ANKELO STATE UNIVERSITY
COLLEGE OF ARTS & SCIENCES
POLITICAL SCIENCE 2305
FEDERAL GOVERNMENT
Fall 2017
Section 20: Monday, Wednesday, and Friday 9-9:50 AM
Academic 135
Section 50: Monday, Wednesday, and Friday 11-11:50 AM
Academic 135
Section 80: Monday, Wednesday, and Friday 1-1:50 PM
Academic 135

Instructor: Brenda J. Norton, J.D., PhD.
Email: Brenda.Norton@Angelo.edu
Office: Rassman 222 Office Telephone: 325-942-6106
Office Hours: M, W 2-4 pm; TR 1-4 pm; Other hours available by appointment

COURSE DESCRIPTION:
No matter what job you hold you will be a citizen of some country, probably the US, and as such the US Constitution and its implementation will affect you. Political Science 2305 introduces you to the American federal system of government. This introductory survey course covers 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. In addition, it will analyze how citizens are linked to their governmental institutions and are able to communicate with their elected representatives. Lectures and discussion will supplement the text, not merely explain it. Exams will cover lectures as well as course readings.

CORE OBJECTIVES:
Critical Thinking: gather, analyze, evaluate and synthesize information relevant to a question or issue.
Communication: develop, interpret and express ideas through effective written communication
Social Responsibility: demonstrate knowledge of civic responsibility
Personal Responsibility: demonstrate the ability to evaluate choices, actions and consequences as related to ethical decision-making

COURSE LEARNING OUTCOMES:
1. Student will explain the origin and development of the U.S. Constitution and constitutional democracy
2. Student will describe the effects that historical, social, political, cultural, and global forces had on the U.S Constitution
3. Student will demonstrate knowledge of the legislative, executive, and judicial branches of the national government.
4. Student will demonstrate a knowledge of the origins and evolution of the U.S. political system, with focus on growth of political institutions and the key components of the political system.
5. Student will understand the American federal system and explain the ways in which different political systems divide and share power between their central and state governments.
6. Students will evaluate the role of public opinion, interest groups, political parties, campaigns and elections in the political system.
7. Students will describe the rights and responsibilities of citizens and be able to comment on the role of civic engagement in U.S. politics and political culture.
8. Student will analyze political issues, demonstrate critical thinking skills, and develop a critical approach to the study of government

LEARNING RESOURCES:

REQUIRED TEXT: James Curry, Richard Battistoni, et al., Constitutional Government: The American Experience, 10th edition. (Dubuque, IA: Kendall Hunt, 2016) Hereafter referred to as CG. It is available at the bookstore and online. It is also available as an ebook at: https://he.kendallhunt.com/curry.

NOTE: You can use the 9th edition but your page numbers may differ from those listed in the syllabus as we move through the semester. I will post a copy of the table of contents for the 10th edition on BlackBoard so you can adjust your reading. Do NOT purchase any edition other than the 9th or 10th there are substantial changes from prior editions.

There may be other readings noted in the course schedule. These will be available via the web or class BlackBoard page. Optional supplemental material which I think may assist you with the required material is also posted to BlackBoard. You are not required to read/use this optional material but it may help your enjoyment and success in this class.

CLASS REQUIREMENTS:

Accommodations for Disability: ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA), and subsequent legislation. The Student Affairs Office is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student's responsibility to initiate such a request by contacting the Student Affairs Office, Suite 112 of the Houston Harte University Center, at 325-942-2047 (phone) or 325-942-2211 (fax) or by e-mail at studentservices@angelo.edu to begin the process. The Student Affairs Office will establish the particular documentation requirements necessary for the various types of disabilities.

Academic Honesty: Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding and complying with the university Academic Honor Code, which is contained in both print and web
versions of the ASU Student Handbook. See the Current Student page on the ASU homepage (URL address http://www.angelo.edulcstudent/) and click on Academic Honor Code. Acts of academic dishonesty and misconduct as referenced in Angelo State University's Student Handbook will be referred to the Dean of Students.

Attendance & Participation: You are expected to attend all classes. Attendance will be taken for every class, and the student is cautioned that excessive absences will jeopardize their final grade for the course. A portion of your final grade is based on your attendance and participation.

- Sleeping during class will be counted as an absence.
- Arriving late or leaving early without prior permission will be counted as an absence.
- Violating the surfing/texting policy will be counted as an absence.
- To receive an excused absence, you must comply with my policy outlined in the FAQ below. Excused absences entitle you to make-up missed work on a limited basis.

Religious Observances: Every effort will be made to accommodate all forms of religious observance in compliance with ASU OP 10.19. Students who require additional arrangements to be made should make these known in good time in order that arrangements can be made.

Classroom etiquette: A proper learning environment is one in which all points of view, all questions asked, and all questions answered are treated with tolerance and respect. The overall goal of classroom decorum is for all of us to treat each other with respect and dignity. Any behavior that disrupts this learning environment such as late arrivals or early departures is unacceptable and inappropriate behavior will be subject to appropriate sanction.

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Assistance at ASU

If you need immediate help: Contact the University Police Department at 325-942-2047.

Title IX Office – If you or someone you know would like help related to an experience of sexual violence including sexual assault, harassment, domestic violence, dating violence, stalking or other type of non-consensual sexual conduct, please contact Michelle Boone at 325-486-6357, or michelle.boone@angelo.edu. The Title IX office understands the sensitive nature of these situations and can provide information about available on- and off-campus resources, such as counseling and psychological services, medical treatment, academic support, university housing and other forms of assistance. Staff members at the office will also explain your rights and the judicial process options, if you choose to file a complaint with the University. You will not be required to share your experience, and the Title IX Office will keep any information private. The Title IX Office exists to support and empower students, while allowing them to remain in control. For further information see, http://www.angelo.edu/services/title-ix/.
Stress Issues: If you are feeling overwhelmed by something, ASU has a Counseling Center: [https://webstage.angelo.edu/services/health_clinic_counseling/counseling_services.php](https://webstage.angelo.edu/services/health_clinic_counseling/counseling_services.php)

Academic assistance: ASU Tutoring Center information is available at: [https://www.angelo.edu/dept/freshman-college/academic-tutoring.php](https://www.angelo.edu/dept/freshman-college/academic-tutoring.php).

Writing Center: ASU has a Writing Center to assist students in completing writing assignments. See [http://www.angelo.edu/dept/writing_center/](http://www.angelo.edu/dept/writing_center/).

Grading: Grades will be allocated as follows:

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<thead>
<tr>
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<th>Grading scale</th>
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<tbody>
<tr>
<td>On line Quizzes</td>
<td>585-650</td>
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<tr>
<td>Participation</td>
<td>525-584</td>
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<td>Midterm Exam</td>
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<td>Final Exam</td>
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<td>Research Paper</td>
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<td>Total Points</td>
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Extra Credit: Extra credit is built into the semester. If you keep track of the total points made available to you at the end of the semester you will find you have been offered more than 650 points. It is highly unlikely additional extra credit will be made available. Extra credit will **NOT** be made available to one individual after a grade has been recorded to bring up a poor grade.

Assignments: All deadlines are firm. Extensions due to excused absences are granted only as noted below in the FAQ.

Readings: Readings are listed by the class in which they will be discussed. You are expected to have read the material before that class period. Reading assignments are not a substitute for attending class. We will discuss additional material in class which will be included in graded assignments.

Online Reading Quizzes in BlackBoard (BB quizzes): During the semester there will be 15 online quizzes in BlackBoard over the reading. The deadlines for these quizzes are on BlackBoard and in the course schedule. Each quiz will be open for one week. BlackBoard uses Respondus Lockdown Browser. It is your responsibility to install the program and to know how to use it. If you have any problems consult ASU Tech Services.

Extensions for BB Quizzes: You have a week to complete each BB quiz so it is very rare that an extension for not completing the quiz before the deadline will result in an extension of time. See the FAQs for further information on excuses and extensions.

Participation: Your participation grade will depend on your class attendance throughout the semester, discussion board postings, and group discussions. On BlackBoard you will find a survey where you can choose which type of discussion your class will use.
Group Discussion: If you are in a class doing group discussion, the discussion dates will be noted in the syllabus and discussion topics posted to BlackBoard well before the discussion date. Most discussions will be during the second half of the semester. Your grade will be based on peer and professor review of participation in the group discussion. I will choose the groups. Attendance will be taken each class period by sign-in sheet. Unexcused absence from any class group discussion period will result in loss of 5 points. An excused absence from group discussion will have to be made up by writing a two-page paper of the student’s thoughts on one of the scheduled topics for the missed discussion which must be turned in not later than seven days after the missed discussion period.

Discussion Board: If you are in a classroom in which group discussion is not feasible, your participation grade will be a combination of attendance, in-class participation, and discussion board postings. The dates scheduled for group discussion are the deadlines for discussion board postings. You must post either a discussion thread or reply for one topic in each discussion period posted. The quality and quantity of postings will be used to determine your grade. I alone determine the quality of your postings.

Exams: There will be two in-class exams: a mid-term and a final. The mid-term is cumulative up to that day. The final is cumulative from the mid-term to the last day of class. The in-class exams will be T/F and MC.

Extensions for the Midterm Exam: It is your responsibility to notify me ASAP if you will miss the midterm exam. If I do not receive the notice promptly, you will not be allowed to make-up the exam. I decide what is prompt notice. The make-up midterm exam MUST COMPLETED BEFORE THE NEXT CLASS PERIOD or one weekday after your written excuse expires. You must make an appointment to take the makeup midterm exam at my office M-F 8-5

Changing the Date or Time of the Final Exam: The date and time of the final exam is set by the University. The University’s final exam schedule is available on the Registrar’s webpage.

Papers: There will be two papers. You are to use footnote OR endnote reference style. Parenthetical citation format is NOT acceptable. The Writing Center webpage has tutorials on citation formatting. The papers are to be in 12 pt Times New Roman font, double spaced with 1 inch margins. Neither a title page nor a Works Cited or Bibliography page count toward the page requirement. A Works Cited or Bibliography must be included with each paper submission. Everyone can improve their writing thus I strongly encourage you to review your papers with the Writing Center before turning in the final copy.

TurnItIn: You will submit your paper through the assignment listed on BlackBoard. TurnItIn will automatically review your paper. TurnItIn only accepts Word or pdf format. If you do not know how to use TurnItIn see the tutorials on BlackBoard. DO NOT submit your paper through TurnItIn.com.

Opinion Paper: The first paper is based on class readings and discussions. You may also include a current issue on your topic if one exists but are not required to do so. It is to be 2-5 pages. The topic for the first paper is anything from Chapters 1-8 in the textbook or supplemental reading for those chapters. No other topics may be included.
**Research Paper:** The research paper requires outside research of a current controversy involving the Constitution. It is to be 5-8 pages. A one-paragraph proposal must be submitted to me BEFORE the midterm. Writing a paper on an unapproved topic will result in a failing grade on the paper.

More information about paper topics can be found under Assignments on the class BlackBoard page.

**Extensions for Papers:** Rarely do I allow extensions of paper deadlines. Only extraordinary unforeseeable events will be granted extensions. FYI: Computers crash—it is your responsibility to save a back-up copy of your paper off your hard drive thus this is not an excuse for a late paper.

**FAQs**

A FAQ page which further explains the course is attached and incorporated.
Dr. Norton’s Fall 2017 POLS 2305-20 (MWF 9-9:50), 2305-50 (MWF 11-11:50), 2305-80 (MWF 1-1:50) Course Schedule:

Reading Note for all assignments: Required Reading is found in James Curry, Richard Battistoni, et al., Constitutional Government: The American Experience, 10th edition. (Dubuque, IA: Kendall Hunt, 2016) (hereafter CG). The CG text includes a number of boxed items on pages of text which are titled briefs, tables, figures etc. You are responsible for all the regular text on the assigned pages. You are only responsible for boxed items if they are specifically assigned. Thus, on many of the assigned pages you are only responsible for reading a small amount of text. Tables of cases are for you to see things in chronological context-- do not memorize lists of cases.

Supplemental Material: Material listed after the word Supplement is optional. It will assist you in fully understanding the material. Historical documents are readily available on the web from numerous sources. For cases, read the tips on BlackBoard. Only read about the SCOTUS decision; not lower court decisions. Do not read the entire case; only read the Syllabus (Synopsis) or a SCOTUS Blog article on the decision. If you are not sure of the information needed to search the web for the case, see the Table of Cases in the front of CG.

August 28: Introduction
August 30: CG: Chapter 1, 10-28; Brief 1.6; Table 1.4. Begin familiarizing yourself with the text of the US Constitution found at the back of CG.


September 4: No class

September 6: CG: Chapter 2, 42-53; Brief 2.3; Table 2.1. Supplement: Federalist 10. BlackBoard Quizzes 1 and 2 close at 10 pm

September 8: The Judiciary: Article III. CG: Chapter 3, 60-72, Figures 3.1, 3.2, 3.3.

September 11: Judiciary continued. CG: Chapter 4, 95-104, Table 4.3; Briefs 4.3, 4.4. Supplement: Federalist 78, Marbury v. Madison BlackBoard Quiz 3 closes at 10 pm


September 20: Executive continued. **BlackBoard Quiz 5 closes at 10 pm**

September 22: The Legislative: Article I, Amendments XIV § 2 & 3; XVI, XVII, XX §2; XXVII. CG: Chapter 6, 141-150, 154-161, Briefs 6.1, 6.2, 6.5.

September 25: Legislative continued.

September 27: Legislative continued. **BlackBoard Quiz 6 closes 10 pm**


October 2: Federal-State tension. Amendment XI. CG: Chapter 7, 170-184, Briefs 7.6, 7.7, Table 7.3

October 4: Continue Federal-State tension. **BlackBoard Quiz 7 closes 10 pm**

October 6: Interstate Commerce. Article I § 10; Amendment XIV. CG: Chapter 8, 188-194; Briefs 8.1, 8.2; Table 8.1.

October 9: IC continued. CG: Chapter 8, 194-210, Briefs 8.5, 8.6, 8.9, 8.10, 8.11. Supplement: *Heart of Atlanta v. US, Gonzalez v. Raich, National Business v. Sebelius*

October 11: IC and miscellaneous Articles continued. Practice Exam Opens at 5 pm. **BlackBoard Quiz 8 closes 10 pm**

October 13: Group Discussion

October 15: Practice Exam closes at 11:59 pm.

October 16: **Midterm Exam. Research Paper proposal due by 10 pm.**

October 18: No Class. **First paper due by 10 p.m. through BlackBoard. Last day to take make-up midterm exam.**


October 27: EP continued. **BlackBoard Quiz 10 closes 10 pm**


November 1: Due Process and discrimination continued.


November 6: Amendment IV continued **BlackBoard Quiz 12 closes 10 pm**


November 13: Group discussion

November 15: Amendment I Speech and Assembly Clauses. CG: Chapter 14, pp 374-412, Briefs 14.6, 14.7, All Tables. Supplement: *Schenk v. US, Johnson v. TX, Morse, v. Frederick, Citizens United v. FEC.*

November 17: Speech continued. **BlackBoard Quiz 14 closes 10 pm**


November 22 and 24: No class

November 27: Religion continued. **BlackBoard Quiz 15 closes 10 pm**

November 29: Group discussion


December 4: No class

December 6: No Class. **Research paper due through BlackBoard by 10 pm**
December 8: No Class. Practice Exam opens at 12:01 am

December 12: Practice Exam closes at 11:59 pm

DECEMBER 13: FINAL EXAM

2305-20 FINAL EXAM 8-10 IN CLASSROOM. (This class meets MWF 9-9:50 in Academic 135)

2305-50 FINAL EXAM 10:30-12:30 IN CLASSROOM. (This class meets MWF 11-11:50 in Academic 135)

2305-80 FINAL EXAM 1-3 IN CLASSROOM. 80 (This class meets MWF 1-1:50 in Academic 135)
Dr. Norton’s POLS 2305 classes FAQ
I include lots of information in the syllabus and make many announcements throughout the course. Students sometimes forget to consult the syllabus or the announcement so I have included some of the more frequent questions here.

GENERAL
Where is Dr. Norton’s office?
Rassman Room 222 inside the Political Science Department.

What is Dr. Norton’s office telephone number?
325-942-6106

What book(s) do I need?
REQUIRED TEXT: James Curry, Richard Battistoni, et al., Constitutional Government: The American Experience, 10th edition. (Dubuque, IA: Kendall Hunt, 2016). It is available at the bookstore and online. It is also available as an ebook at the bookstore or at: https://he.kendallhunt.com/curry.

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There may be other readings noted in the course schedule. These will be available via the web or class BlackBoard page. Optional supplemental material which I think may assist you with the required material is also posted to BlackBoard. You are not required to read/use this optional material but it may help your enjoyment and success in this class.

What tech do I need for this class?
This course will use BlackBoard. You will have quizzes to take through BlackBoard which will use Respondus Lockdown Browser. You will submit papers through BlackBoard which will include TurnItIn. If you are having tech issues of any type you can get assistance from ASU Tech Assistance.

Why do I have to take this course if I am not majoring in Political Science?
Texas State law requires you to take a course in US government and you will be a citizen of some country no matter what career you choose, most likely that country will be the United States. This course helps you to develop the knowledge and skills necessary to be an informed fully engaged citizen who can form your own opinion about events. To put it in common terms—when you next sit down at that big family dinner I want you to be at the adult table fully participating in the conversation with accurate knowledge and the confidence to express your opinion.

This course is outside of my major so shouldn’t you make it easy?
The goal of a four year liberal arts college is to give you a well-rounded education in all aspects of adult life so that you can fully engage as a citizen and become a leader. The goal is not just to teach you a particular job skill. Your chosen major is to give you extra insight into a
particular area so that you can focus your career on it but you need to know other areas so you
can engage with the wider world and move your career to one of leadership.

I did not complete the assignment because I do not know how to use BlackBoard, Respondus
Lockdown Browser, my computer program’s footnote/endnote feature ....

You are an adult it is your responsibility to learn how to use the tools required for
completing an assignment. If you are at a job and the boss asks you to run a spreadsheet of last
month’s sales you do not wait until after deadline and when she asks for the material tell her you
did not do the work because you did not know how to create a spread sheet. You find out how to
do it before the deadline and you get the work done accurately and on time. ASU has multiple
ways for you to learn how to use all of the tech programs available and any formatting style
specified by a professor.

What assistance at ASU is available to me?

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Why is the course set up the way it is?

I have spent many years in the working world. I have worked with large corporations, small businesses, governments, and individuals. The number one complaint of all is lack of communication skills—aural (listening), oral, and written. Accordingly, I not only want to assist you in developing your knowledge to be a fully engaged citizen but also your general skill level for a successful life. I lecture to assist you in developing your listening skills. It may come as a surprise to you but PowerPoints and other visual devices are NOT used very often in the working world. You are expected to listen when other people are speaking, to remember what they say, and to be able to process the information quickly to respond properly. When possible, I use group exercises so you can practice expressing yourself accurately, listen to other’s opinions, and develop the skill of reasoned conversation. I assign writing exercises so you can move memorized information to useful knowledge, and develop the skill of expressing yourself coherently and accurately.

Why do you focus on the Constitution?

The US Constitution is the foundational document of our system of government therefore a good working knowledge of it will help you to form your own opinion about how things should be done.

Why do we study cases?

We use cases to study the Constitution because it has been held that the Constitution establishes that the courts decide whether action by other branches of government is constitutional.

What are the attendance requirements for this class?

Attendance & Participation: You are expected to attend all classes. Attendance will be taken for every class, and the student is cautioned that excessive absences will jeopardize their final grade for the course. A portion of your final grade is based on your attendance and participation.

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Why do you talk about things in lectures that are not on the PowerPoints?

As discussed above, Americans aural skills are atrocious. In the working world your boss or client will rarely use any visual presentation to convey information to you. Think about it--when you are at the doctor’s office explaining your symptoms to the nurse or doctor do you use a Power Point? No, you expect them to listen to what you are saying. The purpose of class lecture is to add to assigned readings and Power Points convey a limited amount of information---listen!

Can I get a copy of the PowerPoints?

The PowerPoints are from an old version of the textbook with a few changes. They are posted on BlackBoard but they will not contain everything I refer to in my lecture. Again, you need to develop good listening skills to be successful in the working world.

Why don’t you stop and let me copy everything on the PowerPoint slide before you start talking or move on?

As I said before, class lecture is to help you work on your aural and discernment skills. If class-time were only to copy everything in the PowerPoint, I could just assign it as additional reading. If you are someone who just has to have the entire PowerPoint word-for-word in your lecture notes, I STRONGLY suggest downloading or printing a copy before class.

STUDY HINT: PowerPoint has a toggle which lets you switch the view from slide to outline format. Make a copy of this to create a study outline. The slides used in class are in the order of my lecture and, usually, the reading. After class, you can put your reading and lecture notes into the outline. Now everything is organized and easy for you to use. Doing this each week will help you to see where you have gaps or confusion so you can get it taken care of right away before you are in exam study panic mode.
GRADES

What is the grading scale for this course?
This course uses an accumulated points system.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tr>
<td>On line Quizzes</td>
<td>75</td>
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<tr>
<td>Participation</td>
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<td>100</td>
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What do I look for in BlackBoard to determine my grade in this class?
This class uses a total point system so you look ONLY at the total points earned column to determine your grade. I cannot turn off the percentage column but it has no bearing on your grade in this class so please ignore it.

Why is there a dash (---) for my grade on an assignment?
A dash in a grade column means either I have not yet graded the assignment or you did not complete the assignment. If the dash is for a BlackBoard quiz you think you submitted, your submission failed and you need to see Tech Assistance. Remember BlackBoard quiz grades should appear on your grade page immediately after you submit the quiz. For papers, and the midterm and final exam, I will announce when I have posted and released all grades. If you have a dash after this time, contact me immediately.

Can I earn extra credit/bonus points?
There are extra points scattered throughout the semester. When we get to the end of the semester and you total up all points available you will see that more than 650 points were made available to you. Other extra credit opportunities may arise but are not guaranteed. Extra credit will not be awarded individually to assist you to bring up a bad grade.

What is expected from me in each of these assignment categories?
Assignments: All deadlines are firm. Extensions due to excused absences are granted only as noted below.

Readings: Readings are listed by the class in which they will be discussed. You are expected to have read the material before that class period. Reading assignments are not a substitute for attending class. We will discuss additional material in class which will be included in graded assignments.

Online Reading Quizzes in BlackBoard (BB quizzes): During the semester there will be 15 online quizzes in BlackBoard over the reading. The deadlines for these quizzes are on BlackBoard and in the course schedule. Each quiz will be open for one week. BlackBoard uses Respondus Lockdown Browser. It is your responsibility to install the program and to know how to use it. If you have any problems consult ASU Tech Services.
Extensions for BB Quizzes: You have a week to complete each BB quiz so it is very rare that an extension for not completing the quiz before the deadline will result in an extension of time.

Participation: Your participation grade will depend on your class attendance throughout the semester, discussion board postings, and group discussions. On BlackBoard you will find a survey where you can choose which type of discussion your class will use.

Group Discussion: If you are in a class doing group discussion, the discussion dates will be noted in the syllabus and discussion topics posted to BlackBoard well before the discussion date. Most discussions will be during the second half of the semester. Your grade will be based on peer and professor review of participation in the group discussion. I will choose the groups. Attendance will be taken each class period by sign-in sheet. Unexcused absence from any class group discussion period will result in loss of 5 points. An excused absence from group discussion will have to be made up by writing a two-page paper of the student’s thoughts on one of the scheduled topics for the missed discussion which must be turned in not later than three days after the missed discussion period or the end of your excused time.

Discussion Board: If you are in a classroom in which group discussion is not feasible, your participation grade will be a combination of attendance, in-class participation, and discussion board postings. The dates scheduled for group discussion are the deadlines for discussion board postings. You must post either a discussion thread or reply for one topic in each discussion period posted. The quality and quantity of postings will be used to determine your grade. I alone determine the quality of your postings.

Exams: There will be two in-class exams: a mid-term and a final. The mid-term is cumulative up to that day. The final is cumulative from the mid-term to the last day of class.

Extensions for the Midterm Exam: It is your responsibility to notify me ASAP if you will miss the midterm exam. If I do not receive the notice promptly, you will not be allowed to make-up the exam. I decide what is prompt notice. The make-up midterm exam MUST COMPLETED BEFORE THE NEXT CLASS PERIOD or one weekday after your written excuse expires. You must make an appointment to take the makeup midterm exam at my office M-F 8-5

Changing the Date or Time of the Final Exam: The date and time of the final exam is set by the University. The University’s final exam schedule is available on the Registrar’s webpage.

Papers: There will be two papers. You are to use footnote OR endnote reference style. Parenthetical citation format is NOT acceptable. The Writing Center webpage has tutorials on citation formatting. The papers are to be in 12 pt Times New Roman font, double spaced with 1 inch margins. Neither a title page nor a Works Cited or Bibliography page count toward the page requirement. A Works Cited or Bibliography must be included with each paper submission. Everyone can improve their writing thus I strongly encourage you to review your papers with the Writing Center before turning in the final copy.
**TurnItIn:** This course will use TurnItIn for written assignments. You will submit your paper through the assignment listed on BlackBoard. TurnItIn will automatically review your paper. TurnItIn only accepts Word or pdf format. If you do not know how to use TurnItIn see the tutorials on BlackBoard. DO NOT submit your paper through TurnItIn.com.

**Opinion Paper:** The first paper is based on class readings and discussions. You may also include a current issue on your topic if one exists but are not required to do so. It is to be 2-5 pages. The topic for the first paper is anything from Chapters 1-8 in the textbook or supplemental reading for those chapters. **No other topics may be included.**

**Research Paper:** The research paper requires extensive outside research of a current controversy involving the Constitution. It is to be 5-8 pages. **A one-paragraph proposal must be submitted to me BEFORE the midterm.** Writing a paper on an unapproved topic will result in a failing grade on the paper.

More information about paper topics can be found under Assignments on the class BlackBoard page.

**Extensions for Papers:** Rarely do I allow extensions of paper deadlines. Only extraordinary unforeseeable events will be granted extensions. FYI: Computers crash—it is your responsibility to save a back-up copy of your paper off your hard drive thus this is not an excuse for a late paper.

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**ASSIGNMENTS**

*Why are there so many assignment in this class?*

I spread out the grading over many assignments to alleviate the stress of not performing well on any one. Also, some people do very well on tests of memorized information while others do better at explaining and using information. You need both skills in the working world therefore I give you an opportunity to develop both skills. Additionally, some people are good at self-scheduling while others are not. Therefore I give some assignments with frequent deadlines to make you keep up with the work while other assignments have only future deadlines requiring you to self-schedule to get the work done in a timely manner.

*What is an excused absence?*

You must notify me ASAP if you are going to miss a deadline. Extensions to complete the assignment vary with the type of assignment and excuse. Excuses and requests for extension for more than 24 hours require written proof. For example, if you miss class because you are sick I will take your word for it up to three times. If you will also miss the next class, I need a doctor’s note with a start and end date noted. If you will be absent due to ASU business, I need written notice BEFORE the absence. You will have the number of days equal to your excuse to do any make-up work. For example, if you are traveling on ASU business for three days, you have three days to make-up a missed exam. All other excused absences are at my discretion. All make-ups on material studied before the midterm must be taken before the midterm and all make-ups for material on the final must be taken before the end of the last day of classes.
Tech problems: Rarely do I allow extensions due to tech issues. I need verification that there is a sudden tech issue. This can come from ITS, your ISP, or computer repair facility. You must notify me IMMEDIATELY of the tech issue. See specific assignments below to see whether I will allow extensions.

Paper Submission

How do I submit on BlackBoard?

It is your responsibility to submit to BlackBoard timely and properly. You submit through the assignment on the class BlackBoard page. SUBMISSION IS BY WORD DOCUMENT OR PDF ONLY. UPLOAD THE TEXT NOT A FILE FOLDER OR jpg. NO OTHER SUBMISSION FORMAT WILL WORK. It is your responsibility to ensure your submission is complete and accurate. To check the upload: After you click submit and get a submission completed notice, exit, reenter and open your submission to check that it uploaded correctly. If you cannot immediately see and read the text of your paper, the submission is incorrect. If you can immediately see and read the text of your paper, it is okay. An incorrect submission will not entitle you to extension of the submission deadline. MAC USER WARNING: If you use a Mac you must convert the document to Word or pdf and sometimes the conversions do not work properly so carefully check your submission.

How do I submit to TurnItIn?

TurnItIn is linked to BlackBoard so submission through the BlackBoard assignment for the paper will automatically submit the paper to TurnItIn. DO NOT SUBMIT THROUGH TURNITIN.COM.

How do I tell if I have a plagiarism problem?

It is your responsibility to know what plagiarism is. There is a plagiarism tutorial on the class BlackBoard page and the staff of the Writing Center can help you with any questions about plagiarism. I will leave the assignment unmuted up to 48 hours after the paper submission deadline so you can view your TurnItIn plagiarism score. TurnItIn looks for word string similarities so you have to go into your paper’s report to determine if there is a real problem or if it has merely caught common phrases or citations. It is your responsibility to review your report and remedy any plagiarism issues within the 48 hour grace period. After the 48 hour grace period, I will read the reports and if I determine you have plagiarized you will be required to meet with me and given at least a 50% grade deduction. An egregious first offense or any second offense will result in referral to the Dean of Students.

Why should I use the Writing Center?

Everyone can improve their writing. The Writing Center is staffed by graduate English students who can assist you with many aspects of your paper. The Writing Center requires appointments, which can be made on their web page and you must have a draft of your paper for them to review. They cannot assist you with the substance of the paper as they may not know the subject matter but they can assist you with all other aspects including, organization, formatting, plagiarism, and coherency. If you have doubts about the substance of your paper you
can visit the tutors for this class at the Success Center. **WARNING:** The Writing Center gets very busy during the last few weeks of the semester so make your appointments early.

*I was not sure about something but did not ask...*

Too bad. It is your responsibility to ask me or another student about anything you do not understand. At work do you tell your boss sorry I did not do the task you assigned me because I did not understand what you wanted. Almost all questions for this course are answered in the syllabus, this FAQ, or by announcement on BlackBoard or in class. If you truly cannot find it – ask, ask, ask.