While this class is scheduled to meet M, W, and F, the Friday session will not count toward attendance and will be online only for submission of exams and writing assignments.

Instructor: Brenda J. Norton, J.D., Ph.D.
Email: Brenda.Norton@Angelo.edu
Office: Rassman 222 Office Telephone: 325-486-6106
Office Hours: TR: 1-4; Due to COVID restrictions, all office hours are by appointment and virtual.

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 citizens' rights and responsibilities 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:

**REQUIRED TEXT:** Inside Texas Politics by Brandon Rottinghaus (Oxford University Press, 2020) e-Book: ISBN 9780197545454, Loose-leaf: ISBN 9780197545423, Bound: ISBN 9780197545416. You may use earlier editions of this book. You will not have access to online study aids from the publisher unless you separately purchase the Oxford Insight Study Guide from Oxford University Press. You will have access to all the study materials I provide to students.

**REQUIRED OTHER READING:** You will also be required to read the web news site Texas Tribune [https://www.texastribune.org/](https://www.texastribune.org/) There is no fee for the use of this website. 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 that 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 the 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:

Course Syllabus Statement on Required Use of Masks/Facial Coverings by Students in Class At Angelo State University

As a Texas Tech University System member, Angelo State University has adopted the mandatory Facial Covering Policy to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy, students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible for making up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.
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 in person or online. **You MUST notify me by February 1 if you intend to attend online only. If you have an emergency and must switch to online-only at some point during the Semester, notify me ASAP.**

- FTF/In-Person and Online attendance: 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 in class sessions. The attendance policy will be applied to both formats equally.
- 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 and must remain signed in to TopHat throughout the class period. **TopHat notifies me when you exit the site.**
- Students who have three or more unexcused absences will not receive credit for attendance. Two unexcused absences will receive a 30 point deduction.
- Excused Absences: To receive an excused absence:
  - You may use one (1) no-questions-asked (NQA) excused absence. 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.
  - Other excused absences require written proof such as a doctor's note, faculty notice that you are out on ASU business, etc. Quarantine without active illness is not an excused absence since you have the option to attend online at any time.

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Grading: This course uses a standard percentage system, 100-90%=A, 89-80%=B, etc. Grading sections are Exams on Blackboard (100 points each), Essay discussions on Blackboard (100 points each), Attendance (total 100 points), Semester Project Proposal (100 points total), Semester Project Final Paper (200 points total). **The Final Paper counts double as it also takes the place of the final exam.** Extra credit will not be awarded individually to assist you in bringing 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.

**Exams:** **YOU MUST USE A PC TO COMPLETE THE EXAMS. YOU CANNOT USE YOUR PHONE.** There will be online exams using the Respondus Lockdown Browser. The deadlines for these tests are on BlackBoard, and in the course schedule, YOU MAY NOT USE ANY AIDS WHILE TAKING THESE EXAMS. These exams will be T/F and MC and cover the reading AND lectures.

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 and posted to Blackboard in the Exam Module. You will NOT use a Respondus webcam. If you have any problems consult ASU Tech Services.

**IPAD ALERT:** If you use an Ipad for your exams, let me know immediately so I can set Respondus to accept your work. Waiting until the day of or after an exam to alert me will not result in an extension of time to complete the exam.

**CHROMEBOOK ALERT:** You cannot use Respondus with a Chromebook. You must find another computer to take the exams. If you need assistance, let me know ASAP. Waiting until the day of or after an exam deadline to let me know you use a Chromebook will not result in an extension to complete the exam.

**Discussion essays:** Because we cannot meet in ftf groups, you will show your knowledge of a topic and its application to a current event by posting short essays to Blackboard. Each discussion essay will consist of several topics, and you will pick two (2) to write 1-2 pages on each. Many topics will refer you to a news article to read about the issue, and you are expected to have read at least the article linked. TurnItIn will be active for this submission. You can submit them as separate documents or combined. When using TurnItIn you submit multiple documents just like you would do attachments to an email, do NOT click submit until you have uploaded all the documents.

This is not a formal academic writing. You are to write as if you were talking in group discussion—giving your views on the issue, what additional information you think you need, and showing that you understand the topic. No outside research is required. You will be expected to use class readings, lectures, discussions, and, if applicable, news items. **Each topic response should be 2-4 pages in length** and be in 12 pt Times New Roman font, double-spaced with 1-inch margins. Parenthetical citation is acceptable. The citations for class readings and lectures need only contain enough information for me to know where you got the cited material. Examples: Lecture 1-24-2019; Chart Federalist/Anti-Federalist. For information you use from outside class, I need to check your work so enough information to access the material is required. A Works Cited Page is not required. A title page is not required.
The deadline for each discussion essay is listed in the course schedule. I do not grade the views expressed. I grade the accuracy of factual information, whether you address the topic posted, are respectful of other viewpoints, and you fully engage the issue by offering not only your view but also an opposing one. I alone determine the quality of your essay.

**Semester Project:** There is a **two-part** semester project. This is formal academic research and writing. 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. The Final Paper counts double as it also takes the place of the final exam.

**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 the 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 2021 POLS 2306-20 (MWF 9-9:50, A 135), 2306-40 (MWF 1-1:50, Rassman 112) Course Schedule:

**Reading Note for all assignments:** Required Reading is found in *Inside Texas Politics* by Brandon Rottinghaus (Oxford University Press, 2020) (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.

We will not meet on Fridays. You will be required to complete work online

January 25: Introduction; Practice for Respondus and TurnItIn are open. All parts of the Semester Project are open

January 27: Textbook: Chapter 1

January 29: No meeting; **Discussion Essay 1 due by 1159 pm**

February 1: Textbook: Chapter 2; Texas Constitution; Junnell-Ratliff Proposed Texas Constitution posted to BB

February 3: Chapter 2 continued

February 5: No meeting; **Discussion Essay 2 due by 1159 pm**

February 8: Textbook: Chapter 3 US Constitution

February 10: Textbook: Chapter 3 continued

February 12: No meeting; **Exam 1 and Discussion Essay 3 due by 1159 pm**

February 15: Textbook: Chapter 4, 5, 6

February 17: Textbook: Chapter 4, 5, 6

February 19: No meeting **Exam 2 and Discussion Essay 4 due by 1159 pm**

February 22: Textbook: Chapter 7

February 24: Textbook: Chapter 7

February 26: No meeting; **Exam 3, Discussion Essay 5, and Semester Project Proposal due through Blackboard by 11:59 p.m.**
March 1: Textbook: Chapter 8 and 9
March 3: Textbook: Chapter 8 and 9
March 5: No meeting; Exam 4, Discussion essay 6 due through Blackboard by 11:59 p.m.
March 8: Textbook: Chapter 10
March 10: Textbook: Chapter 10
March 12: No meeting; Exam 5, Discussion essay 7 due through Blackboard by 11:59 p.m.
March 15: Textbook: Chapter 11
March 17 Textbook: Chapter 11;
March 19: No meeting; Exam 6, Discussion essay 8 due through Blackboard by 11:59 p.m.
March 22: Textbook: Chapter 12
March 24: Textbook: Chapter 12
March 26: No meeting; Exam 7, Discussion essay 9 due through Blackboard by 11:59 p.m.
March 29: Textbook: Chapter 13
March 31: Textbook: Chapter 13
April 2: No meeting; Exam 8, Discussion essay 10 due through Blackboard by 11:59 p.m.
April 5: Textbook: Chapter 14
April 7: Textbook: Chapter 14
April 9: No meeting; Exam 9, Discussion essay 11 due through Blackboard by 11:59 p.m.
April 12: No meeting WORK ON YOUR FINAL SEMESTER PROJECT PAPER
April 14: No meeting WORK ON YOUR FINAL SEMESTER PROJECT PAPER
April 16: No meeting WORK ON YOUR FINAL SEMESTER PROJECT PAPER
April 19: No meeting WORK ON YOUR FINAL SEMESTER PROJECT PAPER
April 21: No meeting WORK ON YOUR FINAL SEMESTER PROJECT PAPER

April 23 No meeting WORK ON YOUR FINAL SEMESTER PROJECT PAPER

April 26: No meeting WORK ON YOUR FINAL SEMESTER PROJECT PAPER

April 28: No meeting WORK ON YOUR FINAL SEMESTER PROJECT PAPER

April 30: No meeting WORK ON YOUR FINAL SEMESTER PROJECT PAPER

May 3: No class Semester Project due through Blackboard by 11:59 p.m.; Extra credit due through Blackboard

May 5 and 7: 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

General Policies related to this course:
All students are required to follow the policies and procedures presented in these documents:
Angelo State University Student Handbook
Angelo State University Catalog

Course Drop
To view information about how to drop this course or to calculate important dates relevant to dropping this course, you can visit http://www.angelo.edu/services/registrars_office/course_drop_provisions.php.

Course Syllabus Statement on Required Use of Masks/Facial Coverings by Students in Class At Angelo State University
As a member of the Texas Tech University System, Angelo State University has adopted the mandatory Facial Covering Policy to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.

Student Disability Services:
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.

Title IX
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. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex. You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Boone, J.D. You may submit reports in the following manner:

Online: www.angelo.edu/incident-form
Face to Face: Mayer Administration Building, Room 210
Phone: 325-942-2022
Email: michelle.boone@angelo.edu

Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171). For more information about resources related to sexual misconduct, Title IX, or Angelo State's policy please visit: www.angelo.edu/title-ix.

Religious Holidays:
A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. See ASU Operating Policy 10.19 Student Absence for Observance of Religious Holy Day for more information. It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 Grading Procedures for more information.

Student Conduct Policies:
Academic Integrity
Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject to disciplinary action and possible expulsion from ASU.

The College of Arts and Humanities adheres to the Statement of Academic Integrity

Plagiarism
Plagiarism is a serious topic covered in ASU's Academic Integrity policy in the Student Handbook. Plagiarism is the action or practice of taking someone else's work, idea, etc., and passing it off as one's own. Plagiarism is literary theft.
In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality via Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center.

Copyright Policy
Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

Incomplete Grades
It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 Grading Procedures for more information.

Grade Appeal Process
As stated in the Angelo State University Operating Policy and Procedure (OP 10.03 Student Grade Grievances), a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged first to discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see Operating Procedure 10.03 at http://www.angelo.edu/content/files/14196-op-1003-grade-grievance.
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.