TABLE OF CONTENTS:  This syllabus has four parts. All parts are included here in one document.
   Part 1:  This course and its requirements
   Part 2:  Course Schedule
   Part 3:  ASU policies and assistance
   Part 4:  Instructions for installation of Respondus Lockdown Browser

PART 1:  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.

Accommodations for Disability: Notify me as soon as possible if you need an accommodation for any of the requirements of this class.

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.

LEARNING RESOURCES:


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.

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/Talking/Using Earbuds/Surfing the web/Texting during class will be counted as an unexcused absence. 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.
- 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.
• 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.
• Excused Absences: To receive an excused absence:
  o You may use two (2) no-questions-asked (NQA) excused absence. 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.
  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 an exam or group discussion day, you must make arrangements with me before the absence to complete the makeup work.
  o All make-ups must be taken within 24-hours of the end of your excused absence.
  o 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.

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.

Grading: This course uses an accumulated points system.

<table>
<thead>
<tr>
<th></th>
<th>Grading scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes: BB and TH 280</td>
<td>1017-1130</td>
</tr>
<tr>
<td>In-class Exams 250</td>
<td>904-1016</td>
</tr>
<tr>
<td>Attendance 100</td>
<td>791-903</td>
</tr>
<tr>
<td>Participation 100</td>
<td>678-790</td>
</tr>
<tr>
<td>Project Proposal 100</td>
<td>677-Below</td>
</tr>
<tr>
<td>Semester Project 300</td>
<td></td>
</tr>
<tr>
<td>Total Points 1130</td>
<td></td>
</tr>
</tbody>
</table>

Extra credit is built into the quizzes and exams. 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 10 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 through Blackboard portal for submission of the discussion day’s peer review not later than seven days after the missed discussion period.**
- **Discussion Board**: If an emergency occurs and 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**: There is a two part semester project. The first part is your project proposal and the second is your final project paper. See Blackboard for specifics about the project proposal and final submission.
**TurnItIn:** This course will use TurnItIn for written assignments. You will submit your proposal and final project through the assignment listed on Blackboard. TurnItIn will automatically review your proposal and final 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 the proposal and final 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.
Dr. Norton’s Spring 2020 POLS 2306-40 (MWF 10-10:50, A 135), 2306-60 (MWF 12-12:50, Rassman 112) 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 13: Introduction;  Practice for Respondus and TurnItIn are open. All parts of Semester Project are open

January 15: Textbook: Chapter 1

January 17: Textbook: Chapter 2; Texas Constitution; Junnell-Ratliff Proposed Texas Constitution posted to BB

January 20: Holiday

January 22: Chapter 2 continued

January 24: Textbook: Chapter 3; US Constitution

January 27: Textbook: Chapter 3 continued

January 29: Textbook: Chapter 3 continued; **Quizzes for chapters 1, 2, and 3 close at 11:59 p.m.**

January 31: **In-class Exam # 1 (Chapters 1, 2, 3)**

February 3: Textbook: Chapter 4

February 5: Textbook: Chapter 5

February 7: Textbook: Chapter 6

February 10: Group Discussion # 1; **Quizzes for chapters 4, 5, and 6 close at 11:59 p.m.**

February 12: **In-class exam # 2 (Chapters 4, 5, 6)**

February 14: Textbook: Chapter 7

February 17: Textbook: Chapter 7
February 19: Textbook: Chapter 7

February 21: Textbook: Chapter 8

February 24: Textbook: Chapter 8; **Semester Project Proposal due through Blackboard by 11:59 p.m.**

February 26: Textbook: Chapter 8 and begin 9

February 28: Textbook: Chapter 9

March 2: Group Discussion #2; **Quizzes for chapters 7, 8 and 9 close at 11:59 p.m.**

March 4: **In-class Exam #3 (Chapters 7, 8 and 9)**

March 6: No Class

March 9, 11, and 13: Spring Break

March 16: Textbook: Chapter 10

March 18: Textbook: Chapter 10

March 20: Textbook: Chapter 10

March 23: Textbook: Chapter 11

March 25: Textbook: Chapter 11;

March 27: Textbook: Chapter 11

March 30: Group Discussion #3; **Quizzes for chapters 10 and 11 close at 11:59 p.m.**

April 1: **In-class Exam #4 (Chapter 10 and 11)**

April 3: Textbook: Chapter 12

April 6: Textbook: Chapter 12

April 8: Textbook: Chapter 12

April 10: No class

April 13: Textbook: Chapter 13
April 15: Textbook: Chapter 13-14:

April 17: Textbook: Chapter 14

April 20: Textbook: Chapter 14

April 22: Group Discussion # 4; **Quizzes for chapters 12, 13 and 14 close at 11:59 p.m.**

April 24: **In-class Exam # 5 (Chapter 12, 13, and 14)**

April 27: No class

April 29: No class; **Semester Project due through Blackboard by 11:59 p.m.**

May 1: No class

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.edulcstudent/) and click on the 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.

Stress Issues: If you are feeling overwhelmed by something, ASU has a Counseling Center: https://www.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/.

Title IX at Angelo State University:

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance. This is done in order
to connect students with resources and options in addressing the allegations reported. As a student, you are encouraged to report any incidents of sexual misconduct directly to ASU’s Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator. You may do so by contacting:

Michelle Boone, J.D.
Director of Title IX Compliance/Title IX Coordinator
Mayer Administration Building, Room 210
325-942-2022
michelle.boone@angelo.edu

You may also file a report online 24/7 at www.angelo.edu/incident-form.

If you are wishing to speak to someone about an incident in confidence you may contact the University Health Clinic and Counseling Center at 325-942-2173 or the ASU Crisis Helpline at 325-486-6345.

The Office of Title IX Compliance also provides accommodations related to pregnancy (such as communicating with your professors regarding medically necessary absences, modifications required because of pregnancy, etc.). If you are pregnant and need assistance or accommodations, please contact the Office of Title IX Compliance utilizing the information above.

For more information about Title IX in general you may visit www.angelo.edu/title-ix.
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 BB TESTS 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.