th</u>	
3	Sep 10 - 14	Read Chapter 4 <u>Quiz 2</u>	<u>September 13th</u>	
4	Sep 17 - 21	Read Chapter 5 <u>Quiz 3</u> <u>&</u> <u>Learning Assignment 1</u>	<u>September 20th</u>	
5	Sep 24 – 28	Read Chapter 11 <u>Quiz 4</u>	<u>September 27th</u>	
6	Oct 1 - 5	Read Chapter 12 <u>Quiz 5</u>	<u>October 4th</u>	
7	Oct 8 - 12	Read Chapter 14 <u>Quiz 6</u>	<u>October 11th</u>	
8	Oct 15 – 19	<u>Exam 1</u>		
9	Oct 22 - 26	Read Chapter 6 <u>Quiz 7</u>	<u>October 25th</u>	
10	Oct 29 – Nov 2	Read Chapter 7 <u>Quiz 8</u> <u>&</u> <u>Learning Assignment 2</u>	<u>November 1st</u>	

Week		Reading Assignments and Activities	Tests / Assignment due dates	% of grade
11	Nov 5 - 9	Read Chapter 9 <u>Learning Assignment 3</u>	<u>November 8th</u>	
12	Nov 12 – 16	Read Chapter 8 <u>Quiz 9</u>	<u>November 15th</u>	
13	Nov 19 - 20	Read Chapter 15 <u>Quiz 10</u>	<u>November 25th</u>	
14	Nov 26 – 30	Read Chapter 16		
15	Dec 3 - 7	Chapter 17	<u>Research Paper Due</u> <u>December 6th</u>	
16	Dec 10 – 13	Exam 2		
All semester				

Final Average in Percent	Letter Grade
89.50 – 100	A
79.50 – 89.49	B
69.50 – 79.49	C
59.50 – 69.49	D
< 59.50	F
Incomplete - no credit	I

A grade of “I” indicates incomplete work resulting from illness or other unavoidable circumstances. Coursework must be completed per written contract with Instructor during the following semester to earn replacement grade, otherwise it will revert to an “F”. To be eligible to receive an “I” students must have completed at least 75 percent of the work required for the course in question during the original term of enrollment. Policy on this can be found in the [Lee College Catalog/Incomplete](#)