

**Phone:** 432-208-2399 (please nothing before 8 AM or after 10 PM)

**E-Mail:** [kstephens@odessa.edu](mailto:kstephens@odessa.edu) or BlackBoard

**Location:** DH 200

**Days:** Mon - Thurs

**Time:** 9:20 AM – 11:35 AM

**Office Hours:** Before or after class, by appointment, or via BlackBoard

**COURSE OBJECTIVES:**

1. To present the basic concepts of politics that will better enable you, the student, to understand American government and politics.
2. To motivate you, the student, to take an interest in and understand issues and problems (current events) facing the United States, Texas, and Odessa.
3. To stimulate you, the student, to exercise your privileges and obligations as a U.S. citizen, through participation in local, state, and national political activities.

**TEXTBOOK AND MATERIALS:**

Thomas R. Dye, ***Politics in America***, 8th Edition, ISBN 978-1-256-32047-0

- Old copies are available for checkout at the library, new copies can be read only in the library, Digital copies are also available.

[www.realclearpolitics.com](http://www.realclearpolitics.com)

**ATTENDANCE:**

Because of the importance of class notes and discussion to learning attendance is vital to student success. Good attendance will help in borderline-grade cases. ***Attendance will be taken during every class. More than 3 unexcused absences may result in you being dropped from the class.***

**TARDINESS:**

You are expected to be on time for class.

**DROP POLICY:**

You are responsible for dropping this class if you quit coming. The instructor will not do so. Failure to drop results in an F. ***As the instructor, I do have the right to drop any student for nonattendance or failure to do the coursework.***

**CLASS PARTICIPATION:**

You are encouraged to participate actively in class discussions. Often, informal discussions will center on assigned topics or current events. Class participation will help in borderline-grade cases. You must read [www.realclearpolitics.com](http://www.realclearpolitics.com) every day and will be held responsible for the material posted there.

**PHONE POLICY:**

All phones should be on silent. Texting or taking phone calls are highly discouraged, but I understand that emergencies come up. If you need to take a call or text, please step into the hall. If you are able, please join the class again as discreetly as you can.

**BLACKBOARD:**

This is where grades will be posted and assignments will be submitted. You will find helpful resources about testing and writing papers, also a “Coffee Shop” discussion board to post political cartoons and ask general questions.

**EXAMINATIONS:**

There will be three exams, each worth 100 points. They will consist of multiple choice, fill in the blank, and an essay.

## **MAKE-UP EXAMS AND QUIZZES:**

If you are unable to take a quiz or test at the regular scheduled time with your class, you can take it BEFORE your class's test day. Otherwise, there are no makeups unless you give advance notification to the instructor. You must take the make-up before the exam is handed back in class. Makeups taken after exams are handed back in class will be **two-hour ALL ESSAY. Only one make-up is allowed. A MAKE-UP EXAM GRADE WILL BE LOWERED BY ONE FULL LETTER GRADE FOR AN UNDOCUMENTED ABSENCE.**

- For a list of documented absences, please refer to the attached Make Up policy

## **GRADING POLICY**

The final course grade will be determined on a percentage basis:

% Of total possible points

90-100% = A

80-89% = B

70-79% = C

60-69% = D

Below 60% = F

Total possible points:1000

**Exam #1 100 points = 33% of course grade**

**Exam #2 100 points = 33% of course grade**

**Exam #3 100 points = 33% of course grade**

## **ACADEMIC DISHONESTY**

Exams and quizzes are closed book exams. No notes or additional materials are allowed. Cheating or plagiarism will result in the grade of 0. **Any student handing in a copied paper or letting their paper be copied by another student will get a zero on the assignment and will be reported to the Dean of Students.**

## **UNITS:**

### **Part I—The American Democracy**

1. Government & The People
2. The Constitutional Framework
3. The Federal System

#### **Exam #1 (Units 1-3)**

### **Part II—The Policymakers**

4. The Presidency
5. Congress
6. The Judiciary
7. The Bureaucracy

#### **Exam #2 (Units 4-7)**

### **Part III—Government in Operation: Public Policy**

8. Civil Liberties
9. Civil Rights
10. Public Opinion

## **READINGS--Dye**

Ch. 1 & 2

Ch. 3

Ch.4

Ch. 11

Ch. 10

Ch. 13

Ch. 12

Ch. 14

Ch. 15

Ch. 5

#### **Exam #3 (Units 8-10)**

## EXAM MAKE-UP POLICY

1. **To make-up an exam, you MUST contact me prior to or the day of the exam, in person, by phone or email.**
2. If you take the exam **BEFORE I HAND IT BACK IN CLASS, THERE IS NO PENALTY.** If however, you take the exam **AFTER** it is handed back, the make-up will be **ALL ESSAY.**
3. **I must have WRITTEN DOCUMENTATION OF A VALID REASON FOR YOUR ABSENCE AND INABILITY TO TAKE THE TEST AT THE SCHEDULED TIME WITH YOUR CLASS.** Documentation would include:
  1. A note from your employer
  2. A note from your coach or school organization sponsor
  3. Documentation that you were ill and unable to attend (Dr./prescription)
  4. Documentation of a funeral or other significant family event
4. **VALID REASONS TO MISS AN EXAM:**
  1. An OC sponsored event
  2. Job/work responsibilities
  3. Serious illness or accident (auto or otherwise)
  4. Family emergency funeral/surgery/serious illness

**I RESERVE THE RIGHT TO DECIDE IF YOUR REASON FOR MISSING AN EXAM IS INVALID AND IF I SUSPECT IT IS, YOU WILL NOT HAVE THE CHANCE TO TAKE A MAKE-UP.**

**ALL MAKE-UP EXAMS WILL HAVE A FULL LETTER GRADE (10 POINTS DEDUCTED) IF TAKEN AFTER THE SCHEDULED EXAM DAY**

### **ACCADEMIC ASSISTANCE:**

Help with preparing exams, writing essays, setting up e-mail accounts, blackboard issues, etc. is available at the Student Success Center: 335-6878 or <http://www.odessa.edu/dept/ssc>

### **SPECIAL NEEDS:**

Odessa College complies with Section 504 of the 1973 Vocational Rehabilitation Act and with the 1990 American with Disabilities Act. Issues with special needs will be referred to the Office of Disability Services. Any student requiring these services is encouraged to register with this office.

# ODESSA COLLEGE CODE OF STUDENT CLASSROOM BEHAVIOR

What follows is a general description of what many teachers here at Odessa College expect from their good students:

## **Good Students behave in ways that enhance the learning experience for everyone in the class.**

They attend regularly and come to class prepared even after an absence;

They arrive on time and stay for the entire class;

They are engaged during class, often actively participating in lecture and discussion;

**They leave cellular phones, beepers, and other electronic equipment turned off during class:**

They are attentive during class, not whispering, giggling, or holding side conversations;

They use appropriate language in class: no profanity or foul language;

They wear clothing that allows them to participate fully in class activities, clothing which does not distract others in class;

They stay on task, using class time to work on projects related to that class, rather than reading for or working on projects related to other classes;

They avoid using tobacco during class or eating or drinking in classes where it is inappropriate;

## **Good students practice personal and academic integrity.**

1. They do not cheat in or out of class on tests and quizzes;

2. They do not plagiarize on assignments: hand in the work of others as their own;

3. They do not lie or make excuses;

4. They complete assignments, projects, papers, and exams in a timely manner.

## **Good students respect the dignity of all people.**

5. They do not compromise or demean the dignity of others by taunting, teasing, insulting, sexually harassing or discriminating;

6. They respect the opinions of others in the class;

7. They do not engage in theft, vandalism, or malicious damage of property;

8. They encourage the equal rights and treatment of all students, regardless of age, gender, race, religion, ethnic heritage, socioeconomic status, sexual orientation and/or political ideology.

## **Good students are responsible for their own needs.**

- They recognize it is their responsibility to communicate any problems or concerns to the appropriate Odessa college personnel, such as instructors, counselors, and coaches. This includes extended absences, health problems, job conflicts, emergencies, incarcerations, family problems, and documented learning disabilities;
- They follow appropriate procedures if they a grievance. After discussing the problem with the instructor, coach, or counselor first, they proceed in a hierarchical order as diagramed below, following the steps outlined in the Student Right to Due Process, available in full text from the office of the Vice-President for Student Life.

## **Grievance Procedure**

**Student ◇ Instructor/Coach/Counselor ◇ Department Chairperson ◇ Division Dean ◇ Vice President ◇ President of Odessa College ◇ Board of Trustees**

GOVERNMENT 2305\_1 SCHEDULE

Summer 1 2013

M-Th Classes

(Dates are subject to change by professor)

**Part I—The American Democracy**

- |                                 |            |
|---------------------------------|------------|
| 1. Government & The People      | 6/10, 6/11 |
| 2. The Constitutional Framework | 6/12, 6/13 |
| 3. The Federal System           | 6/14, 6/17 |

**Exam #1 (Units 1-3)—Tuesday, June 18**

**Part II—The Institutions**

- |                            |                  |
|----------------------------|------------------|
| 4. The Presidency          | 6/19, 6/20       |
| 5. Congress                | 6/24, 6/25       |
| 6. The Judiciary & Justice | 6/25, 6/26, 6/27 |
| 7. The Bureaucracy         | 6/27             |

**Exam #2 (Units 4-7)—Monday, July 1**

**Part III—Outcomes: Public Policy**

- |                    |          |
|--------------------|----------|
| 8. Civil Liberties | 7/2, 7/3 |
|--------------------|----------|

**July 4<sup>th</sup> – No Class**

- |                    |          |
|--------------------|----------|
| 9. Civil Rights    | 7/8, 7/9 |
| 10. Public Opinion | 7/10     |

**Exam #3 (Units 8-10)—Thursday, July 11**