**Syllabus, U.S. Government, Lindsey Wilson College, Spring, 2017**

 General Information

*Course title*: U.S. Government, CRN number: 30386, Tuesdays and Thursdays, 9:30-10:45 a.m.

*Course identification and section number*: POSC 1003, M 01.

Course meeting room: Goodhue 300.

*Instructor*: Dr. Stefan Brooks, Ph.D.

*Office phone number*: 270-384-8183.

*E-mail address*: Brookss@Lindsey.edu. You can expect a reply to your e-mail within twenty- four hours, if not sooner. When e-mailing me, if you expect a reply, please write **proper English**, including correct grammar, spelling and punctuation, and identify who you are.

*Office hours*: Mondays and Wednesdays, 1:30-5:00 p.m.; Tuesdays and Thursdays, 11 a.m. – 12:15 p.m. Please note I may be unavailable during office hours because of meetings with little to advance notice.

*Office*: Turner 108-A, lower level, the office inside the computer lab.

 Student Learning Outcomes

This course has eight learning outcomes. First, students will acquire general factual knowledge of American politics by studying the United States Citizenship Test and the Political Fact Sheet. Second, students will become familiar with political definitions. Third, students will become informed about key dates in American history and politics. Fourth, students will acquire an understanding of political ideologies. Fifth, students will develop an understanding of the Declaration of Independence, the Articles of Confederation, the United States Constitution, and the Philosophy of the U.S. Constitution. Sixth, students will develop an understanding of federalism by studying and also comparing the United States Constitution and the Kentucky Constitution. Seventh, students will study American elections, voting, and political parties, including the Electoral College. Eight, students will develop an understanding of the three branches of the United States government. In all eight of these learning outcomes, both factual knowledge, and critical thinking and writing skills will be developed and assessed by way of class discussions, quizzes, exams, and take-home essays. The signature assignment to be assessed for this course according to the inquiry and analysis rubric will be an essay discussing a series of questions based on the book, *Civil War America* and two YouTube documentaries on Reconstruction.

 Course Description and Course Materials

 An introductory survey of the American political system, including study of the philosophical bases of American government, the three branches of the federal government, federal-state relations, civil rights, political parties, campaigns, and the role of the media and lobby (interest) groups. Instead of assigning a text book, I will **post** **handouts on Blackboard** (<https://blackboard.lindsey.edu>) that you will be expected to read and study; material from these handouts will be on quizzes, and also the mid-term exam and the final exam. Please contact the **Computer Center** if you are experiencing log-in problems: 270-384-8017.

 There are three required books for this course: *The American Revolution* by Gordon Wood (New York, N.Y.: Modern Library, 2003), *Young Patriots: The Remarkable Story of Two Men, Their Impossible Plan & the Revolution that Created the Constitution* by Charles Cerami (Naperville, IL: Sourcebooks, 2006), and *Civil War America* (New York, N.Y.: Harper, 2011). The Wood and Cerami books will be take home essays that will be part of the mid-term exam and the Johnson book will be a take-home essay that will be part of the final exam.

 *Bonus:*

 I do not curve nor do I give extra credit, but I do offer students the opportunity **to earn additional points** by (1) allowing students to correct for half credit a few quizzes of my choice, and (2) allowing students on a few quizzes of my choice to answer more questions than required.

 *Grading Scale:*

A=900-1,000 points, or 90-100%; B=800-899 points, or 80-89%; C=700-799 points, or 70-79%; D=600-699 points, or 60-69% and F=599 points, or below or 59%, or below.

 Mid-Term and Final Exam

I will post a **review sheet** for both the mid-term exam and also the final exam to help you prepare and study for both exams, but the best preparation to do well in any course is to do the readings and take notes during lectures and based on the readings; waiting until the last minute to study weeks of material is a recipe for failure.

 Faculty/College Policies:

*Attendance:*

As the student, it is yourresponsibility to **withdraw from the course**. The last day to drop this and any class is **Friday, April 7, 2017**. If you stop attending the course, but fail to withdraw from the course, I will award you an “F” for the course.

*Make-up Policy for Assignments, including the Final Exam:*

 It is your responsibility to discuss and make arrangements for making up assignments you have missed, including the mid-term exam and also the final exam. Unless you have spoken with me and we have agreed to make other arrangements, **you must make-up or submit any missed assignments** **within one week** of the due date of the quiz, exam, or assignment, otherwise you will be awarded a zero for that assignment(s). To give a make-up for a quiz and/or exam you will have to schedule a time outside of class that is ***mutually convenient for both of us***. Please note the make-up for quizzes, the mid-term exam, and also the final exam may be different than the original quiz or exam you missed, and I reserve the right to pick some or even all the questions you have to answer such that you may have little or even no choice as far as what questions to answer. Students who in my view are **abusing my make-up policy** will be denied the opportunity to take a make-up.

*Cell Phone Policy:*

 Cell phones must not be used or looked at once class has begun. Any student caught texting or otherwise using their cell phone once class has begun will be awarded a zero for the next two quizzes. A second violation will result in a letter grade being deducted from the mid-term exam or the final exam, depending on whether the infraction occurred before or after the mid-term exam. A third violation and all additional violations will result in a letter grade being deducted from the final class grade.

*Academic Dishonesty Policy*:

 Any student caught **cheating or plagiarizing** will be given an **F for the course**. Ignorance of what cheating or plagiarizing is not an excuse or a defense. Please refer to the **Student Handbook** for more information on academic dishonesty; by enrolling at Lindsey Wilson College you agree to abide by the policies set forth in the Student Handbook and failure to follow these policies can lead to punishment, including your expulsion from the College. I will report any cheating or plagiarizing to the Dean, Dr. Starr. Plagiarism, a type of fraud, is defined as “to take someone else’s work or ideas and passing them off or claiming them as your own.” To prevent plagiarism, you must identify the source(s) of any ideas you are using.

*Course Expectations:*

 In this course, you will be exposed to ideas, opinions, and topics you may be personally opposed to (e.g., abortion; evolution; gay, lesbian, bisexual, and transgender (LGBT) rights; legalization of drugs; obscenity; and pornography). Please be aware that while I have the right to give my opinion in class (as, of course, do you as well, and I encourage you too), I will always present both sides (e.g., liberal/Democrat and conservative/Republican, and also for/against) to every issue or topic we cover and I will not—and never do—force my beliefs and opinions on you nor insult your own opinions and beliefs, although I have the right to express my disagreement with them just as you have the right to disagree with my opinions and beliefs. This is a Politics class and not a class on the Bible or the Christian religion; I am not a Minister, Reverend, or Priest; it is neither my role nor responsibility to preach or convert, and it is not reasonable for you to expect to only hear and read that which you personally agree with. Please remember what the U.S. Supreme Court has said about freedom of speech: “a function of free speech under our system of government is to invite dispute,” Terminello v. Chicago (1949), and also “one cannot forbid particular words without also running a substantial risk of suppressing ideas…,” Cohen v. California (1971). So, this class is faithful to free speech.

*Course Grading*

 Your grade in this class will be based on the following items:

1. Weekly Current Events News Journal due in class every Thursday, 10% or 100 points
2. Political Fact Sheet quiz: 5% or 50 points
3. U.S. Citizenship Test quiz: 5% or 50 points
4. Definitions quiz: 5% or 50 points
5. Dates quiz: 5% or 50 points
6. Founding documents quiz (the American Revolution and Declaration of Independence, the Articles of Confederation, and the Background to the U.S. Constitution): 5% or 50 points.
7. Text of the U.S. Constitution quiz, 5% or 50 points
8. The mid-term exam, 25% or 250 points. The mid-term exam will consist of a take-home portion (take-home essays) and also an in-class portion. Each part or portion of the mid-term exam will be worth 12.5% or 125 points
9. American Voting, Elections, and Political Parties quiz: 5% or 50 points
10. Short essay on a United States bureaucracy, 5% or 50 points
11. Quiz on the three branches of the U.S. Government: Legislative (Congress), Executive, and Judicial (U.S. Courts), 5% or 50 points
12. The final exam, 25% or 250 points. The final exam will consist of a take-home portion (take-home essays) and also an in-class portion. Each part or portion of final exam will be worth 12.5% or 125 points

 *Course Outline*

 This course is organized by topics. I will announce in class when we are about to begin a new topic.

1. Introduction to Politics: Political Fact Sheet with YouTube videos, and the U.S. Citizenship Test

2. Political definitions

3. Dates in American history and politics

4. The American Revolution and the Declaration of Independence

5. The Articles of Confederation

6. The Background to the United States Constitution and the Philosophy of the United States Constitution

8. The text of the United States Constitution

9. The Kentucky Constitution and Kentucky government

10. Federalism

11. Political Ideologies and Political Party Platforms

12. Voting, Elections, and Political Parties

13. The United States Bureaucracy

14. The branches of the United States Government

15. Civil Liberties and Civil Rights

*Mid-Term and Final Exam*

 The mid-term exam and also the final exam are each worth 25% or 250 points, so a total of 50% or 500 points. I will post a review sheet for the mid-term exam and also the final exam.

 LINDSEY WILSON COLLEGE

 STATEMENTS FOR INCLUSION IN THE SYLLABUS, 2016-2017

 **Academic Integrity**

 Academic integrity is essential to the existence of an academic community. Every student is responsible for fostering a culture of academic honesty, and for maintaining the integrity and academic reputation of Lindsey Wilson College. Maintaining a culture that supports learning and growth requires that each student make a commitment to the fundamental academic values: honesty, integrity, responsibility, trust, respect for self and others, fairness and justice.

 To foster commitment to academic integrity, faculty are asked to require each student to place and sign the following Honor Code on tests, exams and other assignments as appropriate: **On my honor as a student, I have neither given nor received any unauthorized aid on this assignment/exam.**

 Violations of the academic integrity policy include cheating, plagiarism or lying about academic matters. Plagiarism is defined as any use of another writer’s words, concepts, or sequence of ideas without acknowledging that writer by the use of proper documentation. Not only the direct quotation of another writer’s words, but also any paraphrase or summary of another writer’s concepts or ideas without documentation is plagiarizing that writer’s materials. Academic dishonesty is a profoundly serious offense because it involved an act of fraud that jeopardizes genuine efforts by faculty and students to teach and learn together. It is not tolerated at Lindsey Wilson College.

 Students who are determined to have plagiarized an assignment or otherwise cheated in their academic work or examinations may expect an “F” for the activity in question or an “F” for the course, at the discretion of the instructor. All incidents of cheating or plagiarism are reported by the instructor to the Academic Affairs Office along with copies of all relevant materials. Each instance of cheating or plagiarism is counted separately. A student who cheats or plagiarizes in two assignments or tests during the same semester will be deemed guilty of two offenses. If the evidence is unclear, or if a second offense occurs, the VP for Academic Affairs or Associate Dean will work in cooperation with the Dean of Students to move the student before the campus Judicial Board for review. Violations will ordinarily result in disciplinary suspension or expulsion from the College, depending on the severity of the violation involved. **Note:** The College encourages the use of Safe Assign to detect plagiarized documents.

 **Questioning a Grade -- The Student Academic Complaint Policy**

 A student, who wishes to question **an assignment grade, or other academic issue**, should follow the procedure below:

1. Whenever possible, the student will first go to the faculty member who has assigned the disputed grade. Complaints regarding grades should be made within seven (7) days of receipt of the disputed grade and, if possible, will be decided by the faculty member within seven (7) days of receipt. If the disputed grade is the final grade for the course, “receipt” is defined by when the final grade is posted online by the registrar. (Please refer to the next section for appealing a final grade.)

2. Unless there are extenuating circumstances, the student may, within seven (7) days request in writing a review of such decision by the Chair of the division in which the grade was assigned. Upon receipt of such request, that Chair will direct the faculty member and the student to each submit, within seven (7) days, if possible, a written account of the incident, providing specific information as to the nature of the dispute.

3. Upon receipt of these written accounts, the Chair will meet, if possible, within seven (7) days with the faculty member and the student in an effort to resolve the dispute and will render his or her decision in writing.

4. If either the student or the faculty member desires to appeal the decision of the Division Chair, the student or faculty member may, within seven (7) days by written request to the chair, ask that the matter be reviewed by a Grade Appeals Panel convened by the Academic Affairs Office.

5. If the disputed grade is assigned at the end of a fall or spring semester and the student and faculty member cannot meet to resolve the issue, the student should contact the faculty member by e-mail within seven (7) days of receipt of the disputed grade. If the issue cannot be resolved by e-mail within the time limit, steps 2, 3 and 4 of the appeal may extend into the beginning of the semester immediately following receipt of the disputed grade by following the timeline above.

 A student who wishes to question a **final grade** should follow the procedure below:

1. Confer with the faculty member who assigned the disputed grade.

2. If the disputed grade cannot be resolved, a written request for a grade appeal must be submitted to the Academic Affairs Office before the first day of the semester following the one in which the grade was issued. The written request must include the specific basis for the appeal.

3. The Academic Affairs Office will convene a Grade Appeals Panel, comprised of the Vice President for Academic Affairs, the Associate Academic Dean, and the chair of the academic unit which houses the course for which the grade is appealed. If one of the members is the faculty member who issued the grade, an alternate will be appointed. The student and the faculty member may appear separately before the panel to explain their positions. The hearing is non-adversarial. Neither the faculty member nor the student may be accompanied by other individuals to the meeting of the Grade Appeals Panel. The Grade Appeals Panel will notify the student of its decision, if possible, within seven (7) days of the meeting.

 **Policy for Verification of Student Identity and Protection of Privacy**

In compliance with United States Federal Higher Education Opportunity Act (HEOA), Public Law 110-315, all credit-bearing courses and programs offered through distance learning methods must verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives academic credit.  One or more of the following methods must be used:

        a)  A secure login and pass code;

        b)  Proctored examinations; and/or

        c) Remote proctoring of one of more examinations using Tegrity or other technologies

Verification of student identity in distance learning must protect the privacy of student information.  Personally identifiable information collected by the College may be used, at the discretion of the institution, as the basis for identity verification.  For instance, a student requesting that their learning system password be reset may be asked to provide two or more pieces of information for comparison with data on file. It is a violation of College policy for a student to give his or her password to another student. Detailed information on privacy may be located at: <http://www.lindsey.edu/media/319883/Online%20Services%20Privacy%20Policy%204.20.12.pdf>

 **Institutional Review Board (IRB) Policies**

The Lindsey Wilson College Institutional Review Board (IRB) safeguards the rights and welfare of human participants in research and other research activities. Lindsey Wilson College faculty, staff, and students, which comprise its academic unites, and facilities, are subject to the IRB policies. This includes any research for which a research agreement (e.g. MOU) identifies Lindsey Wilson College Institutional Review Board (IRB) as the IRB of record. All student-led human subject research mush have a LWC faculty sponsor. All faculty members and students conducting human subject research are required to submit documentation of training on research involving human subjects that has been completed within two years of the onset of the proposed research. Online training is available at http://php.nihtraining.com/users/login.php.

 **Statement on Learning/Physical Disabilities**

 Lindsey Wilson College accepts students with learning disabilities and provides reasonable accommodation to help them be successful. Depending on the nature of the disability, some students may need to take a lighter course load and may need more than four years to graduate. Students needing accommodation should apply as early as possible, usually before May 15. Immediately after acceptance, students need to identify and document the nature of their disabilities. It is the responsibility of the student to provide to the College appropriate materials documenting the learning disability, usually a recent high school Individualized Education Program (IEP) and results from testing done by a psychologist, psychiatrist, or qualified, licensed person. The College does not provide assessment services for students who may be learning disabled. Although LWC provides limited personal counseling for all students, the College does not have structured programs available for students with emotional or behavioral disabilities. For more information, call Ben Martin at 270-384-7479.

 **Academic Success Center**

 The Academic Success Center, located in the Everett Building, offers peer tutoring to aid students in completing class assignments, preparing for exams and improving their understanding of content covered in a particular course. In addition, computers are available for student use.

 Students are encouraged to utilize this Center as a resource for improving study strategies and reading techniques. The Center also offers assistance with other academic problems resulting from documented learning disabilities. All services are free of charge to all Lindsey Wilson College students (students with learning disabilities are responsible for providing documentation from an appropriate outside professional source such as a professional evaluation or school IEP). Please contact Maretta Garner, Tutor Coordinator at 384-8037 for further information and assistance.

 **Writing Center and Mathematics Center**

 The Writing Center (located in the Slider Humanities & Fine Arts Building), and the Mathematics Center (located in the Fugitte Science Building) are available for specialized tutoring at no charge to students. Please contact Jared Odd, Writing Center Coordinator, at 384-8209 or Linda Kessler, Math Tutor Coordinator, at 384-8115 for further information and assistance.

 **Final Exams**

 Final Exams for day classes are scheduled for the Fall 2016 semester on **December 5-9 and May 8-12** for the Spring 2017 semester. The academic calendar, which contains the schedule for finals, is in the College Catalog and course schedule listing. Please make any necessary flight arrangements **after** the final exam week. **Students will not be permitted to take early finals** unless extenuating circumstances exist. “Extenuating circumstance” means illness, a verified family emergency or participation in officially sponsored travel in support of an event arranged by the College. **Travel arrangements must be made in sufficient time** that tickets may be obtained after final exams and the semester is officially over. All requests for early finals must be made in person to the Academic Affairs Office.

 **Email Policy**

 All Lindsey Wilson College students are required to communicate with LWC faculty and staff via LWC (Lindsey.edu) email addresses only. Alternative email addresses should not be used when communicating with LWC faculty and staff.

 **Cell Phone Policy**

 Student cell phones will be off during class time unless prior arrangement is made with the instructor.

 **Adding/Dropping a Course**

 Students enrolled in the following courses cannot drop these classes during the semester: READ 0713, 0723, 0733, 0903, 1013 and 1023; STSK 1003; ENGL 0903 and 0904; and ESL 0803, 0804 and 0854.

 For undergraduate classes at the Columbia campus, adding a course, dropping a course, or changing from one section of a course to another section of the same course requires the approval of the advisor and the instructor for each course involved as indicated on the Add/Drop Form. The change must be reported to the Business Office and the Registrar's Office on an Add/Drop Form, which may be obtained from the Registrar's Office. For AIM courses, adding a course, dropping a course, or changing from one section of a course to another section of the same course requires the approval of the Director of the Evening Program. For courses taught at Community sites, adding a course, dropping a course, or changing from one section of a course to another section of the same course requires the approval of the Site Coordinator for the campus. Permission to add courses will not be given after the last date for late registration. Authorization for dropping a course will not be approved after more than 75% of the instructional days for a course are completed, as outlined below:

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| --- | --- | --- |
|  **Course**  | **Deadline**  | **Submitted by the Student to**  |
| Columbia undergraduate and graduate full semester courses  | Not later than 30 days before the end of the semester  | Registrar  |
| AIM courses | By the sixth week of class | Registrar |
| Courses at Community Campuses  | By the third weekend of class  | Site Coordinator or the Registrar  |

 If changes are not properly approved and officially reported as stated above, students will receive a grade of F in the courses for which they are officially registered, and they will be charged for all such courses. Students will not receive credit for changed or added courses unless they officially register for those courses.