

# Texarkana College

**Syllabus:** Federal Government 2305

**Course Number:** GOVT 2305

**Instructor Information:**

Name: Rikki Hatfield

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Office Hours: *Tuesday:* BCT, Office 29 (30 minutes prior to class); *Wednesday:* TA classroom 1 (30 minutes before class);

**Textbook Information:**

**American Government: Brief Version** by James Q. Wilson, John J. Dilulio, Jr., and Meena Bose, 11<sup>th</sup> edition;

**Student Learning Outcomes for the Course:**

**Learning Outcome #1:** The student will describe and discuss the basic fundamentals of the Federal Government system.

**Learning Outcome #2:** The student will describe and assess the philosophies, events, and people that influenced the creation of the Constitution.

**Learning Outcome #3:** The student will discuss the meaning of the federal system.

**Learning Outcome #4:** The students will examine the evolving history and character of civil liberties and civil rights in America.

**Learning Outcome #5:** The student will discuss how mass media, interest groups, and political parties influence public opinion.

**Learning Outcome #6:** The students will identify and describe the different types of elections and explain why and how people participate in the electoral process.

**Learning Outcome #7:** The student will describe the structure and function of the three branches of the U.S. Government and contrast their constitutional authorities.

**Student Assessment:**

- 1) Four Unit Exams..... 60 %
- 2) Four Essays..... 30%
- 3) Final Exam ..... 10%

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Total = 100 %

**Grading Scale:****90 - 100 = A****80 – 89 = B****70 - 79 = C****60 – 69 = D****Below 60 = F****Class Schedule:**

Month	Day/Date	Lecture Top/Assessments
August	Tuesday - 26	Course Introduction; What is Government? <u>Read Chapters 1 &amp; 2;</u> <b>writing assignment #1</b>
September	Tuesday - 2	What is American Government? The Constitution (class discussion)
	Tuesday - 9	<i>finish</i> The Constitution <u>Read Chapter 5;</u>
	Tuesday -16	Federalism (class discussion) Review for Unit 1 Exam
	Tuesday - 23	<b>Unit 1 Exam</b> <b>Writing assignment #1 is DUE!!!!</b> <u>Read Chapter 6 and 7;</u> <b>Writing assignment #2</b>

September	Tuesday - 30	Public Opinion and the Media lecture; Political Parties and Interest Groups <u>Read Chapter 8</u>
October	Tuesday - 7	Campaigns and Elections; Review For Unit Exam
	Tuesday - 14	<b>Unit 2 Exam</b> <b>Writing assignment #2 is</b> <b>DUE!!!</b> <u>Read Chapter 9</u> <b>Writing Assignment #3</b>
	Tuesday - 21	The Congress <u>Read Chapter 10</u>
	Tuesday - 28	The presidency Review for Exam
November	Tuesday - 4	<b><u>Unit 3 Exam</u></b> <b><u>Writing Assignment #3 is</u></b> <b><u>DUE!!!</u></b> <u>Read Chapter 12</u> <b>Writing assignment #4</b>
	Tuesday - 11	The Courts; video <u>Read Chapter 3 and 4</u>
	Tuesday - 18	<i>Civil Liberties; start Civil Rights</i>
	<b>Tuesday – 25</b> <b>No Class!</b>	<b>No Class!!</b> <b>Happy Thanksgiving ☺</b>
December	Tuesday - 2	Finish Civil Rights
	Tuesday - 9	<b>Unit 4 Exam</b> <b>Writing Assignment #4 is</b> <b>DUE!!!!</b> <i>Final Exam Review/ Q &amp; A</i>
	Tuesday - 16	<b>Final Exam!!</b>

***Any revisions to the class schedule will be announced in class!!!***

Due to time, this course will not cover every detail of the U.S. Government. However, we will examine the following topics: 1) the structure of the U.S. Government; 2) the Constitution (e.g. personal freedoms and liberties); the three branches of government (Congress, Presidency, and Judiciary); 3) the public, political parties, interest groups, and media; and 4) The electoral process.

You are expected to stay current with the assigned readings, take concrete notes during lectures, and participate in weekly discussions and writing assignments. I will supplement the course with videos and additional reading to assist with learning process.

### **ABSENTEE POLICY**

Texarkana College's absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she **may** be considered absent. Three tardies constitute one absence. It is the student's responsibility to check the syllabus for each instructor's tardy policy.

In some workforce/vocational areas, such as nursing and cosmetology, certification requirements necessitate an absentee policy that is more stringent than the institutional policy. In these instances, the matter of certification takes precedence over local policies, since certification policies are established by the State of Texas.

Faculty members **are not** obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student's absence from class. The institution is not required to take attendance with the exception of workforce/vocational areas, where certification requirements require taking attendance. However, experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student **may** receive a grade of "F" in the class. The instructor will submit the last date of attendance for students receiving a grade of "F" or "W". Withdrawal from a course(s) **may** affect a student's current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

### **EXCUSED ABSENCES**

A student's absence due to school trips and/or school business will not be counted against a student's allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty\* or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons. Make-up policies are listed in each individual instructor's syllabus.

*\*Students interested in Health Occupations should check with the division chair prior to entering the program.*

### **ONLINE/HYBRID COURSE ABSENCES**

Absence in an **online course** is defined as the lack of an active post or submission within the course including discussion board posts, written assignments, and tests. This standard will be used to determine all absentee issues, including but not limited to, 12<sup>th</sup> Day Census Reports, last date of attendance, and involuntary withdrawal from a course due to absences. All online

students must complete an Enrollment Verification activity within the first week of class (activity depends upon the professor); otherwise the professor **may** drop the student for not having attended. Students must complete at least one activity in their online class per week. Each week in which a student does not complete an activity will be counted as an absence. If a student is taking a hybrid course, and it does not meet during the first week of class, the student must also complete an Enrollment Verification activity within the first week of class; otherwise the student **may** be dropped for not having attended.

### **MAXIMUM ALLOWABLE ABSENCES**

After official registration, the following number of unexcused absences will be the maximum allowable before a student **may** be dropped from the class. Mandated program certification requirements detailed for certain programs regarding the maximum allowable unexcused absences takes precedence over the following information.

#### **Academic Classes**

<b>A COURSE THAT MEETS FOR THE FULL 16 WEEK SEMESTER</b>	
Class or Lab Meets:	An instructor <b>may</b> withdraw a student from a course if absences exceed:
Once a week (Night classes or Friday classes)	2
Twice a week (MW or TR classes)	4
Three times a week (MWF or TRF classes)	6
Four times a week (MTWR classes)	8
	Three tardies count as one absence
<b>A COURSE THAT MEETS FOR 14 WEEKS OF THE SEMESTER</b>	
Class or Lab Meets:	An instructor <b>may</b> withdraw a student from a course if absences exceed:
Twice a week (MW or TR classes)	4
	Three tardies count as one absence.
<b>A COURSE THAT MEETS FOR 8 WEEKS OF THE SEMESTER (Fast-Track)</b>	
Class or Lab Meets:	An instructor <b>may</b> withdraw a student from a course if absences exceed:
Four times a week (MTWR classes)	4
	Three tardies count as one absence.
<b>A COURSE THAT MEETS FOR 5 WEEKS OF THE SEMESTER (Summer Sessions)</b>	

Class or Lab Meets:  3 times a week (MTW) (evening classes) 4 times a week (MTWR) (day classes)	An instructor <b>may</b> withdraw a student from a course if absences exceed:  2 2 Three tardies count as one absence.
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**Workforce Classes (This does not include Health Occupations. See Health Occupations Handbook regarding absences for that program.)**

Day Classes	Evening Classes
<p>Class meets:  5 days a week (MTWRF)</p> <p>The instructor <b>may</b> withdraw a student from a course if absences exceed five (5) up until the published Last Day for Students to Drop. Absences that exceed this number after the drop day may result in the student receiving an “F” in the program for that semester.</p> <p>Three tardies count as one absence.</p> <p>You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent.</p>	<p>Class Meets:  4 evenings a week (MTWR)</p> <p>The instructor <b>may</b> withdraw a student from a course if absences exceed five (5) up until the published Last Day for Students to Drop. Absences that exceed this number after the drop day may result in the student receiving an “F” in the program for that semester.</p> <p>Three tardies count as one absence.</p> <p>You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent.</p>

**Make-Up Policy:**

You are responsible for your own attendance, and are required to have all assignments completed by the due date. Faculty members are not obligated to provide opportunities for students to make-up missed assignments and tests.

\*\*If you miss an exam or assignment due date FOR ANY REASON, you must submit a valid excuse form (please see the instructor for a form). If you do not submit this form within **one week** of your return, you will be given a zero for the missing exam/assignment.

\*\***ALL** make-up exams will be taken in the Testing Center!

**I do not allow students to retake exams or provide extra credit work. If you know in advance you will be absent please contact the instructor.**

**Academic Integrity Statement:**

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an “F”.

This policy applies campus wide, including TC Testing Center as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <http://texarkanacollege.edu>.

**Financial Aid:**

**Attention!!** Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

**Disability Act Statement:**

Texarkana College complies with all provisions of the American with Disabilities act and makes reasonable accommodations upon request. Please contact Larry Andres at 903-823-3283, or go by the Recruitment, Advisement, and Retention Department located in the Administration building.

If you have an accommodation letter from their office indicating you have a disability which requires academic accommodation, please present it to me. We will discuss the appropriate accommodations that will best suit your needs. Please ensure this process is completed as soon as possible thus, allowing ample time for the instructor to make such accommodations.

**Note:** Do not bring your dinner to class! However, you may bring snacks/drinks.

**Cell Phones:** *Please ensure all cell phones are placed on vibrate and secured in your bag during class.*





