TABLE OF CONTENTS: This syllabus has four parts. All parts are included here in one document. The syllabus is separated into its parts in the course information folder.

Part 1: This course and its requirements
Part 2: Course Schedule
Part 3: ASU policies and assistance
Part 4: FAQs for this course

PART 1: THIS COURSE

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. Also, it will show you how citizens are linked to their governmental institutions and how you can communicate with your 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. The student will explain the origin and development of the U.S. Constitution and constitutional democracy
2. The student will describe the effects that historical, social, political, cultural, and global forces had on the U.S Constitution
3. The student will demonstrate knowledge of the legislative, executive, and judicial branches of the national government.
4. The student will demonstrate a knowledge of the origins and evolution of the U.S. political system, with focus on the growth of political institutions and the key components of the political system.
5. The student will understand the American federal system and explain how 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. The student will analyze political issues, demonstrate critical thinking skills, and develop a critical approach to the study of government

**LEARNING RESOURCES:**


**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. The 9th edition is James Curry and Richard Battistoni, *Constitutional Government: The American Experience,* 9th edition. (Dubuque, IA: Kendall Hunt, 2013) ISBN 978-1-4652-2272-5. **Do NOT purchase any edition other than the 9th or 10th because 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:**

**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.

**Attendance:** You are expected to attend all classes. Attendance will be taken for every class by the sign-in sheet at the front of the class. Failure to sign the sheet before leaving the class will result in your being counted absent. You are not allowed to retroactively sign-in.
• Unexcused absences from regular class sessions will result in a grade deduction. Two (2) unexcused absences result in a loss of 10 points, three (3) 20 points, four (4) or more a zero for attendance.

• If you are late to class or leave early, you may receive an unexcused absence for the day. You must attend the entire period to be counted present. If for some reason you will be late or need to leave early, you must receive permission to do so before the start of class for that day.

• **Use of a cell phone in class is prohibited.** If you have an emergency situation in which you feel you need to access your cell phone during class, you must first receive permission from me. If you have a cell phone out of your pocket/backpack/purse during a class lecture or reach into your pocket or purse, you will be considered as making use of cell phone. If such an event occurs, you may receive an unexcused absence for the day and/or be asked to leave the classroom. Two cell phone penalties will result in a zero (0) for your attendance grade.

• Other disruptions of class lecture, including but not limited to talking or sleeping, will be dealt with in the same manner as cell phones.

• **Excused Absences:** To receive an excused absence, you must comply with my policy.
  
  o You may use two (2) no-questions-asked (NQA) excused absences. You may not use these absences on an exam or group discussion day. To use an NQA excused absence, you must notify me by email at least 30 minutes before the start of class that you will be absent that day. You may **not** use an NQA excuse for two consecutive class periods.
  
  o Other excused absences require written proof such as a doctor’s note, faculty notice that you are out on ASU business, etc. If you are using a written proof excuse on a group discussion or exam day, you must make arrangements with me before the absence to complete the makeup work. The requirements for makeup work are outlined below.
  
  o 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.

**Participation:** Your participation grade will depend on your activity in group discussions. The discussion dates are noted in the syllabus and discussion topics posted on 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 group discussion day by a sign-in sheet at your group table. One unexcused absence from a group discussion period will result in loss of 10 points from your participation grade. Two unexcused absences from group discussion will result in a zero for participation. An **excused absence** from group discussion will have to be made up by writing a one-two page paper of your student’s thoughts on one of the scheduled topics for the missed discussion which must be turned through Blackboard not later than seven days after the missed discussion period.
Grading: Grades will be allocated as follows:

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<tr>
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<th>Grading scale</th>
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<tr>
<td>Online Quizzes</td>
<td>75</td>
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<tr>
<td>Participation</td>
<td>50</td>
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<tr>
<td>Attendance</td>
<td>50</td>
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<tr>
<td>Midterm Exam</td>
<td>100</td>
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<tr>
<td>Final Exam</td>
<td>100</td>
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<td>Opinion Paper</td>
<td>100</td>
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<tr>
<td>Research Paper</td>
<td>175</td>
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<td>Total Points</td>
<td>650</td>
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<td>585-650</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 only granted as noted herein.

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 Quizzes on BlackBoard (BB quizzes): During the semester there will be 15 online quizzes on BlackBoard over the reading. The deadlines for these quizzes are on BlackBoard and in the course schedule. Each quiz will be open for at least one week. BlackBoard uses Respondus Lockdown Browser. A tutorial for installation is available under the Technology tab in the opening of Blackboard, and a copy is attached. It is your responsibility to install the program and to know how to use it. If you have any problems, consult ASU Tech Services. There is practice quiz using Respondus on the class Blackboard page to check your installation and ability to use Respondus. YOU ARE ALLOWED TO USE YOUR NOTES AND THE TEXTBOOK WHILE TAKING THE QUIZZES ON BLACKBOARD.

Extensions for BB Quizzes: You have at least one 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.

Exams: There will be two in-class exams: a mid-term and a final. YOU MAY NOT USE ANY AIDS WHILE TAKING THE IN-CLASS EXAMS. 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.

**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. You may NOT use an NQA absence for an in-class exam. The make-up midterm exam must be 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 are set by the University. The University’s final exam schedule is available on the Registrar’s webpage. Changes to this schedule are granted only on an extraordinary basis. You may NOT use an NQA absence for an in-class exam. **FAILURE TO TAKE THE FINAL EXAM WILL RESULT IN AN F FOR THE COURSE REGARDLESS OF YOUR ACCUMULATED GRADE.**

**Papers:** There will be two papers. 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. 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 to the assignment listed on BlackBoard. TurnItIn will automatically review your paper. TurnItIn only accepts Word or pdf format. There are tutorials on Blackboard on the use of TurnItIn and a practice submission on the class Blackboard page. 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 any topic studied in Chapters 1-8 in the textbook. **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 the papers can be found in the Papers module 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 backup copy of your paper off your hard drive thus this is not an excuse for a late paper.**

**FAQs**

An FAQ page which further explains the course is attached and incorporated.
Dr. Norton’s Fall 2018 Course Schedule for POLS 2305-20 (MWF 9-9:50 in Academic 135), 2305-50 (MWF 11-11:50 in Academic 135), 2305-80 (MWF 1-1:50 in Rassman 110)

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 some 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 27: Introduction

August 29: 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 3: No class

September 5: CG: Chapter 2, 42-53; Brief 2.3; Table 2.1. Supplement: Federalist 10. BlackBoard Quizzes 1 and 2 close at 10 pm

September 7: The Judiciary: Article III. CG: Chapter 3, 60-72, Figures 3.1, 3.2, 3.3.

September 10: 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 19: Executive continued. **BlackBoard Quiz 5 closes at 10 pm**

September 21: 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 24: Legislative continued.

September 26: Legislative continued. **BlackBoard Quiz 6 closes 10 pm**


October 1: Federal-State tension. Amendment XI. CG: Chapter 7, 170-184, Briefs 7.6, 7.7, Table 7.3

October 3: Continue Federal-State tension. **BlackBoard Quiz 7 closes 10 pm**

October 5: Interstate Commerce. Article I § 10; Amendment XIV. CG: Chapter 8, 188-194; Briefs 8.1, 8.2; Table 8.1.

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

October 12: Group Discussion

October 14: Practice Exam closes at 11:59 pm.

October 15: **Midterm Exam. Research Paper proposal due by 10 pm.**

October 17: No Class. **First paper due by 10 p.m. through BlackBoard. Last day to take the make-up midterm exam.**


October 26: EP continued. **BlackBoard Quiz 10 closes 10 pm**


October 31: Due Process and discrimination continued.


November 5: Amendment IV continued **BlackBoard Quiz 12 closes 10 pm**


November 12: Group discussion

November 14: 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 16: Speech continued. **BlackBoard Quiz 14 closes 10 pm**


November 21 and 23: No class

November 26: Religion continued. **BlackBoard Quiz 15 closes 10 pm**

November 28: Group discussion


December 3: No class

December 5: No Class. **Research paper due through BlackBoard by 10 pm**
December 7: No Class. Practice Exam opens at 12:01 am

December 11: Practice Exam closes at 11:59 pm

DECEMBER 12: 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. (This class meets MWF 1-1:50 in Rassman 110)
PART 3: ASU POLICIES AND ASSISTANCE

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 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.edu/student/) 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.

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 so that arrangements can be made.

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 another 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

Academic assistance: ASU Tutoring Center information is available at 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/.
PART 4: 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 INFORMATION
Where is Dr. Norton’s office?
Rassman Room 222 inside the Political Science Department.

What is Dr. Norton’s office telephone number?
325-486-6106

What is the department secretary’s number?
325-942-2262

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.

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 US 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 the courts decide whether action by other branches of government is constitutional.

ASU ASSISTANCE & POLICIES
What assistance at ASU available to me?

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 another 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/.

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REQUIREMENTS FOR THIS CLASS

What book do I need?


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. A tutorial on how to install Respondus is located on Blackboard and attached hereto. A practice quiz to check your installation is located in the Practice module on Blackboard. You will submit papers through BlackBoard which will include TurnItIn. TurnItIn is automatic on Blackboard, so you do not have to install it. You may be unfamiliar with TurnItIn, so there is a practice submission on the class Blackboard page. **If you are having tech issues of any type, you can get assistance from ASU Tech Assistance.**

What are the attendance requirements for this class?

You are expected to attend all classes. Attendance will be taken for every class by the sign-in sheet at the front of the class. Failure to sign the sheet before leaving the class will result in your being counted absent. You are not allowed to retroactively sign-in.

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- **Use of a cell phone in class is prohibited.** If you have an emergency situation in which you feel you need to access your cell phone during class, you must first receive permission from me. If you have a cell phone out of your pocket/backpack/purse during a class lecture or reach into your pocket or purse, you will be considered as making use of cell phone. If such an event occurs, you may receive an unexcused absence for the day and/or be asked to leave the classroom. Two cell phone penalties will result in a zero (0) for your attendance grade.
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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.

**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 so that arrangements can be made.

**What is expected of me in class?**

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.

**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 PowerPoint? No, you expect them to listen to what you are saying. The purpose of the class lecture is to add to assigned readings, and PowerPoints convey a limited amount of information---listen!

**Can I get a copy of the PowerPoints?**

The PowerPoints are largely from an old version of the textbook. 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, the 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 assign it as additional reading. If you are someone who 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.

**STUDY HINT**: There are study guides posted under Course Information. These guides let you know what I think is most important for each chapter. Other material may be included in exams but if you can answer all of the study guides you are well on your way to a good grade.

**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>Online Quizzes</td>
<td>75</td>
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<tr>
<td>Attendance</td>
<td>50</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>100</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
</tr>
<tr>
<td>Opinion Paper</td>
<td>100</td>
</tr>
<tr>
<td>Research Paper</td>
<td>175</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>650</strong></td>
</tr>
</tbody>
</table>

**Grading scale**

- 585-650: A
- 525-584: B
- 440-524: C
- 390-439: D
- Below 390: F

*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 the 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.**

**ASSIGNMENTS**

*Why are there so many assignments in this class?*
I spread out the grading over many assignments to alleviate the stress of not performing well on anyone. 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 promptly.

**Paper Submission**

*How do I submit to BlackBoard?*

It is your responsibility to submit to BlackBoard timely and properly. You submit 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 the 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.**

*I do not know how to use TurnItIn*

Under the practice module on the class Blackboard page, you can practice submitting using TurnItIn, so you are familiar with it before you submit your papers.

*What is plagiarism?*

It is your responsibility to know what plagiarism is. There are plagiarism tutorials on the class BlackBoard page in the papers module and the Library Module. Also, the staff of the Writing Center can help you with any questions about plagiarism.

*How do I know if I have a plagiarism problem?*

TurnItIn will give you an originality report. You will receive a green, yellow, or red flag and a percentage number. If your flag is green, you do not need to go further. If you have a yellow or red flag, you need to open the report and see what it captured. TurnItIn looks for word string similarities, so it sometimes catches common phrases or citations which is not plagiarism.
Can I fix a plagiarism problem without penalty?
   If you see any issues, you can resubmit your paper before the deadline without penalty. If you have questions about your report, contact me, and we can go over it.

What if I do not fix a plagiarism issue before the deadline?
   After the submission deadline, 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 English majors 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.

Can I get an extension for submitting a paper?
   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 backup copy of your paper off your hard drive thus this is not an excuse for a late paper.

Participation
What makes up my participation grade?
   Your participation grade will depend on your activity in group discussions. The discussion dates are noted in the syllabus and discussion topics will be posted on 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 group discussion day by a sign-in sheet at your group table.

What if I miss a discussion day?
   One unexcused absence from a group discussion period will result in loss of 10 points from your participation grade. Two unexcused absences from group discussion will result in a zero for participation.
   You may not use one of your NQA excused absences on a discussion day. The only written proof will be accepted for an excused absence on a discussion day. An excused absence from group discussion will have to be made up by writing a one-two page paper of your thoughts on one of the scheduled topics for the missed discussion which must be turned through Blackboard not later than seven days after the missed discussion period.
ONLINE QUIZZES IN BLACKBOARD (BB QUIZZES)

What is expected of me with the online Blackboard quizzes?

YOU ARE ALLOWED TO USE YOUR NOTES AND THE TEXTBOOK WHILE TAKING THE QUIZZES ON BLACKBOARD. During the semester there will be 15 online quizzes on BlackBoard over the reading. The deadlines for these quizzes are on BlackBoard and in the course schedule. Each quiz will be open for at least one week.

Can I get an extension to complete a Blackboard quiz?

You have at least one 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.

What is Respondus?

It is your responsibility to install the program and to know how to use it. A tutorial on how to install Respondus is located on Blackboard and attached hereto. A practice quiz to check your installation is located in the Practice module on Blackboard. If you have any problems, consult ASU Tech Services.

IN-CLASS EXAMS

Are there any in-class 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. You may not use any aids during the in-class exams.

Can I change the date for taking the mid-term or final exam?

**Midterm Exam:** It is your responsibility to notify me ASAP if you will miss the mid-term 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. You may NOT use an NQA absence for an in-class exam. The make-up midterm exam must be 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 are set by the University. The University’s final exam schedule is available on the Registrar’s webpage. Changes to this schedule are granted only on an extraordinary basis. You may NOT use an NQA absence for an in-class exam.

**FAILURE TO TAKE THE FINAL EXAM WILL RESULT IN AN F FOR THE COURSE REGARDLESS OR YOUR ACCUMULATED GRADE.**

I did not complete the assignment because I do not know how to use BlackBoard, Respondus Lockdown Browser, was not sure what you wanted me to do......

You are an adult it is your responsibility to learn what is required of you and 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 the deadline and when she asks for the material tell her you did not understand what she wanted or did not do the work because you did
not know how to create a spreadsheet. You find out what is required and how to do it before the
deadline, 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.
Almost all questions for this course are answered in the syllabus, this FAQ, or by an announcement
on BlackBoard or in class. If you truly cannot find it –ask, ask, ask.
LockDown Browser

**LockDown Browser (LDB)** is used for secure online testing and can be found on every lab computer on the ASU campus. In addition, it is available for download so students can use it on their personal computers as well.

**Downloading LDB**

1. Begin by logging into Blackboard.
2. Select the Technology Support tab.
3. Locate the Lockdown Browser Module (See Figure 1).
4. Select the **Download LockDown Browser** hyperlink.
5. Follow the instructions on the screen.

![Lockdown Browser](image)

*Figure 1: Downloading LockDown Browser*

**Using LDB**

Once you have downloaded LDB, an icon in the shape of a padlock will appear on your desktop. If you are using a Mac, look under your applications.

1. Begin using LDB by double-clicking the **LockDown Browser** icon on your desktop to launch this application.
2. Login to Blackboard using your RamPort username and password.
3. Select the desired course from the **My Courses** list.
4. Select the test you wish to take from the desired course.
5. When you begin the assessment, **LockDown Browser** will display instructions.
6. Select Begin to start the assessment.
7. Your test will launch and you may select an answer for each question.
8. Make sure to save each answer as you go.
9. **Save and Submit** all of your answers once you are done.

*Note: If the instructor provided a password to access the exam, a dialog box will appear. Enter the password and select Submit.*
Help Center

The Help Center provides students with information regarding Pre-Exam Webcam Check, System Network Check, and Knowledge Base. When Lockdown Browser is accessed you are able to access the Help Center. To access the Help Center, select the Help Center Icon at the top of the page. Upon starting the exam, this will not be available.

- **Pre-exam Webcam Check** confirms that your webcam and microphone work properly. (NOT APPLICABLE TO POLS 2306.D20, NORTON SUMMER II 2018)
- **System Network Check** runs a diagnostic of your computer system and network.
- **Knowledge Base** answers questions to common problems.

Exiting LDB

1. Logout of Blackboard.
2. Exit out of LockDown Browser by selecting the Red X in the top right hand corner of your screen.
3. When prompted, select Yes to exit.

**NO PASSWORD IS REQUIRED TO TAKE EXAMS IN THIS CLASS.** If you get a password prompt when trying to take an exam.

Please make sure you are following these steps to access your test:

1. Close out of ALL applications on your computer
2. Launch the LockDown Browser
   - a. If you do not have the browser installed, login to Blackboard, then navigate to the Technology Support Tab
   - b. Scroll to the bottom and click on Install LockDown Browser
   - c. Follow the steps to accept terms and conditions, and finish installing
3. Once you have the LockDown browser open, navigate to https://blackboard.angelo.edu
4. Login using your credentials, and navigate to the course to begin your exam.

You should not see a password requirement. If you would like further clarification, please contact eLearning at 325-486-6263 or elearning@angelo.edu.