



**LAMAR UNIVERSITY**  
MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

**College of Arts and Sciences, Department of Political Science**  
**Introduction to American Government I: Theory and Politics**  
**POLS 2301 – Section 07– Fall Semester 2017**

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Class Location: SBS 110

Office Location: SBS 201J  
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Class Time: 8:00-9:20am T/TH – Sec 07

Office Hours: WF 11:15am-12:45pm; Tuesday 9:45-11:15am and by appointment

**Important Dates for POLS 2301**

Tuesday, September 5: First Day of Class Online – Course Introduction – Review intro Power point, Syllabus, etc.  
Thursday, September 7: Plagiarism Pre-Test DUE by 11:59pm on Blackboard  
Friday, September 8: Plagiarism Tutorial and Plagiarism Post-Test open on Blackboard (12:01am)  
Sunday, September 10: Plagiarism Post-Test & Paragraph and Hurricane Harvey Discussion Forum- DUE 11:59pm on BB  
Tuesday, September 12: First Day of In person class; i>clicker checks in classroom  
Thurs. Sept. 14: VARK Learning Styles Assessment DUE -beginning of class- submit print out of results & typed paragraph  
Thursday, September 14: i>clicker checks in classroom  
Fri. Sept. 15: Introductory Discussion Forum Post DUE 11:59pm; Last day to add Fall 2017 Classes  
Sunday, September 17: Constitution Day  
Tuesday, Sept. 19: Seating chart begins – please sit where you plan to sit for the rest of the semester; i>clicker checks in class  
Wednesday, September 20: Census Day; Last day for full refund on dropped (not withdrawn) courses  
Wednesday, September 20: Classes dropped today for NON-PAYMENT after 5pm  
Thursday, September 21: i>clicker grading begins MUST have i>clicker2 and be registered by the time class begins today  
Thursday, September 28: EXAM I - Covering Chapters 1-2, and TX Chapters 1-2  
Monday, October 2: FINAL non-payment purge today after 5pm  
Tuesday, October 3: Assignment I – DUE at the beginning of class and ALSO must post to Blackboard BEFORE class meets!!!  
Friday, October 6: LAST DAY to drop or withdraw w/o academic penalty for Fall 2017 (5pm deadline)  
Tuesday, October 10: LAST DAY to register to vote for November Constitutional Amendment Elections  
Tuesday, October 17: EXAM II – Covering Chapters 3, 8 and part of Chapter 4  
Tuesday, November 7: Election Day – TX Constitutional Amendments on the ballot today  
Tuesday, November 7: Assignment II – DUE at the beginning of class, NO late assignments will be accepted!!!  
Thursday, November 9: EXAM III - Covering Chapters 9-10, and TX Chapters 4-5 (parts)  
Friday, November 10: LAST DAY to drop classes w/ academic penalty; NO DROPS will be processed after 5pm today!!!  
Thursday, November 23: Thanksgiving Holiday – NO CLASS  
Thursday, December 7: EXAM IV – Covering Chapters 6-7, 11 and TX Chapter 6  
Friday, December 8: Grade Notification Day – Times TBA  
Tuesday, Dec. 12: OPTIONAL FINAL EXAM REGULAR class times (55 min exams) – 8:00-8:55am

**\*\*\*OPTIONAL FINAL EXAM - COVERS CHAPTERS 1-11 and PARTS OF CHAPTER 4 and TX Chapters 1, 2, 4, 5, 6\*\*\***

**Course Description:**

This course introduces you to the study of American Politics/Government and covers the National & Texas Constitutions; Federalism; Political Socialization and Participation; Public Opinion and Interest Groups; Political Parties, The Media; and Campaigns and Elections. We will study these concepts from both the perspective of the US system as well as that of Texas. This semester we have a unique opportunity to observe democracy-American style in action as President Trump will be facing a Supreme Court that will be convening in October, a special prosecutor, perhaps additional resignations within his administration all while working with a very polarized Congress that is increasingly focused on the 2018 elections. The President is well past the first 100 days and faces record low approval ratings, how will he be able to work with Congress? What cases with the US Supreme Court take up in their new session? Will there be new health care legislation or a federal budget? What will our states decide to do about Confederate statues and monuments? Will there be additional threats from

outside forces? How will the President finish out his first year in office? As students of political science, we will be able to observe President Trump's policies and changes he makes inside the White House and also watch his interactions with Congress and the Courts. It is imperative, therefore, that you pay close attention to the issues (and non-issues) surrounding the Chief Executive and to be prepared to discuss them and their implications on a regular basis.

**Course Purpose:**

The purpose of POLS 2301 is to provide students basic knowledge of the American and TX political systems in order for them to better analyze the political world and its impact on our daily lives. The ultimate goal of the course is to allow students an opportunity to become more informed and active participants in the American democratic experience. Specifically, students are taught the basic structure of U.S., state, and local government, the U.S. and TX constitutions, federalism, political socialization and participation, public opinion and the media, interest groups, parties, voting and elections.

**Course Objectives and Student Learning Outcomes:** Students who successfully complete this course will be able to:

1. Identify the basic components of the US Constitution. More specifically, students will be able to identify the powers assigned to Congress, the Presidency and the Courts based on the separation of powers specified in the United States Constitution.
2. Compare Federal and State Constitutions - Students will be able to differentiate between the powers and functions of the United States Constitution and the Texas State Constitution.
3. Describe the evolution of the American political system from historical developments to its current effect on American society and be able to explain the concept of federalism and its operation in the United States.
4. Understand the basic characteristics/tenants of American Government (liberty, equality and democracy) as well as to identify the principle actors in the political life of the state and the nation and how the state and nation differ.
5. Explain how political participation varies based upon the type of election and how campaigns differ across our US states and localities. Understand how political participation matters in the world today.
6. Understand campaigns and elections in the United States. Students will be able to demonstrate knowledge of the basic elements of the US system of campaigns and elections.
7. Describe how the major functions of the media influence politics and how public opinion and interest groups/lobbyists influence the political system both directly and indirectly.
8. Identify the elements of democratic theory and recognize the connection between the government in Washington, D.C. and Austin, TX and government and politics in real life.
9. Recognize the connection between American government to the broader discipline of political science and to one's course of study at Lamar University and to the world around them.

**General Education/Core Curriculum Student Learning Outcomes (THECB):**

The following learning outcomes of core curriculum courses are required by the State of Texas Higher Education Coordinating Board:

- Critical Thinking
- Communication Skills
- Personal Responsibility
- Social Responsibility

*The THECB learning outcomes for POLS 2301 will be assessed by the following criteria:*

**Critical Thinking and Communication Skills:** Effective critical thinking and written and verbal communication skills are essential to successful completion of the course. In addition to participation in classroom discussions and presentations, critical thinking and communication will be assessed based on one writing assignment per semester that will be evaluated and graded by your instructor based on the approved THECB assessment rubric. **Critical Thinking:** Students will be able to analyze a political problem and synthesize a solution to the problem. The outcome will be assessed on Assignment I.

**Communication Skills:** Students will be able to effectively develop and express an argument supported by fact regarding a political problem or question. The outcome will be assessed on Assignment I.

**Personal Responsibility and Social Responsibility:** The classroom is a learning environment, and all students are expected to observe basic rules of courtesy, personal discipline, and responsibility. Personal responsibility and social responsibility will be *informally* assessed by class attendance; timely arrival to class; non-use of cell phones, i-pods, ear buds, etc.; not using computers inappropriately in class (engaging in Facebooking, surfing the net, etc.); not eating, sleeping, texting, listening to music, carry on private conversations with others or otherwise disrupt the learning environment of the classroom; reading all assigned materials *prior* to class; and completing the Course Evaluation at the conclusion of the semester. Personal responsibility and social responsibility will be *formally* assessed based on multiple choice questions embedded in your examinations. **Personal Responsibility:** Students will be able to demonstrate knowledge of how to register to vote and

the expectations of citizenship in the United States. This outcome will be assessed on the exams throughout the semester.

**Social Responsibility:** Students will be able to demonstrate knowledge of political parties and interest group role in the political process and how an individual can effectively engage in these groups to achieve political outcomes. This outcome will be assessed on the exams throughout the semester.

**Pre-requisite:** Sophomore level standing is required to be enrolled in this course. Students should also have basic skills competency in reading and writing.

### **Required Textbook:**

Ginsberg, Benjamin, Theodore J. Lowi, Margaret Weir, Caroline Tolbert. 2015. *We The People: An Introduction to American Politics. Texas Edition*. 10<sup>th</sup> Edition. New York: W.W. Norton & Company, Inc. ISBN-13: 978-0-393-93703-9. If you cannot find the 10<sup>th</sup> Texas edition you can purchase the regular 10<sup>th</sup> edition (core) and the 2<sup>nd</sup> edition of *Governing Texas* by Anthony Champagne and Edward J. Harpham. 2015. ISBN-13: 978-0-393-93684-1

The textbook provides a number of resources for your benefit – The end of each chapter contains a study outline, practice quiz, a list of key terms and a list of recommended readings. Additionally, the online website for the textbook – <http://www.wwnorton.com/college/polisci/we-the-people9/texas/> provides a feature called “Study Space” which will help you to study for this class as well as to preview and review course material. Now the textbook company chose not to update this for the 10<sup>th</sup> edition but you can still review the Study Space for the 9<sup>th</sup> edition as it is still mostly relevant and would be good to help you prepare for exams in this course. In addition to the textbook, it is expected that students will keep abreast of developments regarding American Politics by reading a daily newspaper or following one online. Additional readings may be assigned periodically throughout the semester and will be made available by the instructor.

\*\*\* Alternatively, students MAY use the 11<sup>th</sup> edition of the textbook but may NOT use the editions earlier than the 10<sup>th</sup> edition as there have been significant updates and edits to the overall content and materials. \*\*\*

### **Required I-Clicker2: ISBN: 1429280476**

You are required to purchase an i>clicker2 for use in class participation and discussion in POLS 2301. These remotes can be purchased at the bookstores or online from the publisher <http://www.iclicker.com/purchase> or from websites such as [www.amazon.com](http://www.amazon.com). You CAN use the SAME i>clicker for more than one department but no TWO i>clickers can be shared in a given class (so if your roommate has one and is using it for Biology, Chemistry, Dance or Business, etc. and you can borrow it for Political Science you are set.). You may NOT use the i>clicker1, i>clicker+ or the i>clicker-go mobile app in this class. The i>clicker2 is a student response system that allows you to respond to questions posed during class and be graded on your responses as well as your in-class participation. You MUST purchase an i.>clicker2 for POLS 2301 and you need to have it in class and registered online BEFORE class on Thursday, September 21. PLEASE NOTE: i>clickers MUST be used in class BEFORE they can be registered online. There will be an opportunity to register your clickers at the BEGINNING of class on September 12, 14, 19, and 21. If you do NOT have your clicker before then you MUST register your clicker with me outside of class OR see me about 5 minutes before class or right after class so I can do this for you. In order to receive credit, your clicker MUST be registered to YOU and not to anyone else in your section. You must have come to class at least once and voted on at least one question in order to complete this registration properly. IF you miss the in-class registration, please follow these instructions to register your clicker: Once you have voted on a question in my class, go to <http://www.iclicker.com/support/registeryourclicker/>. Complete the fields with your first name, last name, student ID, and remote ID. Your student ID for i>clicker is your **BANNER STUDENT ID** number (it is a number that begins with “L”). The remote ID is the series of numbers and sometimes letters found on the back of your i>clicker2 remote. **PLEASE** make sure that you have purchased the **NEWER** version of the i>clicker with the LCD screen. If you purchased a USED i>clicker2, it is YOUR responsibility to make sure that the batteries are working at all times, you will NOT receive credit if your clicker is not working (no exceptions). You will know that your i>clicker2 is working by viewing the LCD screen which will list your most recent answer. PLEASE make sure that the frequency on your i>clicker2 is set to **DD**. The i>clicker2 will be used almost every class session, and you are responsible for bringing your remote daily, failure to bring your i>clicker2 will result in a loss of points.

### **Additional Requirements/Readings: Access to Blackboard and E-mail**

1. Access to Blackboard: All students must have access to Blackboard/LU Learn for POLS 2301 in Fall 2017. Lamar University students, faculty, and staff will be able to log in to Blackboard using their Lamar Electronic Account (LEA) username and password. The LEA username and password are the same as those used to log in to your Lamar University email account. If you do not remember your LEA username and/or password please go to the LEA username/password recovery wizard, located in [Self Service Banner](#), to recover your LEA username and to obtain a temporary password. A tutorial guiding you through this process is available [here](#). Students who cannot get access to

their Blackboard accounts should contact the Service Desk at 409.880.2222 or email [servicedesk@lamar.edu](mailto:servicedesk@lamar.edu). Blackboard is part of the course requirements for POLS 2301 and a student's inability to log-in to Blackboard may result in missed assignments for the course. Students SHOULD make every effort within the first week of the semester to login to Blackboard and be sure that ALL courses for a given semester are listed and contact the service desk to correct any and all errors. Students having trouble accessing files in Blackboard should try a different Internet browser as Blackboard does NOT always work well with certain browsers. Students should refrain from using Internet Explorer to access Blackboard as users have reported difficulties in acquiring files. Students should refer all Blackboard questions and problems to either Distance Learning or the Service Desk.

2. E-mail: All students MUST provide the instructor with a valid e-mail address that can be used throughout the semester to disseminate information. Students should provide the instructor with an e-mail address that they use regularly as class announcements such as cancellations, exam reminders, course information, etc., will be sent via e-mail. Students who do not check their e-mail may miss out on important course information and reminders. All course e-mails will be sent as a BCC to the entire class so that course e-mail addresses will not be shared with the rest of the class. All e-mails will be sent to each student's Lamar University e-mail address as listed in Banner AND also to whatever alternative address each student designates to the instructor. Students may update their preferred e-mail addresses throughout the semester by sending an e-mail to the instructor. E-mails will not be sent nor answered via the Blackboard e-mail system.

**Optional Course Material: New York Times Newsletter.** To keep up with current events, it is recommended that students, sign-up for a daily newsletter from the New York Times - <http://www.nytimes.com/> At the bottom of the page, click on "email newsletters", then scroll down to "News, Politics and Opinion", click on "First Draft" and then complete the registration form. By signing up for this daily e-newsletter you will receive updated information about current events that you are responsible for knowing for the examinations within this course.

#### **Class Method:**

POLS 2301 is an introductory course, therefore, most class meetings will be a mixture of class lecture, discussion, and other in class activities focusing around American politics and government, specifically the following topics: Politics and Democracy; Constitution (US and TX); Political Parties, Campaigns and Elections; and Factors influencing the political system. Although most classes will be predominately lectures, there is an open invitation for everyone to pose questions and to contribute to the discussion. At least one class per week we will spend some time discussing current political news and events. The goal of this discussion is to provide a link between the subject we are studying in class and the ways in which we are impacted by them in our daily lives. Therefore, I STRONGLY recommend that you follow political news through the *New York Times* e-newsletter or from another source as some of your exam questions will come from current political news.

My teaching philosophy is that every student had a duty contribute in some way to the learning of everyone else in the class (including the instructor). Therefore, I expect you to fully participate in class discussions and activities, your participation will be graded through discussions, i>clicker questions and through attentiveness in class. Failure to participate in class will result in a significantly lower course grade and failure to use an i>clicker will automatically reduce your course grade by 6 points. Remember, learning is NOT a spectator sport, you will learn more by becoming an active participant in class and group discussions.

#### **Classroom Rules:**

The classroom is a learning environment, throughout this course, we will maintain a classroom culture of inclusion, civility, and respect. Each of us will do our part to maintain this classroom culture, from the moment we enter the classroom until the end of the class period. To create this environment, we will all:

1. Arrive on time for class on time and stay until class ends (leaving early will result in ½ of an absence for the class and arriving late or after the first person has submitted his/her Exam or in class assignments, means you will receive a Zero on the Exam or Assignment with no opportunity for a make-up Exam or Assignment).
2. Upon entering the classroom each day, please turn off/place in silent mode all cell phones/electronic devices. Please also REMOVE any ear buds for these devices. If I SEE you using your cell phone, you will receive ONE warning for the semester, after that point in time, EVERY TIME I see your cell phone you may asked to leave class for the day and you will lose up to 0.5 points from your final grade (this includes texting, scrolling through applications on your phone, facebooking, surfing the internet and/or making calls).
  - a. Laptops, tablet computers, cell phones and other electronic devices are NOT to be used in my classroom unless you have a documented disability which requires the use of a laptop/tablet for taking notes. If you

have a documented disability, you **MUST** provide that documentation to me and schedule a meeting with me **BEFORE** you will be allowed to use this technology in the classroom.

- b. Recording devices may **NOT** be used in my classroom. Students who have a documented disability and have the accommodation to audio record lectures must meet with me **BEFORE** recording in class and sign a contract. Any student found recording class material without my permission will be receive an F in the course.
3. Respect the learning space by taking notes and not taking pictures of classroom materials (notes written on the white board, exams, handouts, etc.) If you need pictures of notes from class, you must ask your classmates and take the pictures outside of class.
4. Please refrain from eating foods that make noise or require utensils during class time. Please do not sleep, or do work for another class, read the newspaper (or other periodicals), text, listen to music, carry on private conversations with others or otherwise disrupt the learning environment within our classroom. Doing so will be grounds for dismissal from the classroom space for the day.
5. Children/other non-tuition-paying individuals will be allowed to attend the class only upon prior permission by the professor.
6. Please sit in your assigned seat for the semester and do not move seats after the first few days of class as I will use a seating chart to take attendance, calculate class participation and to generally get know everyone's name in the class.
7. More generally, I ask that you please be courteous of your classmates and respectful of your fellow students' views, comments, opinions and questions asked in class. Please refrain from making any race, gender, or sex-based discriminatory or harassing comments. In a political science class, we are not likely to agree all of the time but I ask that you respect one another and actively listen to your classmates and wait until someone is finished speaking before offering your own insights and please do so without antagonistic, threatening or abusive remarks.

I will ensure we maintain this classroom culture by addressing any disruptive behavior immediately. I will address disruptions as follows:

1. A first instance of disruptive behavior will be addressed verbally and expectations for appropriate behavior will be clarified.
2. If a student continues to be disruptive during a class period, that student will be excused from the classroom for the remainder of the course period.
3. A student who continues to be disruptive in subsequent class periods will be reported to the Department Chair and/or Dean of Students.
4. Any student who exhibits extreme behavior or makes threats against members of the classroom community will immediately be reported to LUPD.

### **Course Expectations/Policies:**

#### 1. Class Expectations

- a. Students are expected to have read materials prior to class and to be prepared to engage in class discussions. Exam questions will be drawn from readings as well as class lectures. I may provide discussion questions periodically throughout the semester to encourage more careful review of the literature for each week.
- b. Read all readings and be an active participant in class discussions. You have a responsibility to do the readings on time, attend class, and participate in class discussions. Please take this responsibility seriously. This class simply will not work if you do not come to class fully prepared.
- c. It is essential that you attend class and take good notes on both the lectures and the readings. While I will review the readings in class and I may summarize **SOME** the material in the format of slides, you may be tested on **everything** covered in the lecture.
  - i. PowerPoint slides (if used), i>clicker questions, and notes written on the white board and covered in class only provide an outline of material covered; these notes and/or questions do not include everything that you need to know. The lectures and class discussions also serve to help students understand the readings better. In class lectures and discussions, we may also cover material not found in the readings.
  - ii. While I will try to cover the majority of the readings in class, we may not have sufficient time to discuss each of the readings completely (especially with Part I of the course). Whether or not we discuss the assigned reading, you are still responsible for its content. Feel free to raise questions about any of the readings at the beginning of each class.

- iii. I prefer to call on volunteers to answer questions about the readings throughout each lecture, but you should be prepared to answer questions about the readings if called upon throughout each class. I reserve the right to raise or lower your overall course grade based upon what you contribute to class discussions throughout the semester.

## 2. Current Events

- a. Actively engage yourself in course material by following current events and stories about American Government and specifically the topics we are covering within this course – Public Opinion, Campaigns & Elections, Interest Groups, Political Parties, Media, Federalism and the US and TX Constitutions. Specifically this semester, we are uniquely situated in an exciting time to study American Government – President Trump’s first year in office and the upcoming Midterm Elections in 2018.
- b. Therefore, I strongly recommend that you read a daily newspaper or follow current events from one of the reputable on-line news services (<http://www.cnn.com> <http://www.washingtonpost.com> <http://www.msnbc.com> <http://www.nytimes.com> <http://www.hillnews.com> <http://www.politico.com/> <http://www.drudgereport.com> [www.c-span.org](http://www.c-span.org) <http://www.foxnews.com/politics/index.html>, <http://www.saulsnewsstand.com/> )

## 3. Class Participation

- a. Throughout the semester, the instructor will expect active participation in all class discussions and activities. Active participation includes, but is not limited to, the following behaviors.
  - i. I>clicker polls and quizzes;
  - ii. Asking and answering questions in class;
  - iii. Questioning information presented and discussed;
  - iv. Engaging in discussions with your classmates during in-class assignments;
  - v. Grappling with course content on a personal-level.
- b. The instructor will also expect that prior to coming to class; students will complete any assignments or readings and will stay informed about current events as they pertain to material in this course.

## 4. Class Attendance

- a. Attend Class! In order to have meaningful discussions, it is important that you are in class. Although Lamar University does not have an official attendance policy, there **WILL** be one for this course as there is a strong correlation between attendance and academic success.
- b. Attendance is required and roll will be taken daily either by calling your names or by marking you as present/absent via the seating chart or by using i>clickers. You are expected to be in class the ENTIRE time each day as we have A LOT of material to cover and a limited amount of time to cover this material. For my Tuesday/Thursday classes, with the exception of Exam IV, we will plan to hold class following each of our exams as each student will have 50 minutes to take the exam and then we will have 30 minutes of class.
- c. Attendance will be reported to the Financial Aid Office and this may be a factor in loss of aid in future semesters.
- d. Seating will be assigned and attendance will be taken in each class at the **BEGINNING** of each class and for my Tuesday/Thursday classes and for all my Summer Classes, on exam days, attendance will also be taken following each **EXAM**. If you are not present **when attendance is taken**, then you will not receive the full attendance points for a given class meeting and you may be recorded as absent.
- e. You may miss up to three classes without a significant penalty, however, with the fourth course absence, the participation/attendance grade points will be a 0 for you. Additionally, it is my policy that I will not provide notes or other materials to students who miss class; this would include notes/handouts, in class assignments and/or i>clicker material. Please note, late arrivals, use of cell phones and disruptive behaviors in class will contribute to your absences.
- f. The only exceptions to these attendance rules will be University approved absences, emergencies, or religious holidays. If you need to miss class for religious reasons and/or other University Approved Absences, please notify the instructor via e-mail during the first week of the semester denoting the classes you will have to miss.
- g. Students who are requesting excused absences have one week from the time that they are absent to submit an excuse to the instructor OR the absence will automatically be unexcused. The instructor has the right to count any and ALL absences as unexcused. Documentation for absences occurring between November 28-December 5, must be submitted to the instructor within 24 hours or the absence will automatically be

unexcused as the instructor will be calculating participation, attendance and i>clicker grades during this time period and will need any and all excuses to be received in a timely fashion.

- h. I also reserve the right to count you as absent and/or excuse you from class if at any point during the class time you are talking with other students, showing disrespect to myself or others, doing work for other classes, doing work on the class blog or assignments (during class), reading materials not related to class (newspapers, magazines, other textbooks, etc), using cell phones (texting, surfing the net, using applications and/or talking on them), listening to music or playing on your I-pad or other electronic device, studying for other classes, refusing to participate in group assignments, or sleeping. Additionally, constant late arrivals and early departures from class will NOT be tolerated and your grade will be penalized for each occurrence UNLESS you have informed me in advance.
  - i. Failure to attend class on the Final Class Day: Friday, December 8 (or at your assigned time) will automatically result in a “0.0” in place of your lowest exam grade. **This date/time will be announced!**
  - j. If you miss class or arrive late, please do NOT e-mail me to ask what you missed during class. Instead, please get this information from your classmates. In class assignments and activities **CANNOT** be made up – this includes i>clicker questions, quizzes (including the syllabus quiz) and other in class assignments.
5. Exam Rules - Attendance, Arrival and Policies:
- a. Failure to be present for an exam will result in an automatic “0.0” on the test. If you cannot attend the exam, you **MUST** contact me **BEFORE** I have administered the exam (i.e. – this means by 7:00am on exam day). I will grant make-up exams only for extraordinary circumstances: death in your immediate family, religious obligation, serious illness or hospitalization, make-ups will NOT be given for car trouble, generally not feeling well or missed alarms. If you cannot talk to me in person, please leave a message on my voice mail or better yet, send me an e-mail **BEFORE** the exam is administered. Contacting me **BEFORE** the exam does NOT guarantee that you will be able to take a make-up exam but failure to contact me automatically means you get a 0.0 on the exam.
  - b. ALL students **MUST** leave ALL bags, books, notebooks, phones, computers, notes, etc., at the **FRONT** of the classroom during an exam. The **ONLY** things permitted on your desk are your scantron, pencil and eraser. I do not permit the wearing of sunglasses or hats during exams. Additionally, no notebooks, candy, drinks, purses, phones, etc., can be with you during the exam. **NO** hats to be worn during the exam.
  - c. Students may not leave the exam room once exams have been handed out unless exam is submitted for a grade.
  - d. Electronic devices **MUST** be silenced during exams and placed away from your desk. If your phone (or other device) makes any audible noise, you will be asked to turn in the exam and leave the exam room. Multiple infractions will result in suspension from the course.
  - e. If you need to reschedule an exam due to religious obligations or due to athletic events, please let me know within the first two weeks of the semester and remind me one week before the scheduled exam.
  - f. If you miss an exam because of a serious illness you are still required to contact me **BEFORE** the exam. You must also present a note from your doctor that verifies your illness was serious enough to prevent you from taking the exam. I will **NOT** reschedule an exam to accommodate your personal schedule. You should plan your personal schedule (including trips home for breaks, etc.) around your exam, not the other way around. If a make-up is given, I retain the right to modify substantially both the content and format of the exam
  - g. Taking Exams Early - **ONLY** under extraordinary circumstances will a student be allowed to take an exam, including the final, early. Only university approved excuses, documentation of multiple exams on the same day, death in the family, illness/surgery, etc. will be considered for taking an exam early. You must request to take an exam early **IN WRITING**. So, before you even ask, a job interview does not count as an extraordinary circumstance, nor does a wedding or anything fun you want to do.
  - h. Late Arrivals for Exams will **NOT** be tolerated. If you arrive after **ANY** student has completed the exam, you will **NOT** be permitted to take the exam at all and you will automatically receive a “0” on the exam. Generally you have about a 10-15 minute cushion but you should **NOT** plan to be late on exam days as occasionally students finish their exams **VERY** early and if you arrive once **ANYONE** in the class has turned in their exam you will **NOT** be able to take the exam regardless of the reason for being late and **NO** make-up will be given.
  - i. Make-Up Exams will **NOT** generally be given as exams will be administered in one class period and returned the following class period. The **ONLY** exception to this rule would be extenuating circumstances and University approved excuses, beyond that, things such as flat tires, leaving to go home early, missed

alarms, appointments, just generally not feeling well ARE NOT going to be grounds for a re-take UNLESS you can take the exam LATER on the SAME day the exam is administered and ONLY if I was contacted BEFORE your class has taken the scheduled exam. Students who need to miss an exam due to University approved excuses will need to take exams early (typically one day before – if you will be out for multiple days, you will likely have to take the final). Once an exam has been returned in class, no make-ups will be permitted. PLAN to be in class for exams or PLAN to take the FINAL EXAM to replace your missed exam grade.

- j. Optional Final Exam –On the last regular class day of the semester (or date designated in the syllabus), students will be given their overall course grades on a form that must signed and returned to the Instructor that same day in class. Students who have taken ALL four regular exams will have the opportunity to decide to take the optional final exam based upon their current grade in the class. Students who have missed ONE exam will be required to take the Optional Final Exam. Students who miss MORE than one regular exam will automatically receive an “F” in POLS 2301. Students who state that they will be taking the optional final exam MUST take the final exam or notify the instructor 24 hours before the FINAL or the student will receive a “0.0” in place of their lowest exam grade. The Optional Final Exam will NOT hurt your grade but not everyone will benefit from taking the final. The day grades are distributed is a MANDATORY class day; failure to attend will result in a “0.0” given for your lowest exam grade. The Optional Final Exam will be given during the scheduled final exam period for each class.

#### 6. Class Arrival/Departure

- a. Come to class on time: If you arrive late to class and in class assignments have already been distributed, you will be unable to take the quiz or complete the assignment for that class period and you will receive a “0” for the quiz/assignment. Additionally, for an exam, if you arrive after the 1<sup>st</sup> person has turned in the exam, you cannot take the exam and will automatically receive a “0” for the exam.
- b. Arriving late to class and/or leaving early will likely mean that you miss out on i>clicker questions and points and other in class assignments, these things may NOT be made up. Students who arrive more than 15 minutes late to class will be counted as absent unless I know in advance that you will be late.
- c. In class assignments will NOT be given out to students who arrive after the assignments have been passed out to the class. Arrive on time to guarantee you will get to complete any in class assignments.
- d. Plan to stay for the entire class period every day throughout the semester. Unless I have been notified in advance, students who leave earlier than the scheduled ending of the class period WILL be penalized by half of an absence for each occurrence.

#### 7. Policy on Slides and Lectures and Notes

- a. Any and all slides that may be used in class will be used to help summarize course material and will NOT be distributed to the class. Students are encouraged to take notes from the slides and/or notes on the board and use these notes along with the readings to prepare for exams.
- b. PowerPoint slides are seen as a conduit between the Instructor and the Class and are a way to structure notes and to facilitate dialogue.
- c. The reproduction, recording, distribution, or publication (on-line or otherwise) of abbreviated, transcribed, or taped versions of my lectures is **not permitted** without my consent. Typically, consent will only be given to students who have provided documentation from the Lamar University Disability Resource Center that this is a necessary accommodation. Recording of lectures or class presentations is solely authorized for the purposes of individual or group study with other students enrolled in the same class. Permission to allow the recording is not a transfer of any copyrights in the recording. The recording may not be reproduced or uploaded to publicly accessible web environments and if this occurs, legal action can and will be pursued. Students who have an accommodation requiring the taping of lectures will be required to meet with the instructor BEFORE taping can begin AND must sign a waiver.

#### 8. Policies on Out of Class Assignments

- a. Several out of class assignments will be a part of your grade for POLS 2301 and ALL of these assignments MUST be completed independently. Any evidence that the writing or the thoughts contained within your particular assignment are other than your own (unless properly attributed to a source) will result in a grade of a 0.0 for the assignment in question. Additionally, plagiarizing on course assignments MAY also result in an automatic “F” for the course and a referral to the Dean of the College of Arts and Sciences. Do NOT under any circumstance cut and paste information from websites into your assignments, this IS plagiarism and it will NOT be tolerated.

- b. Please note that information provided on the *Wikipedia* website is open to submission by and all readers and *is not considered to be an objective and accurate source of information*. Please ONLY use Wikipedia to find background information.
  - c. All assignments MUST be completed by the dates assigned within the syllabus –Plagiarism Pre-Test – September 7 (11:59pm DUE on Blackboard); Plagiarism Post-test and typed paragraph – September 10 (11:59pm DUE on Blackboard); Hurricane Harvey Discussion Forum (Original Post + 2 response posts to classmates) – September 10 (11:59pm DUE on Blackboard); VARK Assessment and typed paragraph – September 14 (DUE in class); Introductory Post (Original Post) – September 15 (11:59pm DUE on Blackboard); Assignment I –October 3 (DUE in class and on Blackboard); Assignment II – November 7. ALL assignments (unless noted) are DUE at the beginning of class on these dates. PLEASE plan ahead if you are going out of town or if you need to use a computer and a printer on campus as I will NOT accept ANY assignments AFTER the first five minutes of the class in which the assignment is due. PLEASE NOTE: ALL assignments MUST be type-written and submitted as hard copies. I will NOT accept assignments that have been hand-written or emailed to me. If you will NOT be in class the day the assignment is due, your assignment MUST be handed to me on the day before the assignment is DUE. I will NOT accept assignments left in my mailbox at ANYTIME and I will NOT accept late assignments at all!
  - d. Out of Class Assignment I – MUST be submitted in class as a hard copy on October 3 at the beginning of class AND it must also be submitted on Blackboard for assessment BEFORE class begins that day as well.
  - e. There will be NO make-ups for missed in or out of class assignments.
  - f. It will NOT be possible for you to submit extra assignments (i.e. – research papers, etc.) to compensate for poor performance on assignments or due to a failure to submit assignments. It is **YOUR** responsibility to be in class and to submit your assignments when they are due. Failure to submit assignments will result in an automatic deduction of 1.25 points for the VARK assignment), 0.5 points for the Plagiarism Pre-Test, 0.5 points for the Plagiarism Post-Test, 1.0 points for the plagiarism paragraph, 3.75 points for each of the regular assignments and 5 points for the discussion forums. These points will be deducted from your course grade per assignment missed.
  - g. Please plan ahead for your assignments, being sick, out of town, not having access to a computer or the internet going down, etc., will NOT be accepted as excuses as you have from September 5<sup>th</sup> (the first day of class) UNTIL the due date to work on the assignments. .
9. Policies on In Class Assignments
- a. Several times throughout the semester, there will be “in class assignments” which may consist of individual work or group work. These assignment dates will NOT be announced in advance and credit will ONLY be given to those students who are PRESENT in class on the day/time of the assignment is handed out.
  - b. Students who arrive late to class or leave early MAY miss in class assignments that cannot be made up.
  - c. Some of the in class assignments may be completed using your i>clicker remote. Failure to have an i>clicker will result in “0.0” points for you for each of the given assignments. ALL students MUST bring their i>clicker to class EVERY class meeting (except for exam days for MWF classes in the fall and spring semesters) and i>clickers may NOT be shared amongst class members in the SAME section. There will NOT be any loaner i>clickers so if you forget yours and there is poll that day, you will not receive points.
  - d. If when working in a group, there are people that are NOT participating, then those students who are not participating will NOT receive credit for the assignment that day.
  - e. It will NOT be possible for you to submit extra assignments (i.e. – research papers, etc.) to compensate for missing class on the day of an in-class assignment NOR will you be able to submit extra work to make-up for poor performance on in class assignments or group work.
  - f. In class assignments are NOT a time to talk about your weekend plans, gossip, or do work for other courses, instead this will be a time dedicated to the assignment at hand and ALL group members MUST participate.
10. Policies on i>clickers
- a. All students need to have an i>clicker2 for use in POLS 2301 and MUST use the SAME i>clicker the ENTIRE semester. IF you lose your i>clicker2 AND you purchase a new one, please let the instructor know so that your new i>clicker gets registered to you so that you will receive credit for your answers.
  - b. Students are required to use the new version of the i>clicker with the LCD screen, students may not use the i>clicker go mobile app nor the earlier versions of the i>clicker.
  - c. In order to receive credit, i>clickers MUST be registered to each student via the LU identification number.

- d. Roll call registration for i>clickers will occur for two or three consecutive class periods, after that point in time, any students needing to register an i>clicker can do so at least 5 minutes prior to class or immediately after a class with the instructor OR register online after using the i>clicker in at least one class meeting.
- e. Students may NOT use more than one i>clicker in class. Attendance and i>clicker usage will be matched up and students who record responses of their classmates while they are not in class will be caught and this is a DIRECT violation of academic integrity and any and all students involved in this will receive 0.0 points for the entire semester for attendance and participation and MAY be subject to further penalties.
- f. Students who select i>clicker responses that are not listed (i.e. – “d” when the answers are only “a” through “c” will be penalized. PLEASE read the slides and ONLY respond with the responses listed on the slide.
- g. Students are responsible for making sure that i>clickers are working. Please make sure that your i>clicker works so that you can receive credit for participating. Please note the battery indicator icon on the LCD screen of your clicker and replace your batteries when necessary. If you have lost or broken your i>clicker remote, you will have to purchase another one and you must register it before it can be used in class. Please email me with your new Remote ID so that I can manually register your new remote.
- h. I>clickers will be used at various times during class in a given semester. If you are late or if you leave early you may miss clicker points. Additionally, if you are texting, doing work for other classes or frequently leaving the classroom, you may miss clicker questions. Your clicker grade will be based upon the number of questions that you answer each day, failure to answer at least 75% of the questions in a given class period will result in “0” points for you for a given day of clickers so PLEASE keep this in mind throughout the semester. Typically, you will have about 15 seconds to answer a question before the poll closes, it will not be announced when a question will close, you should aim to answer the questions asked as quickly as possible. It is okay for you to miss a question here or there but do not make a point of not answering a lot of the questions each class meeting. To be prepared, please make sure your clicker is on your desk at the beginning of class so you are ready to use the i>clicker if and when they are used in a given class meeting.

#### 11. Office Hours

- a. I will make every effort to keep my office hours as listed on the syllabus. In the event that I need to cancel these hours, I will schedule make-up office hours to make-up any time that I miss.
- b. I will schedule additional office hours prior to each of the Exams and before other major assignments.
- c. If my office hours are not convenient with your schedule, please e-mail me and we can arrange a time that is convenient with both of our schedules to meet.
- d. I will only discuss the outcome of graded assignments during office hours. I will not discuss grades before, during, or after each class session. If you would like to discuss your grade in POLS 2301 please send me an e-mail regarding the grade in question and we can plan a time to discuss the assignment.
- e. If you would like to meet with me during my office hours, please let me know, otherwise you are welcome to just stop by anytime when I have office hours. If you have specific questions about class topics or materials that you need help finding, please e-mail me and let me know that you are coming and what you need so that I can prepare these items before you come. When you plan to meet me during my office hours, I ask that you be on time, bring your notebook for the class (so I can review your notes), and also bring a list of questions that you have so that we can have a productive meeting.

12. Extra Credit – I do **NOT** offer individual extra credit in this course, so do not ask me about providing this for you.

13. Respect your Classmates and the Learning Environment: Please respect the opinions of your classmates. In order to respect each other, we must adhere to some basic rules which include turning off cell phones during class and putting away materials for other classes as well as newspapers or other periodicals. We can be respectful by engaging in class discussions, completing assignments, participating in class, and most importantly please have fun with the material but be mindful of what you say in class as some of the material that we study may invoke emotional responses from your classmates. Failure to respect one another and the learning environment will result in dismissal from this class. You are reminded that **sexual harassment** is reprehensible and will not be tolerated by Lamar University. Behavior in this course must conform to the university policy.

14. Course Evaluation – Instruction as well as student performance is subject to evaluation. Procedures may be instituted for this purpose near the end of this course.

#### 15. Use of Cell Phones and Other Electronic Devices in class – **STRICTLY ENFORCED**

- a. Cellphones, recorders, computers, iPads (and other tablets), laptops, etc. are strictly prohibited during class. The only computers/iPads that will be allowed in a classroom are those required for students who have a documented disability as designated by the Disability Resource Center.

- b. If you need to use your phone because of a family emergency or other special circumstance, you must leave it on vibrate and inform the instructor before class begins.
  - c. In order to prevent a “chilling effect” on free speech and classroom discussion caused by the potential recording of discussion means no recording devices should be used. This includes specialized pens often used for recording material or apps on cell phones and other devices.
  - d. Any visible appearance of a cell phone or other electronic device during the taking of an exam will result in an automatic zero on the examination and the student’s removal from the classroom. More than one infraction during the taking of examinations will result in the student’s suspension from the course.
  - e. Any audio or video recording/taping of lectures will result in the student’s suspension from the course. Should any audio or visual content of the instructor’s lecture or class discussion appear on any form of social media (including but not limited to, Facebook, YouTube, Vine, Instagram, Snapchat, Twitter, etc.), the instructor will immediately suspend the student from the course and assign a grade of “F” and pursue legal action against the student. You should be aware of the fact that class lectures are the intellectual property of the instructor and may NOT be shared without the instructor’s permission!
  - f. NO pictures whatsoever are to be taken in the classroom (this includes before, during, and after class). NO pictures should be taken of notes written on the white board or of ANY and ALL course materials. If you want to take a picture of another student’s notes, PLEASE do this outside of the classroom, this policy includes course notes – get notes from other students outside of class!
16. Other – Electronic Communications and Technology (outside of class)
- a. Please make sure that you read your Lamar e-mail or have it forwarded to another account that you check regularly as periodically I will be sending class announcements via e-mail to the e-mail that is on file with LU. If you choose, you can follow the on-line instructions to forward your Lamar e-mail to an e-mail account that you check every day or updating your email address in Banner to an email address you check.
  - b. All e-mails to the Instructor should contain a subject line which MUST include your course number AND section and all e-mails MUST include your first and last name within the body of the message (this is particularly important for those of you using an account other than your LU e-mail). E-mails should also be written in complete sentences and should not include “text speak”.
  - c. If you e-mail me during the week, I will respond to you within 24 hours of receiving your e-mail. Typically e-mails sent during the business day will be responded to within the same business day. Please assume if you have not received a response from me within 24 hours that I did NOT receive your e-mail, so please re-send (occasionally e-mails do not go through without a subject line, therefore including POLS 2301 in the subject line is typically a good idea).
  - d. E-mails sent on the weekends will be responded to as I receive them but by Sunday evenings. Please do NOT wait until the LAST minute to e-mail me a question regarding a paper, assignment, or an exam, as I cannot guarantee that I will be able to respond to you. Please plan ahead for your assignments and exams.
  - e. Please also plan AHEAD for technological difficulties. Lamar sometimes has Internet problems and if you have not downloaded an article that you needed and you are trying to study for your Exam, this is going to be your problem. The same thing goes for printer ink problems/computer lab closings. If you plan ahead, none of this will be a problem.
  - f. Blackboard – There is a Blackboard page for our course, which can be accessed at <https://luonline.blackboard.com> and this page will be used to post exam review sheets, class links, announcements and other course documents. You need to make sure that you have access to Blackboard so that you can access these documents. I will not forward you information from Blackboard because you lack access, please make sure you can get on Blackboard from the start of the semester. Please do NOT use the e-mail system in blackboard to contact me as I do NOT check this e-mail frequently nor does it forward to my LU e-mail. I will NOT respond to e-mails sent on Blackboard nor will I send e-mails on Blackboard to you.

**Emergency Preparedness and Procedures:**

Lamar is a very safe campus and there is a low probability that a serious incident will occur here. However, we want to emphasize our emergency procedures for evacuation and shelter in place incidents. Our preparedness will be critical IF an unexpected event occurs! IF an emergency occurs during our class, PLEASE follow directions of the instructor or emergency personnel.

Many types of emergencies can occur on campus; instructions for severe weather or violence/active shooter, fire, or chemical release can be found at: <http://www.lamar.edu/about-lu/administration/risk-management/index.html>. Following are procedures for the first two:

**Severe Weather:**

- Follow the directions of the instructor or emergency personnel.
- Seek shelter in an interior room or hallway on the lowest floor, putting as many walls as possible between you and the outside.
- If you are in a multi-story building, and you cannot get to the lowest floor, pick a hallway in the center of the building.
- Stay in the center of the room, away from exterior walls, windows, and doors.

**Violence/Active Shooter (CADD):**

- **CALL** - 8-3-1-1 from a campus phone (880-8311 from a cell phone). Note: Calling 9-1-1 from either a campus phone or cell phone will contact Beaumont City Police Dispatch rather than University Police.
- **AVOID**- If possible, self-evacuate to a safe area outside the building. Follow directions of police officers.
- **DENY**- Barricade the door with desks, chairs, bookcases or any other items. Move to a place inside the room where you are not visible. Turn off the lights and remain quiet. Remain there until told by police it is safe.
- **DEFEND**- Use chairs, desks, cell phones or whatever is immediately available to distract and/or defend yourself and others from attack.

**Campus Closure:**

In the event of an announced campus closure in excess of four days due to a hurricane or other disaster, students are expected to login to Lamar University's website's homepage ([www.Lamar.edu](http://www.Lamar.edu)) for instructions about continuing courses remotely. In the unlikely event Lamar University closes due to a hurricane or other disaster, and the closure lasts four or more days, instruction will continue electronically until the university reopens. If Lamar University is closed for four consecutive days, you **MUST** login to your Lamar University e-mail and to Blackboard for instructions from me regarding our course as there will be assignments and other materials posted that will enable us to continue learning course material. It is very likely that the syllabus would be altered and assignments and course material would also be altered. It is imperative that all students stay connected to Lamar University during campus closures so that we can complete the semester on time. To read details regarding this policy, please read the [Academic Continuity Plan](#).

**Academic Honesty:**

Students are specifically warned against all forms of cheating and plagiarism. The *Lamar University Student Handbook* clearly reads:

Any student found guilty of dishonesty in any phase of academic work will be subjected to disciplinary action. Punishable offenses include, but are not limited to, cheating on and examination or academic work which is to be submitted, plagiarism, collusion, and the abuse of resource materials. (81)

One aspect of the Handbook's definition of cheating is, "purchasing, or otherwise acquiring and submitting as one's own any research paper or other assignment prepared by an individual or firm" (82). Plagiarism is defined as, "the appropriation and the unacknowledged incorporation of another's work or ideas into one's own offered for credit." Additionally, cheating does **INCLUDE** signing another student's name on the attendance sheet and/or using someone's i>clicker who is not in class to submit polling data for them and/or submitting work that is not your own as part of this class. Faculty members in the College of Arts and Sciences investigate ALL cases of suspected plagiarism. Any student who is found guilty of academic dishonesty in this course will be penalized. Plagiarism and cheating will **NOT** be tolerated in this course at all, this means, keep your eyes on your OWN papers for your exams and in class assignments/quizzes AND do NOT copy material from the internet or from other students and submit it as your own. I have a ZERO tolerance policy regarding plagiarism; students found plagiarizing at ANYTIME during the semester will automatically receive an F on the assignment/exam in question and will likely also receive an automatic F in the class. PLEASE cite your work, keep your eyes on your own paper and refrain from cutting and pasting material directly from the internet/textbook or other sources and this should not be a problem.

Students seeking guidance to avoid plagiarism should consult the course instructor, recent handbooks (such as the *MLA Handbook for Writers of Research Papers*), or the University Writing Center. Punishments for academic dishonesty range from F in the course, to an F on the assignment, to re-submission of the work. Punishments are at the discretion of the faculty member, and may be appealed to the department chair, dean, and Associate Vice President for Academic Affairs. Flagrant or repeat violations may warrant further discipline by the university including probation and suspension.

Please note, I consider bringing a fellow student's i>clicker to class to be cheating and a violation of Academic Integrity. If you are caught with a remote other than your own or have votes in a class that you did not attend, you will forfeit all clicker points and may face additional disciplinary action.

### **Accommodations for Students with Disabilities:**

It is the policy of Lamar University to comply with the fundamental principles of nondiscrimination and accommodation in academic programs set forth in the implementing regulations for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990; these regulations provide that: *No qualified student with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any ... postsecondary education program or activity.* This course will accommodate students with disabilities, pursuant to federal and state law and to the University's commitment to equal educational opportunities. Students with a documented disability should contact the Disability Resource Center (DRC) which is located in the Communications Building Room 105. **For Students:** If you have, or think you may have, a disability (mental health, attentional, learning, chronic health, sensory, or physical, please contact the DRC in writing at P.O. Box 10087, Beaumont, Texas 77710, or calling 409.880.8347, or faxing 409.880.2225 or e-mail [DRC@lamar.edu](mailto:DRC@lamar.edu). The Director will arrange a confidential meeting with the student to explore possible options regarding equitable access and reasonable academic adjustments and/or accommodations. Additional information (as well as rules governing accommodations) is available at <http://www.lamar.edu/disability-resource-center/> **It is the responsibility of the student to insure that the instructor has been informed of all prescribed accommodations.** If you have a disability that needs special accommodation, please speak privately with the instructor at the beginning of the semester to review how accommodations will be applied in this course. Documentation must be provided before accommodations will be made.

### **Tutoring – STARS**

Lamar University offers FREE tutoring through the STARS program. The office offers individual and small group tutoring for any undergraduate or post-baccalaureate student. Tutoring will begin on Tuesday, September 5 and run through Tuesday, December 5 and the Fall hours for the STARS Tutoring Center are as follows: Monday – Thursday: 9:00am – 8:00pm; Friday: 9:00am-noon; Sunday: 3:00-8:00pm. If these regularly scheduled hours do not work for your schedule, please contact the STARS Tutoring Center at [starstutoring@lamar.edu](mailto:starstutoring@lamar.edu) or call 880-7201 or 880-7526 and they will do their best to accommodate your schedule. You can pick up a request for tutoring at the STARS Tutoring Center desk in the lobby of the library OR print one from the STARS website: <https://forms.lamar.edu/student-tutoring-and-retention-services/tutoring-request.html#Tutor%20Request%20Form> There will also be online tutoring via Adobe Connect in Fall 2017, the hours will be announced on the STARS website you must have Adobe Connect, please check the STARS website for more information <http://www.lamar.edu/student-tutoring-and-retention/tutoring/online-tutoring.html> The only students who will be eligible to use the online tutoring will be Lamar undergraduate and post baccalaureate students in Academic Partnership online, Distance Education online, as well as students that live further than a thirty mile radius from campus (exceptions may apply). Online tutoring is not available to on-campus students (exceptions may apply).

### **Writing Center**

The Lamar University Writing Center is a free resource for campus and distance students to consult with a peer about written work. Students sit with a consultant face to face or connect through Blackboard to ask questions and get assistance with all stages of the writing process. While consultants do not edit, they do help students to recognize and correct errors and confirm what students are doing well. The WC has two locations, one in the Mary & John Gray Library and one in Morris Hall. General hours are Monday through Thursday 9 a.m. to 6 p.m. and Friday 9 a.m. to 3 p.m. To schedule an appointment and for more information, please visit [www.lamar.edu/writingcenter](http://www.lamar.edu/writingcenter) or call 409/880-8571. Appointments begin on September 5. The writing center also has a tutor that works with deaf students, to find out more information and get the hours for this service, please contact the writing center at [uwc@lamar.edu](mailto:uwc@lamar.edu).

### **Veterans and Active Duty Military**

I recognize the complexities of being a member of the military community and also a student. If you are a member of the military community, please inform me if you are in need of special accommodations. Drill schedules, calls to active duty, complications with GI Bill disbursement, and other unforeseen military and veteran related developments can complicate your academic life. If you make me aware of a complication, I will do everything I can to assist you or put you in contact with university staff who are trained to assist you. I encourage veterans to stay in contact with the Veterans Affairs Office ([VA@lamar.edu](mailto:VA@lamar.edu)), and active duty military to stay in contact with the Center for Military Services ([military@lamar.edu](mailto:military@lamar.edu)). These offices have Dedicated Military Officers who can further assist you with questions and complications that may arise as you pursue your education.

## **Grading**

Grades will be based on class attendance/class participation, i>clicker usage, four regular exams, an optional final exam, 5 blogs and 5 comments, and participation on the other in and out of class assignments. A percentage of each will contribute to your final grade as follows:

### **Exams: 66 points Total**

Exam I: 16.50 points (Thursday, September 28)

Exam II: 16.50 points (Tuesday, October 17)

Exam III: 16.50 points (Thursday, November 9)

Exam IV: 16.50 points (Thursday, December 7)

\*\* Each student has the option to take the Optional Cumulative Final. This final will replace your lowest exam grade *if and only if the final examination score is higher than your lowest regular exam score*. The optional final examination is comprehensive and consists of 50 multiple choice/ true false questions. The optional final exam will ONLY be given on the dates and times listed in the course schedule and ALL students MUST take the exam with their assigned section. If you have missed ANY of the four regular exams, you will be **REQUIRED** to take the Optional Final Exam to replace the exam that you missed. If you have missed MORE than one regular exam, you will not be able to take the Optional Final Exam and you will automatically receive an "F" in POLS 2301. The Optional Final Exam may NOT be used to replace missing in and out of class assignments nor may it be used to replace more than one regular exam. On the LAST class day, if you have taken ALL four of the regular exams, you will be able to make a decision about whether you wish to take the Optional final exam based upon the grade that you have in the course. If you receive a N/A on your grade form, this means that you need over a 100% on the Optional Final Exam to get the next highest grade in the class. If you do NOT have a N/A listed on the form, then you CAN take the Optional Final Exam if you want to but you must indicate this information on the form and return it to me at your given grade viewing time.

### **Participation/ Attendance: 5 points total**

#### **In Class Assignments/Quizzes: 6 points total**

#### **Syllabus Quiz: 1.25 points total**

**VARK Learning Styles Assessment: 1.25 points total** – DUE Thursday, September 14<sup>th</sup> in class.

#### **Plagiarism Quiz/Tutorial and Post Test: 2 points (0.5 points for pre-test and 1.5 points for post-test and paragraph)**

Plagiarism Pre-Test: DUE – Thursday, September 7 at 11:59pm on Blackboard

Plagiarism Post Test: DUE – Sunday, September 10 at 11:59pm on Blackboard

Plagiarism Paragraph: DUE – Sunday, September 10 at 11:59pm on Blackboard

#### **Blackboard Discussion Forums: 5 points total**

Introductory Post DUE – Friday, September 15 at 11:59pm – 1 point

Hurricane Harvey Post – DUE – Sunday, September 10 at 11:59pm – 2 point

Hurricane Harvey Responses – DUE – Sunday, September 10 at 11:59pm – 1 point per response (need 2 responses)

**I>Clicker Usage: 6 points total** – Unannounced assignments/quizzes several times during the semester and i>clicker poll questions in almost every class period. – Clicker grading begins Thursday, September 21<sup>st</sup>.

#### **Out of Class Assignments: 7.5 points total (3.75 points per assignment)**

1. Assignment I: DUE – Tuesday, October 3– MUST submit in class and on Blackboard

2. Assignment II: DUE – Tuesday, November 7

**\*\* Details regarding these two out of class assignments will be addressed in a separate handout \*\***

**Grade Distribution Scale:** A = 90-100; B = 80-89; C=70-79; D=60-69; F= 0-59.

**How to Calculate Your Course Grade:** Your Course Grade in POLS 2301 is out of 100 points

**Exam Points (Total Possible Points = 66 Points):** \_\_\_\_\_ your points out of 66 points

Exam 1 Grade \*.1650 = \_\_\_\_\_ points out of 16.50

Exam 2 Grade \*.1650 = \_\_\_\_\_ points out of 16.50

Exam 3 Grade \*.1650 = \_\_\_\_\_ points out of 16.50

Exam 4 Grade \*.1650 = \_\_\_\_\_ points out of 16.50

**Syllabus Quiz:** \_\_\_\_\_ 1.25

**VARK:** \_\_\_\_\_ 1.25

**Plagiarism Pre-Test:** \_\_\_\_\_ 0.5

**Plagiarism Post-Test:** \_\_\_\_\_ 0.5

**Black Board Discussions:** \_\_\_\_\_ 5.0

**Plagiarism Paragraph:** \_\_\_\_\_ 1.0

**Assignment I:** \_\_\_\_\_ 3.75

**Assignment II:** \_\_\_\_\_ 3.75

**The remaining 17 points will be calculated at the end of the Semester:**

**Absences/Attendance/Participation:** Record number of days missed and days you were on your phone in class

**Clickers:** Record the days that you used your i>clicker in class

**In Class Assignments:** Record the number of in class assignments/quizzes and approximately how well you did on each one

Add all your course points together for a total out of 100 points. I will not calculate i>clicker, attendance, in class activity points until the END of the semester. Typically if you are attending class, you will have the majority of the clicker and the in class points. If you are missing classes or arriving late/leaving early, your clicker and other in class points will be affected.

### **Determinants of Grades:**

**Exams:** The examinations in POLS 2301 are designed to test your knowledge and understanding of American/Texas Government. Each of the examinations will be based on the material covered in readings, lectures and current events. The examinations will be cumulative in the sense that material builds upon the framework established in the first part of the class. However, the emphasis of each exam will be on the material covered in the weeks leading up to the examinations. Your basic study guide for exams will be your lecture notes and the textbook. I will LIKELY be posting a review sheet for each of the four REGULAR exams on our class page on Blackboard. The study guide will be posted only as a PDF file under "Content" and the file will be called "POLS 2301 Study Guide". I will ONLY post the study guide on Blackboard. I will NOT e-mail it to anyone in the class as Blackboard is accessible to EVERYONE in class. Blackboard could have display problems for certain files depending upon the Internet browser that you are using. If you are having trouble opening certain files, please contact Distance Learning for suggestions. For example, students using Apple or MAC operating systems should use Safari or Mozilla Firefox to access Blackboard. Internet Explorer often does NOT work well with Blackboard. If you are having trouble, try another Internet Browser as that could help you access files for the course. Please also make sure that you are using the latest version of each of the browsers.

The study guide will NOT be posted until we have completed the material for the exam (typically posted the class period before the exam and AFTER class is meets that day. So for example, if your class meets MWF from 8:00-8:55am, your study guide will NOT be posted until about 11:30am the class meeting before the exam). The study guide will ONLY be a listing of concepts, you will need to go back through your notes and the textbook to review the concepts listed and you will need to keep up with current events as I will not include that information on the study guide. You should study the concepts as they relate to one another, each exam will not simply be a test of basic definitions, you need to know and understand the concepts in each chapter. Your examinations will consist of analytical multiple choice and true/false questions, which will include material from current events (3-5?'s), material from readings, discussions, and lectures covered throughout the semester. The purpose of each exam is to determine how well you understand the material that is being presented and it will help me to determine if we need to further discuss some topics. Each exam will also assess your ability to handle complex material. EXAMINATION DATES: September 28, October 17, November 9, December 7 and the OPTIONAL CUMMULATIVE FINAL EXAMINATION on December 11 (Sections 01, 02, 04) and December 12 (Section 07 T/TH 8:00am class).

**Format of Exams:** Exams I, II, III and IV and the final exam will include approximately 50 multiple choice and true/false questions. Each question will be worth two points. Student scores will be reported as a percentage out of 100%. In order to calculate your points for a given exam, students should multiply their percentage score \* .1650 to get the points earned out of 16.50. Students will have 50 minutes to complete each of the regular exams and for my classes that meet on Tuesday/Thursday (and for all summer classes), for exams I-III; we will hold class after the exams. Students in all sections will have 55 minutes to complete the final examination in Fall 2017 due to the adjustment of class dates from Hurricane Harvey.

**Final Exam:** The Optional Final Exam will include 50 multiple choice and true/false questions from ALL of the chapters covered in this course. Each multiple choice and/or true false question will be worth 2 points each. There will not be a review sheet for the Final Exam; students should use all of the previous reviews sheets to prepare for the final exam. The Optional Final can be used to replace a regular exam grade or to make-up a missed REGULAR exam. Final Exam Schedule: [http://www.lamar.edu/files/documents/current-students/course-schedules/final-exam-schedule/Fall\\_2017\\_Final\\_Exam\\_Schedule.pdf](http://www.lamar.edu/files/documents/current-students/course-schedules/final-exam-schedule/Fall_2017_Final_Exam_Schedule.pdf)

There may be opportunities to earn extra credit points on the examinations. Extra credit questions will come from current events and from other trivia from the readings. The answers for the exams will be submitted on the standard green **Scantron Form Number 882-E**. Students **MUST** bring a #2 pencil to each exam AND a blank clean and unfolded scantron form. With the exception of the OPTIONAL Final Exam, the remaining exams are NOT cumulative in nature, and will be given on the dates listed in the syllabus.

**Attendance/Participation:** Your participation grade will be based on your contribution to the class discussion, participation in class and by your course attendance. You will be expected to have completed the assigned readings before class and to be prepared to discuss them. I will take attendance at every class session and I will make note of the class participation in the discussion. A good participation grade can be secured by lively and voluntary participation. Your attendance grade will be a

percentage of the classes that you attend \* your overall participation. In other words, if you attend 80% of the time, your attendance grade would be about a 4 if you participated daily it could be a 5.0, if you never participated your grade could be a 3.5-4.5, these grades will be determined on a case by case basis. However, if you attend all classes but do not participate, your attendance grade will not likely be a 5.0. You MUST participate in class in order to secure a 5.0 for attendance/participation. You may increase your attendance grade through active participation in class. (The only exception is that if you miss more than three classes, your attendance/participation grade will automatically be 0.0). Arriving late, leaving early from class, doing work for other classes, reading periodicals, using a computer or other electronic devices and using your cell phone and/or talking/sleeping will automatically cause you to lose attendance and participation points. Your attendance will be reported to Financial Aid, Athletics, TALH and other student organization advisors upon request.

**In Class Assignments/Quizzes:** There will be multiple in class assignments during the semester. These in class assignments will vary between group work and individual work and pop quizzes. The frequency of the in class quizzes will depend largely on class participation and overall attention to the course material. If students are NOT participating sufficiently or completing the reading assignments BEFORE class, “pop quizzes” may be given at my discretion. Some of the in class assignments will be given at the beginning of a class period; consequently, students who arrive late will NOT be able to participate in the assignment and will automatically receive a “0” for the assignment. These in class assignments/quizzes will NOT be announced in advance. There will be approximately 15-20 of these assignments/quizzes given throughout the semester. Students will be unable to make-up any of the in class assignments, therefore, please make every effort to be on time for class and to stay for the entire class period so that you do not miss out on these points. In class assignments/quizzes will account for 6% or 6.0 total points of your overall course grade. The criteria for evaluating these assignments/quizzes will vary. For many of them, students will receive points just for submitting the assignment and others will be graded based upon right/wrong answers. All of the assignment/quiz grades will be out of 1.0 points. The total points for these assignments/quizzes will be added together to get a score out of 6 points. For example, if there are 15 assignments/ quizzes, each one will be weighted 0.4 and this will multiplied by the total points a student has received on all the assignments/ quizzes. The total number of assignments/quizzes will vary from semester to semester.

**Syllabus Quiz:** A quiz will be given sometime during the second week of class on the syllabus for POLS 2301. Students need to print off the syllabus from Blackboard and bring a copy to class to use to take this quiz. Students will not be able to use an electronic copy of the syllabus to complete this quiz NOR will students be able to share a copy of the syllabus with another student. The syllabus quiz is worth 1.25% or 1.25 points of your overall course grade. Points will be awarded based on the percentage of right/wrong answers. Students who are not in class the day of the quiz, or who arrive after the quizzes have been handed out will automatically receive 0.0 points and there will not be an opportunity to make up this quiz.

**VARK Learning Styles Assessment:** As active classroom learners, students will be required to complete the VARK Learning Styles Assessment quiz and a type a response essay. VARK is a questionnaire that provides users with a profile of their learning preferences. These preferences are about the ways that they want to take-in and give-out information. By completing the VARK questionnaire, you may have a clearer idea about how best you can learn study and remember material. One caveat though is VARK deals with only one dimension of the complex amalgam of preferences that make up a learning style. The VARK questions and their results focus on the ways in which people like information to come to them and the ways in which they like to deliver their communication. The questions are based on situations where there are choices and decisions about how that communication might take place. As students, you can learn things about yourselves from the VARK questionnaire and the results that could help you in this class and in your other courses and beyond. The VARK assessment must be completed and the subsequent print out submitted in class on Thursday, September 14<sup>th</sup> along with a typed paragraph (of approximately 10-15 sentences) describing why or why not the results are representative of you. The completion of this assessment is worth 1.25% or 1.25 points of your overall course grade. Failure to submit this assessment to me at beginning of class on Thursday, September 14<sup>th</sup> will result in the automatic deduction of 1.25 points from your overall course grade. The VARK questionnaire can be found here: <http://vark-learn.com/the-vark-questionnaire/> Students who ONLY submit the assessment will receive 0.625 out of 1.25 points. Students who hand write a paragraph to submit along with the assessment will receive 0.85 out of 1.25 points. Students who submit both a typed paragraph and a print out of the VARK results by the due date and time may receive up to 1.25 points. Points will be awarded based on the quality of the paragraph submitted. No late assignments will be accepted.

**Plagiarism Quiz and Post-Test:** According to <http://www.lib.usm.edu/legacy/plag/whatisplag.php> “Plagiarism is the act of taking another person's writing, lecture, conversation, song, video, or even idea and passing it off as your own. This includes information from web pages, books, songs, television shows, email messages, interviews, articles, artworks or any other medium. Whenever you paraphrase, summarize, or take words, phrases, or sentences from another person's work, it is

necessary to indicate the source of the information *within your paper* using an internal citation. It is not enough to just list the source in a bibliography at the end of your paper. Failing to properly quote, cite or acknowledge someone else's words or ideas with an internal citation is plagiarism". Because plagiarism is such an egregious academic offense, it is important that each student understand what plagiarism is so that it can be avoided. As a means for you to learn about plagiarism, you will take a pre-test on Blackboard (September 5 – September 7 – due at 11:59pm on Blackboard) and then do a tutorial online (September 8-10) and complete a post-test (Due September 10 at 11:59pm on Blackboard) and type up a paragraph explaining what you learned (DUE on Blackboard on September 10 at 11:59pm). PLEASE make sure that you go through the ENTIRE tutorial and read ALL the information about plagiarism so that you CLEARLY understand what is considered to be plagiarism as you will be responsible for this information ALL semester. The pre-test is worth 0.5 points, the post test is worth 0.5 points and the typed paragraph regarding plagiarism is worth 1.0 points. Students who complete the pre-test as a Blackboard assessment will receive 0.5 points and completing the post-test as a Blackboard assessment will also receive 0.5 points automatically. The remaining 1.0 point will come from the paragraph on plagiarism. Points will be awarded based on the quality of the paragraph submitted. No late assignments will be accepted. Students who do not complete the pre-test by the DUE date and time will lose 0.5 points from their course grade. However, students who miss the pre-test CAN still complete the post-test and the paragraph. No part of this assignment may be made up or submitted outside of the due dates and times listed in this syllabus.

**I>Clicker:** We will be using the i>clicker response system almost every class session this semester. I>Clicker questions will be used to assess you overall knowledge and understanding of a given topic as well as to solicit your general opinions about politicians, the media, political parties, etc. Additionally, i>clicker questions may also be used as part of group work with some of your other classmates. In order to receive i>clicker points, students MUST have a registered i>clicker for use in this course. I>clicker questions will be used throughout a given class period and students who arrive late or leave early may miss out on points that cannot be made up. Please make every effort to be on time for class and stay for the entire class period so you do not miss out on these points. These i>clicker polls, questions and subsequent group work will account for 6.0% or 6.0 total points of your grade. Failure to purchase and register an i>clicker will automatically result in the deduction of 6.0 points from your overall course grade so PLEASE make every effort to purchase an i>clicker for use in POLS 2301. Your points will be based upon the number of questions that you answer each day, failure to answer at least 75% of the questions in a given class period will result in "0" points for you for a given day of clickers. The total number of clicker days will not be known until the end of the semester. Points out of 6.0 will be awarded based on a formula of 6.0/# of days clickers used in class \* your total clicker points. Students who do not purchase an i>clicker will automatically receive 0.0 for clicker points. Students who use an i>clicker other than their own i>clicker2 in class or caught with votes recorded in a class not attended will forfeit all clicker points and may face additional disciplinary action.

**Major Out of Class Assignments:** There are three major out of class assignments and one minor one. All of the out of class assignments are designed to integrate the course material into your everyday life. Each assignment should help facilitate discussion and help you better understand course material and concepts. The first two out of class assignments will be completed on Blackboard using the Discussion Forums and will account for 5% or 5 points of your overall course grade. To locate the discussion forums, click on "Discussions" on the left hand side of the course page. There you will locate the two discussion forums – Introduction and Hurricane Harvey Response. Please refer to Blackboard for the specifics on these two forums. The Hurricane Harvey Forum is worth a total of 4 points (2 points for your original post and 2 additional points for substantive responses to your classmates). The Hurricane Harvey Forum (original post and responses) is due on Sunday, September 10 at 11:59pm. The Introductory forum is worth 1 point and is due – Friday, September 15 at 11:59pm. The remaining two assignments will account for 7.5% or 7.5 points of your overall course grade in POLS 2301. Each assignment is worth 3.75% or 3.75 points. There will be two of these assignments and grading will for these assignments as well as the discussion forums will be based on the quality and completeness of your work as well as spelling and grammar. Students are required to submit all 4 assignments for a grade in POLS 2301. Students may **NOT** submit assignments after the DUE date and TIME has passed nor may assignments be submitted that are handwritten. Specific guidelines for the Blackboard Discussion Forums are posted in Blackboard and guidelines for the remaining two assignments will be posted on Blackboard and handed out in class sometime during the second week of classes. Assignment I MUST be submitted ONLINE (Blackboard) for assessment purposes and also IN PERSON in class on the due date. Assignment I will meet the THECB core curriculum assessment,

#### **A word about grading and grade reports:**

The Department of Political Science and the College of Arts and Sciences do NOT post grades nor may they be given out over the telephone or via e-mail. I will be posting your **FINAL** grades to the Self-Service Banner System (accessed at <http://lamar.edu/portal/>) as soon as I am able to after your final exam. Once you login to the system, you click on the tab

labeled "STUDENT", then click on "STUDENT RECORDS" and then click on "FINAL GRADES" any and all final grades from the semester will be posted HERE and not on Blackboard. I will NOT be using Blackboard to post grade information at all.

I will not be posting ANY other grades online besides your final grade and your discussion forum grades and your Plagiarism Paragraph. All scantrons for exams will almost always be returned the next class period after an exam is given and assignments will be returned to you in a timely manner and i>clicker and other grades will be entered at the end of the semester. If you have a question at any time about your course grade, please e-mail me to schedule a time to meet about your grade; do NOT ask me at the end of a class period what your grade in the class is as I do NOT carry that information with me. If you need a grade report form signed, you need to give it to me in ADVANCE of when it is due so that I can complete the form and get it back to you the next class period. Please do not expect for me to be able to complete grade report forms at the beginning or end of a class period as I do NOT have grade and full attendance information with me in class. I will not be responsible for consequences that you suffer for failing to submit your grade reports to me in ADVANCE of when they are due to your coach/academic specialist/advisor, I will be UNABLE to complete ANY grade reports in class UNLESS I have been told in ADVANCE that you are bringing the report to class.

All questions concerning grades should be addressed outside of class and during my scheduled office hours, as I will not have the grade book with me at each class session. If you believe that a mistake has been made in grading, I ask that you hold onto the item in question for at least 24 hours after it is returned to you before asking for a re-grade. Requests for re-grading must be made within one week after the exam/assignment is returned to you, after one week, no re-grading will occur. If you feel that your exam/assignment has been miss-graded, please contact me, please know that a re-grade means that the entire exam/assignment will be re-graded and the grade may go up, go down or stay the same. If I make a mistake, I will rectify that, but I do not engage in point grubbing. Your grades on written assignments will be determined in comparison of your work to the rest of the class as well as in regards to the completeness of the assignment.

If you are unhappy with your grade on a particular exam or assignment, please do not discuss it with me during or directly after any class period, and particularly following the class in which I hand the assignments or the exams back to be reviewed. I want you to think about the answers you wrote on your exam and to take time to look over your exam thoroughly, outside of the classroom before you make an argument for a different grade. Any discussion of exam grades should take place within my office hours or by appointment in my office if you are not able to attend the scheduled office hours. I will NOT discuss your grade with you following ANY class session. If you feel that you and another student provided similar or equal answers to an exam question and you received a lower grade on that question, then both students must come to the assigned office hours with their exams in order for me to evaluate the answers equally and fairly. Keep in mind that in some cases I may lower the grade of the other student and not raise yours after reviewing both answers, if I feel that the situation deems it necessary. Finally, if I cannot read your handwriting or understand an answer because of poor sentence structure, etc. the answer will be counted wrong.

#### **Privacy Notice:**

Federal privacy laws (FERPA) apply to universities and colleges. University employees, including instructors, cannot discuss student information with third parties including parents and legal guardians of students. Anyone requesting information about a student should be referred to the Registrar. Instructors will be officially notified in writing by the Registrar's Office about the specific information to be released and the persons authorized to receive the information.

#### **Additional Matters Regarding Grades:**

If a student is close to the minimum requirement for the next higher grade, I will consider raising the grade on a case-by-case basis. The higher grade will be awarded **ONLY** if the student has participated fully in the activities of the class by attending regularly (VERY few absences) and otherwise performing at the highest levels of respect for the course, other students, and the learning process. In order to succeed in this course, you **MUST** complete **ALL** course assignments/requirements. **I DO NOT OFFER INDIVIDUAL EXTRA CREDIT**, if there are extra credit opportunities (such as speakers on campus, etc.), they will be announced to the ENTIRE class. DO NOT ask me about additional extra credit in this course, any student requesting special treatment or additional extra credit will receive an automatic five-point deduction in his/her final course grade!!!

#### **Drop, Withdrawal, Incompletes:**

Q (Drop) and W (Withdrawal) University established dates for Fall 2017 are as follows: September 5 – September 20 at 5pm – students may drop courses without consulting with their Instructor, Department Chair or the Records Office. The Six Drop Rule does not apply to students who drop on or before 5pm on September 20. The Six Drop Rule applies beginning on

September 21 through November 10. Students should consult with Instructor and the Records Office to initiate a drop between September 21 – November 10. From September 5 – October 6, penalty free Q or W period; October 7– November 10, Q or W assigned only to students passing at the time of the request; after November 10, there will be no Q or W's assigned. No backdated Q or W's. I (Incomplete) will be given only for "good cause" as determined by the instructor. If you wish to drop or withdraw, it is **YOUR** responsibility to do so within the time frame outline above. For me to be able to sign the drop forms, you **MUST** get them to me by the end of class period **BEFORE** the drop deadline (so 8:55am for Section 01, 10:05am for Section 02 and 11:15am for Section 03 on October 6 or November 10) **OR** come to my office hours on or before October 6 or November 10. All drops/ Q's **MUST** be completed with all required signatures and submitted to the Records Office by 5pm on the dates outlined above. You should **NOT** wait until the last day to drop to ask me to sign your form as I may not be in my office. No one will be dropped for nonattendance. Incompletes will **NOT** be given in this class to replace a bad course grade or to continue to keep a student academically eligible the next semester. Instead, incompletes or "I's" are reserved for extenuating circumstances and will **ONLY** be given if a student has not completed the course, or is unable to complete the course due to illness or because of a death in the family. No change of a Grade (A through F) to an "I" after a semester has ended. Once a course has ended, the class has been completed and **NO** Incomplete grades will be given retroactively. There will be no change of a grade to an I to Q or W. No exception to these policies will be made. If you need an Incomplete in the class, you **MUST** talk to me well before the last class meeting and provide documentation of your extenuating circumstance(s). If you need to Drop or Withdraw, 1) you are responsible for doing so, Office of Admissions and Records, Wimberly Building, 2) within the time-frame outlined above (i.e. - 5pm on October 6 and November 10). Reminder: Per academic policies at Lamar University, a student may not drop/withdraw within the last 20 percent of the term!!

*Opinions expressed by the professors are theirs alone and may not reflect those of any unit of the State of Texas, including Lamar University.*

### **Course Schedule and Topics:**

<b>Date</b>	<b>Scheduled Topic/Assignment</b>	<b>Textbook Chapter(s)</b>
	<b><i>Part I: Political Culture, Constitutionalism</i></b>	
Tuesday, September 5	Online portion of course begins – Review Blackboard information – Introductory Power Point	
Thursday, September 7	Plagiarism Pre-Test – DUE by 11:59pm	
Friday, September 8	Plagiarism Tutorial and Plagiarism Post-Test Open (12:01am)	
Sunday, September 10	Plagiarism Post-Test & Plagiarism Paragraph DUE 11:59pm Hurricane Harvey Discussion Forum (Original Post and Two replies due by 11:59pm)	
Tuesday, September 12	American Political Culture	Chapter 1
Thursday, September 14	Political Culture; Culture, People & Economy of TX <b>VARX Learning Styles Assessment DUE in CLASS!!</b>	Chapter 1 and Chapter 1 (TX Chapters)
Friday, September 15	<b>Introductory Discussion Post DUE at 11:59pm on BB</b>	
Tuesday, September 19	Culture, People & Economy of TX & Founding and the Constitution <b>Seating Chart Begins</b>	Chapter 1 (TX Chapters) and Chapter 2
Thursday, September 21	Founding and the Constitution <b>i&gt;clicker grading begins</b>	Chapter 2
Tuesday, September 26	Founding and the Constitution TX Constitution	Chapter 2 Chapter 2 (TX Chapters)
Thursday, September 28	<b>EXAM I</b> And begin Chapter 3 after Exam I	Covering Ch.1-2 and TX Ch. 1-2 Chapter 3
	<b><i>Part II: Characteristics of American Government and Political Participation in the American System</i></b>	
Tuesday, October 3	Federalism <b>Assignment I – DUE in class (printed) and also on Blackboard (Required for assessment purposes)</b>	Chapter 3
Thursday, October 5	Federalism Civil Liberties Overview	Chapter 3 Chapter 4 (parts)
Friday, October 6	<b>LAST day to drop courses without academic penalty</b>	
	<b><i>Part III: Political Parties, Campaigns and Elections</i></b>	
Tuesday, October 10	Political Participation and Voting	Chapter 8

	<b>LAST DAY to register to vote for November Constitutional Amendment Elections</b>	
Thursday, October 12	Political Participation and Voting	Chapter 8
Tuesday, October 17	<b>EXAM II</b> And begin Political Parties following Exam II	Covering Chapters 3, 8 & Parts of Ch. 4 Chapter 9
Thursday, October 19	Political Parties	Chapter 9
Tuesday, October 24	Political Parties and Begin Campaigns and Elections	Chapter 9 and Chapter 10
Thursday, October 26	Campaigns and Elections	Chapter 10
Tuesday, October 31	Campaigns and Elections	Chapter 10
Thursday, November 2	Parties and Elections in TX	Chapter 4 and Chapter 5 (TX Chapters)
Tuesday, November 7	Parties and Elections in TX Catch-Up Day and begin material for Exam IV <b>Assignment II – DUE in class (printed)</b>	Chapter 4 and Chapter 5 (TX Chapters)
Tuesday, November 7	<b>ELECTION DAY – Constitutional Amendments in TX</b>	
Thursday, November 9	<b>EXAM III</b> And begin Chapter 6 (Public Opinion) following Exam III	Covering Chapters 9-10 and TX Ch. 4 & 5 (parts)
	<b><i>Part IV: Factors that Influence the Political System</i></b>	
Friday, November 10	<b>LAST day to drop courses with academic penalty</b>	
Tuesday, November 14	Public Opinion	Chapter 6
Thursday, November 16	Public Opinion and Media	Chapter 6 and Chapter 7
Tuesday, November 21	The Media	Chapter 7
Thursday, November 24	<b>NO CLASS: Thanksgiving Holidays – University Holiday</b>	
Tuesday, November 28	The Media and Groups and Interests	Chapter 7 and Chapter 11
Thursday, November 30	Groups and Interests	Chapter 11
Tuesday, December 5	Interest Groups, Lobbying and Lobbyists (TX)	Chapter 6 (TX Chapters)
Thursday, December 7	<b>EXAM IV</b>	Covering Chapters 6, 7, 11, TX Ch. 6
Friday, December 8	TBD - MANDATORY - Last Class Day – Grades Distributed  <b>** We will figure out a time to either meet individually to do class grades or a time when a group can meet **</b>	TBA
Tuesday, December 12	<b>OPTIONAL FINAL EXAM: Class meets at REGULAR class times (55 minute exams)</b>	Cumulative Final Exam - Covering Chapters 1-11 and TX Chapters 1, 2, 4, 5, 6.

To review a more detailed academic calendar for Lamar University for Fall 2017, please go here:  
<http://events.lamar.edu/academic-calendar-listing.html>

Lamar University, a member of The Texas State University System, is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate, Baccalaureate, Masters, and Doctorate degrees (more details at <http://www.lamar.edu>).