Part 1: This course and its requirements

Part 2: Course Schedule

Part 3: ASU policies and assistance

Part 4: FAQs for this course

COURSE DESCRIPTION: Political Science 2306 is designed to introduce the student to the Texas state system of government. This introductory survey course covers the origin and development of the Texas Constitution, structure, and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public Semester, and the political culture of Texas.

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 demonstrate knowledge about Texas government and politics.
2. The student will explain the origin and development of the Texas Constitution.
3. The student will explain the origins and evolution of the Texas political system, with a focus on the growth of political institutions, the key components of the Texas political system, and federalism.
4. The student will describe how different political systems divide and share power between the state and local governments.
5. The student will demonstrate knowledge of the legislative, executive, and judicial branches of Texas government.
6. Students will evaluate the role of public opinion, interest groups, political parties, campaigns and elections in the Texas political system.

7. Students will describe the rights and responsibilities of citizens and be able to comment on the role of civic engagement in Texas politics.

8. The student will analyze political issues, demonstrate critical thinking skills, and develop a critical approach to the study of policies and the political culture of Texas.

LEARNING RESOURCES:


You will also be required to read the web news site Texas Tribune [https://www.texastribune.org/](https://www.texastribune.org/) There may be other required 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 may also be posted to BlackBoard this material will be marked optional supplemental.

**Required EResource:** You are required to purchase access to Top Hat e-system from TopHat.com. Instructions on purchase and access are posted to the class Blackboard page. If you have purchased Top Hat for another class you do not have to purchase new access. You merely add this class to your roster.

CLASS REQUIREMENTS:

**Attendance:** You are expected to attend all classes. Attendance will be taken for every class through Top Hat, 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 in general class sessions.

- Sleeping during class will be counted as an absence.
- Arriving late or leaving early without prior permission will be counted as an absence. You must be present when attendance is taken via Top Hat.
- Violating the surfing/texting Semester will be counted as an absence.
- Students who have five or more unexcused absences will not receive credit for attendance. Two unexcused absences will receive a 10 point deduction; three a 20 point deduction, and four a 30 point deduction.
- To receive an excused absence, you must comply with my Semester outlined in the FAQ below. Excused absences entitle you to make-up missed work on a limited basis.

**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.
Surfing the web and texting: If it distracts another student or indicates to me that you are not paying attention, you will be given one warning and one unexcused absence. *If it continues, you will be marked down one full grade on your final grade.* Any student may anonymously alert me to a concern over a distraction, and I will then determine if there is a problem.

Grading: Grades will be allocated as follows:

This course uses an accumulated points system.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points Range</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>1057-1175</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>940-1056</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>822-939</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>705-938</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Below 705</td>
<td></td>
</tr>
</tbody>
</table>

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: All deadlines are firm. Extensions due to excused absences are granted 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.

Quizzes:

**In-class quizzes:** Periodically during a lecture, I will post questions which will be answered using Top Hat. These questions will be over the material discussed in lecture.

**Reading Tests in BlackBoard (BB tests):** During the semester there will be thirteen (13) online tests in BlackBoard over the reading. The deadlines for these tests are on BlackBoard and in the course schedule. BlackBoard uses Respondus Lockdown Browser. It is your responsibility to install the program and to know how to use it. You may access installation and tutorials for Respondus Lockdown Browser via the technology tab on the opening page of Blackboard. You will NOT use a Respondus webcam. If you have any problems consult ASU Tech Services. **Extensions for BB Tests:** It is very rare that an extension for not completing a test before the deadline will result in an extension of time.

Exams: There will be five in-class exams. YOU MAY NOT USE ANY AIDS WHILE TAKING THE IN-CLASS EXAMS. The in-class exams will be T/F and MC. It is your responsibility to notify me ASAP if you will miss an in-class 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 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 exam at my office M-F 8-5.

**Participation:** Your participation grade will depend on (1) your in-class participation through Top Hat, and (2) your group activities.

**Group Discussion:** Group Discussion dates are noted in the syllabus and discussion topics posted to BlackBoard well before the discussion date. 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 Top Hat. *Unexcused absence from any class group discussion period will result in the loss of 5 points from your participation grade. An excused absence from group discussion will have to be made up by writing a two-page project 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 for some reason a particular group discussion is moved to posting Blackboard Discussion Board your grade for this discussion will be based on your postings. The date listed in the course schedule for the group discussion is the deadline for discussion board postings. You must post a discussion thread for one topic, and at least one reply to a different 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.

**Semester Project:** Everyone can improve their writing thus I strongly encourage you to review your projects with the Writing Center before turning in the final copy. See Blackboard for specifics about the project proposal and final submission.

**TurnItIn:** This course will use TurnItIn for written assignments. You will submit your project through the assignment listed on Blackboard. TurnItIn will automatically review your project. 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 project through TurnItIn.com.

**Extensions for Proposal and Project Submission:** Rarely do I allow extensions of proposal and project deadlines. Only extraordinary unforeseeable events will receive extensions.

FYI: Computers crash—it is your responsibility to save a backup copy of your project off your hard drive thus this is not an excuse for a late project. Also, the clock on your computer may not align with the one on Blackboard or TurnItIn. The Blackboard and TurnItIn clocks control submission deadlines. Further, it takes time for uploads to be completed. If they are not completed before the Blackboard or TurnItIn clocks reach the deadline your submission will be blocked, and you will not receive an extension of time.

**FAQs**

An FAQ page which further explains the course is attached and incorporated.
Dr. Norton’s Spring 2019 POLS 2306- 80 (TR 9:30-10:45, A 135),
2306-110 (TR 12:30-1:45, A 135) Course Schedule:

**Reading Note for all assignments:** Required Reading is found in *Inside Texas Politics* by Brandon Rottinghaus (Oxford University Press, 2018) ISBN9780190299514. (hereafter textbook) You will also be required to read the web news site Texas Tribune [https://www.texastribune.org/](https://www.texastribune.org/). There may be other required readings noted in the course schedule. These will be available via the web or class BlackBoard page.

January 15: Introduction; Practice for Respondus and TurnItIn are open. All parts of Semester Project are open

January 17: Textbook: Chapter 1

January 22: Textbook: Chapter 2; Texas Constitution; Junnell’s proposed Texas Constitution;

January 24: Textbook: Chapter 3; US Constitution; **Quizzes for chapters 1, 2, and 3 close at 11:59 p.m.**

January 29: In-class Exam # 1 (chapters 1, 2, and 3)

January 31: Textbook: Chapter 4

February 5: Textbook: Chapter 5

February 7: Textbook: Chapter 6

February 12: Group Discussion # 1; **Quizzes for chapters 4, 5, and 6 close at 11:59 p.m.**

February 14: In-class Exam # 2 (chapters 4, 5, and 6)

February 19: Textbook: Chapter 7

February 21: Textbook: Chapter 7

February 26: Textbook: Chapter 8; **Legislative Assignment due at beginning of class.**

February 28: Textbook chapter 9

March 5: Group Discussion # 2; **Quizzes for chapters 7, 8, and 9 close at 11:59 p.m.**
March 7: In-class Exam # 3 (chapters 7, 8, and 9); **Semester Project Proposal due through Blackboard by 11:59 p.m.**

March 11-15: Spring Break

March 19: Textbook: Chapter 10

March 21: Textbook: Chapter 10-11

March 26: Textbook: Chapter 11

March 28: Group Discussion #3; **Quizzes for chapters 10 and 11 close at 11:59 p.m.**

April 2: In-class Exam # 4 (chapters 10 and 11)

April 4: Textbook: Textbook: Chapter 12

April 9: Textbook chapter 12

April 11: Group Discussion # 4; **Quiz for chapter 12 closes at 11:59 p.m**

April 16: Textbook: chapter 13

April 18: Textbook chapter 14

April 23: Group Discussion # 5; **Quizzes for chapters 13 and 14 closes at 11:59 p.m**

April 25: In-class Exam # 5 (chapter 12, 13, and 14)

April 30: No class

May 2: No class; **Semester Project due through Blackboard by 11:59 p.m.**

There is no final exam for this class. Your semester project serves as the culmination of this class.
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://www.angelo.edu/services/counseling/

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/.
Dr. Norton’s POLS 2306 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?
325-486-6106

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

What book(s) do I need?
It is available at the bookstore and online.
You will also be required to read the web news site Texas Tribune https://www.texastribune.org/ There may be other required 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 may also be posted to BlackBoard this material will be marked optional supplemental.

What tech do I need for this class?
This course will use Blackboard. You will have tests to take through Blackboard that will use Respondus Lockdown Browser. You will submit Projects through Blackboard that will include a TurnItIn review. If you are having tech issues of any type you can get assistance from ASU Tech Assistance. There are tutorials on the opening of Blackboard for its use.
Top Hat: You are required to purchase access to Top Hat e-system. Check your ASU email for the invitation from me. If you miss the invitation you can go to TopHat.com to purchase but you must have the 6 digit access code from me. Instructions on purchase and access are posted to the class Blackboard page and will be discussed the first day of class. If you have purchased Top Hat for another class you do not have to purchase new access. You merely add this class to your roster.

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 Texas government. 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?

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://www.angelo.edu/services/counseling/.

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/.

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.

What is ASU’s academic honesty Semester?
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.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.

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.

What is expected of me in class?

   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.

   Surfing the web and texting: If it distracts another student or indicates to me that you are not paying attention you will be given one warning and one unexcused absence. If it continues, you will be marked down one full grade on your final grade. Any student may anonymously alert me to a concern over a distraction and I will then determine if there is a problem.

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?

PowerPoints which were created by the publisher are posted to Blackboard. My
PowerPoints used in class may not be the same as the publisher’s PowerPoints. These are included
on Top Hat.

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 of the publisher’s
PowerPoints 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. You can put your reading notes into
the outline. You can also add any notes taken during lectures. 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.

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.

- 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)
  30 points; Five 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 other than for Top Hat.** If you are seen
texting, 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
  Semester.
  - 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.
  - 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.

- 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.

**ASSIGNMENTS**

**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.

*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 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. 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.

**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>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes</td>
<td>75</td>
</tr>
<tr>
<td>Exam 1</td>
<td>100</td>
</tr>
<tr>
<td>Exam 2</td>
<td>100</td>
</tr>
<tr>
<td>Exam 3</td>
<td>100</td>
</tr>
<tr>
<td>Attendance</td>
<td>100</td>
</tr>
<tr>
<td>Participation</td>
<td>100</td>
</tr>
<tr>
<td>Leg. assignment</td>
<td>100</td>
</tr>
<tr>
<td>Semester Project</td>
<td>300</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>975</strong></td>
</tr>
</tbody>
</table>

**Grading scale**

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>877-975</td>
<td>A</td>
</tr>
<tr>
<td>780-876</td>
<td>B</td>
</tr>
<tr>
<td>682-779</td>
<td>C</td>
</tr>
<tr>
<td>585-681</td>
<td>D</td>
</tr>
<tr>
<td>Below 585</td>
<td>F</td>
</tr>
</tbody>
</table>

*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 Projects, 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?
Extra credit/bonus points are available by completing the Legislative Assignment posted under Assignments. You may receive up to 25 extra credit points for this assignment. 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.

**Participation**

What makes up my participation grade?
Your participation grade will depend on (1) participation during class through Top Hat, and (2) 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. Your discussion 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 Top Hat.

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 Project 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.

**Semester Project:** Everyone can improve their writing thus I strongly encourage you to review your projects with the Writing Center before turning in the final copy. See Blackboard for specifics about the project proposal and final submission.
**TurnItIn:** This course will use TurnItIn for written assignments. You will submit your project through the assignment listed on Blackboard. TurnItIn will automatically review your project. 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 project through TurnItIn.com.

**Extensions for Proposal and Project Submission:** Rarely do I allow extensions of proposal and project deadlines. Only extraordinary unforeseeable events will receive extensions.

FYI: Computers crash—it is your responsibility to save a backup copy of your project off your hard drive thus this is not an excuse for a late project. Also, the clock on your computer may not align with the one on Blackboard or TurnItIn. The Blackboard and TurnItIn clocks control submission deadlines. Further, it takes time for uploads to be completed. If they are not completed before the Blackboard or TurnItIn clocks reach the deadline your submission will be blocked, and you will not receive an extension of time.

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 Project, the submission is incorrect. If you can immediately see and read the text of your Project, 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. You must remove any .pages designation from the document tag before uploading.

How do I submit to TurnItIn?

TurnItIn is linked to BlackBoard so submission through the BlackBoard assignment for the Project will automatically submit the Project 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 Projects.

What is plagiarism?

It is your responsibility to know what plagiarism is. There are plagiarism tutorials on the class BlackBoard page in the Projects 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 Project 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 Project. The Writing Center requires appointments, which can be made on their web page and you must have a draft of your Project for them to review. They cannot assist you with the substance of the Project 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 Project, 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 Project?
Rarely do I allow extensions of Project deadlines. Only extraordinary unforeseeable events will be granted extensions. FYI: Computers crash—it is your responsibility to save a backup copy of your Project off your hard drive thus this is not an excuse for a late Project.

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

*Can I change the date for taking the in-class exam?*

It is your responsibility to notify me ASAP if you will miss an in-class 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 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

*You may NOT use an NQA absence for an in-class exam*
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.

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](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.