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Office Hours: T.R. 8-10 am, 1-4; Other times by appointment.

TABLE OF CONTENTS: This syllabus has three parts. All parts are included here in one document. The syllabus is separated into its parts in the course information folder.
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PART 1: THIS COURSE

COURSE DESCRIPTION:
No matter what job you hold, you will be a citizen of some country, probably the U.S., and as such, the U.S. 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 discussions 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, focusing 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:

You can also use the second edition at https://openstax.org/subjects/details/books/american-government-2e Print ISBN 1947172654, Digital ISBN 1947172662. If using the second edition you may miss out on some supplemented material but you will get the gist of the course. You may access it at the above address or through the link on the class Blackboard page.
You can also purchase a print version on iBooks, at the campus bookstore, or from OpenStax on Amazon.com. You can use whichever format you want. (Simple printouts sold by third parties on Amazon are not verifiable and not as high-quality.) if you buy on Amazon, make sure you use the link on your book page on openstax.org so you get the official OpenStax print version.

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.

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:

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 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. You may attend online only through a learning accommodation. See student accommodation office for particulars. 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.

- Sleeping/Talking/Using Earbuds/Surfing the web/Texting will be counted as an unexcused absence during class. 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 four or more unexcused absences will not receive credit for attendance. Two unexcused absences will receive a 10 point deduction, three a 20 point deduction.

- Excused Absences: To receive an excused absence:
  - You may use one (1) no-questions-asked (NQA) excused absence. You may **not** use this absence on a 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.
  - 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 discussion day, you must make arrangements with me before the absence to complete the work within 24 hours of the end of your excuse.

**Grading:** This course uses a standard percentage system, 100-90%=A, 89-80%=B, etc. Grading sections are Exams on Blackboard (5 at 100 points each), Group Discussion (6 cumulative for 100 points total), Attendance (100 points for the semester), Semester Project Proposal (100 points), Semester Project Final Paper (200 points). The Final Paper counts double as it also takes the place of the final exam.

There is no final exam. The Semester Project will serve as your final exam grade.

Extra credit is available only as specified. See the extra credit content module on Blackboard. *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, MC, and short answer 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.

Participation: Your participation grade will depend on your activity during the group discussion. I will post discussion prompts for each group discussion day to Blackboard in the group discussion module. The prompts are links to news articles on topics relating to the section we are studying. You are expected to review the news articles and be prepared to discuss them in class. Your group may decide to assign different topics to individual members to lead discussions on that topic. Still, everyone in the group is expected to read at least the linked article on the topic and participate in the discussion on every topic. Your grade will depend on your participation in the group through my observations and peer reviews for your group members. I alone determine the quality of your participation.

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. 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 Fall 2020 Course Schedule for POLS 2305-60 (TR 11-1215 in Academic 135)

August 24: Introduction

August 26: Chapter 1, Appendix A, B, and C. Begin familiarizing yourself with the text of the U.S. Constitution

August 31: Chapter 2, Appendix A, B, and C.

September 2: Chapter 3, Appendix A, B, and C, Amendments IX and X. Begin using the Constitution for each Article and Amendment. Choose which version you prefer: https://constitutioncenter.org/interactive-constitution/about#interpretations https://www.law.cornell.edu/constitution-conan

Monday September 6 Exam 1 chapters 1,2,3 through Respondus Lockdown Browser by 1159 pm

September 7: Chapter 11 Congress; Watch Schoolhouse Rock “I’m just a bill” before class https://www.youtube.com/watch?v=FFroMQIKiqg

September 9: Chapter 11 Congress, continued; start Chapter 12 Executive branch

September 14: Chapter 12 Executive branch, continued

September 16: Group discussion 1, Congress and the Executive Branch

Monday September 20 Exam 2 chapter 11 Congress and 12 Executive branch through Respondus Lockdown Browser, by 1159 pm

September 21: Chapter 13 Judicial Branch

September 23: Continue Judiciary

September 28: Group Discussion 2 Judiciary

September 30: NO CLASS PROPOSAL DUE TO BLACKBOARD by 1159 pm

Monday October 4 Exam 3 chapter 13 through Respondus Lockdown Browser, by 1159 pm;

October 5: Chapter 5, 7, chapter 4 section 4.1, Amendment XIV Equal Protection and Due Process, continued.

October 7: Chapter 5, 7, chapter 4 section 4.1, Amendment XIV Equal Protection and Due Process, continued.
October 12 Chapter 5, 7, chapter 4 section 4.1, Amendment XIV Equal Protection and Due Process, continued.

October 14: **Group Discussion 3, Chapter 5, 7 equal protection and due process**

**Monday October 18** Exam 4 chapter 5, 7, 4.1, Amendment XIV Equal Protection and Due Process through Respondus Lockdown Browser, by 1159 pm

October 19: Chapter 4 and all of the Bill of Rights except the 1st amendment, Amendment II, III, IV, V, VI, VII, VIII, IX, X see readings links on Blackboard continued

October 21: Chapter 4 and all of the Bill of Rights except the 1st amendment, Amendments II, III, IV, V, VI, VII, VIII, IX, X see readings links on Blackboard

October 26: Chapter 4 and all of the Bill of Rights except the 1st amendment, Amendment II, III, IV, V, VI, VII, VIII, IX, X see readings links on Blackboard continued

October 28: **Group discussion 4, all of the Bill of Rights except the 1st amendment.**

**November 1** Exam 5 chapter 4, and all of the Bill of Rights except the 1st amendment through Respondus Lockdown Browser, by 1159 pm

November 2: Amendment I, Speech Press, Assembly, and Petition clauses see readings list on blackboard

November 4: Continue Amendment I, Speech Press, Assembly, and Petition clauses see readings list on blackboard

November 9: **Group Discussion 5 Amendment I, Speech Press, Assembly, and Petition clauses**

November 11: Amendment I Religion Clauses, see the reading list on Blackboard

November 16: Amendment I Religion Clauses, see the reading list on Blackboard

November 18: **Group discussion 6, Religion clauses**

**Monday November 22** Exam 6 First Amendment through Respondus Lockdown Browser, by 1159 pm

November 23: **No class, work on paper**

November 25: Holiday

November 30: **No class, work on paper**

December 2: **No class, work on paper**

**Sunday, December 5: Semester Project Final Paper due through Blackboard before 1159 pm.**
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 dropping this course or calculating important dates relevant to dropping this course, you can visit http://www.angelo.edu/services/registrars_office/course_drop_provisions.php.

**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.
Student Disability Services is located in the Office of Student Affairs, and 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 an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the Student Disability Services website at www.angelo.edu/ADA. The employee charged with the responsibility of reviewing and authorizing accommodation requests is: Ms. Dallas Swafford Director of Student Disability Services 325-942-2047 dallas.swafford@angelo.edu Houston Harte University Center 112

**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
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 of disciplinary action and possible expulsion from ASU.

The College of Science and Engineering 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](http://www.angelo.edu/content/files/14196-op-1003-grade-grievance).