

Instructor: Tom Heiting  
Office: Deaderick Hall (207)  
Office Phone: 432-335-6589  
Home Phone: 432-520-5317  
Office Hours: as posted

e-mail: [theiting@odessa.edu](mailto:theiting@odessa.edu)

Textbook: Dye, Thomas R., *Politics in America*, 9th ed.

Assignments: During the course of the semester there will be an exam posted daily beginning with Chapter Three on Tuesday May 21, 2013 at 1:00 pm. Once the exam opens, it will remain available until 1:00 pm the following day. You may take your exam at any time during that window, but once the exam closes, it will not be re-opened. These assignments will consist of some type of multiple choice questions, true/false, or possibly an a combination of these formats. The Chapters to be covered will be 3, 4, 6, 7, 8, 10, 11, 12, 13, 14, 15,16, 17,18, and a final exam.

All course work will be submitted through the blackboard system and each assignment will be announced through the announcement icon on the course website.

The start date is May 21, 2012

Your last exam will be made available at 1:00 pm on Tuesday, June 4, 2013, and will remain open until 1:00 pm June 5, 2013.

Grading Policy: All assignments weigh equally . General Guidelines: As with any "cyber-space class" there can be glitches in the system. Power failures, storms, viruses, spilled drinks, personal emergencies can all interfere with our success. Please note that iPhones, iPads, EVOs, etc. are not supported by Blackboard and tend to result in people being kicked off before the completion of exams. Plan to take your exams via a secure internet system. Hopefully, none of these things will occur, but if they do, simply contact me through one of the contact points provided in this syllabus and we will attempt to fix the problem. It is always my intention to respond to you within 24 hours of your contact, but emergencies happen for me as well and I will respond to your contact as soon as possible.

## LEARNING OBJECTIVES

Course Objective: This survey course in Federal Government is designed to provide the student with the basic knowledge and understanding of government activity at the national level. This course should also give the student a better understanding of germane disciplines such as political science, sociology, philosophy, literature, and economics in addition to preparing the student for careers in teaching, law, and public service.

## REQUIRED MATERIALS

Textbook: Dye, Thomas R., *Politics in America*, 9th ed.

### Expectations for Engagement – Online Learning

To help make the web-based learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the online learning environment. Students and instructors are welcome to exceed these requirements.

### Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
  - provided my contact information at the beginning of the syllabus;
  - respond to all messages within 24 hours if received Monday through Thursday and within 48 hours if received Friday through Sunday; and,
  - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies **during the time I'm unavailable.**

2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
  - provide clear information about grading policies and assignment requirements in the course syllabus, and
  - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
  - post grades for discussion postings within one week of the discussion thread closing.
  - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

#### Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
  - line up alternative computer and internet access in case my primary computer crashes or my internet services is unavailable;
  - recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,
  - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to
  - **getting "kicked off" of the system during tests or quizzes;**
  - having trouble submitting assignments; and
  - dealing with a traumatic personal event.
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
  - seek out help from my instructor and/or from tutors;
  - ask **questions if I don't understand; and,**
  - access my course several times during the week to keep up with assignments and announcements.

#### Expectations for Engagement – Face to Face Learning

To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.

#### Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
  - provided my contact information at the beginning of the syllabus;

- respond to all messages in a timely manner through telephone, email, or next classroom contact; and,
  - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies **during the time I'm unavailable.**
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
    - provide clear information about grading policies and assignment requirements in the course syllabus, and
    - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
  3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
    - return classroom activities and homework within one week of the due date and
    - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

#### Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
  - attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;
  - recognize that the college provides free wi-fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,
  - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to,
  - missing class when a major test is planned or a major assignment is due;
  - having trouble submitting assignments;
  - dealing with a traumatic personal event; and,
  - having my work or childcare schedule changed so that my classroom attendance is affected.
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
  - seek out help from my instructor and/or from tutors;
  - ask **questions if I don't understand; and,**
  - attend class regularly to keep up with assignments and announcements.