**WAYLAND BAPTIST UNIVERSITY**

**SCHOOL OF BEHAVIORAL & SOCIAL SCIENCES**

**Virtual Campus**

**Wayland Mission Statement:** Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success, and service to God and humankind.

**Course Title, Number, and Section:** POLS 2301 VC03 - American Government

**Term: Fall 2017- Aug. 21 - Nov. 4**

Virtual Campus Holidays:

|  |  |  |
| --- | --- | --- |
| Sep 4 |   | Labor Day |

**Instructor:** Mrs. Lori Gable

**Office Phone Number and WBU Email Address:** For phone number, see instructor information under Black Board Email: lgable79@yahoo.com or lori.gable@wayland.wbu.edu

**Office Hours, Building, and Location:** As this is a virtual campus course, arrangements can be made to meet at almost any point. Please e-mail me at lori.gable@wayland.wbu.edu or lgable79@yahoo.com . For any desired call times, I would prefer communication be kept to the hours of 10 am to 7 pm, CST, as I also give out my cell phone number. I prefer e-mail because then there is a record for me (and for you).

**Class Meeting Time and Location:** Online- Blackboard, WBU E-mail

**Catalog Description:**Survey of the American national government including such topics as the U.S. Constitution, institutional structures and processes, political parties, elections, civil liberties, and civil rights

**There is no prerequisite for this course**

**Required Textbook(s) and/or Required Material(s):**

 **Am Gov 2017 - 2018 (Looseleaf)***Losco*ISBN 9781259444937Copyright 16Binding None

**Required**

Steady and constant internet connection and good familiarity with Black Board

**Optional Materials:** Reviewing Netiquette Information: http://www.businessdictionary.com/definition/netiquette.html

**Course Outcome Competencies:** Upon completion of this course, students will be able to demonstrate knowledge of:

* national constitutions,
* the major institutions of the national government,
* the national policymaking process,
* the electoral system, federalism, civil liberties and civil rights.

**Attendance Requirements:**

Virtual Campus

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 3 or more weeks of an 11 week term, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given term is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

**Disability Statement:** In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university.  The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291- 3765.  Documentation of a disability must accompany any request for accommodations.

**Course Requirements and Grading Criteria:**

Quizzes – There will be a quiz covering each assigned chapter (10 quizzes all together). The quizzes are not proctored; however, they are timed at 40 minutes. Each quiz will consist of 20-30 multiple choice questions. Students that may go TDY, etc. need to make arrangements prior to departure. Book, notes, and additional information are allowed to be used on quizzes. You will generally have until Sunday at 11:59, CST, to complete quizzes in the corresponding week, but if you attempt them after 5 pm on Saturday-support wise for that evening and day, you are on your own. So, if your computer malfunctions, updates, or shuts off- the quiz goes down- whatever it is, those are points you have lost. Please try to accomplish the quiz by 5 on Saturdays.

Exams – There will be two exams. Each exam will consist of 40 multiple choice questions and 10 short answer essays- by short answer I do not mean 2 sentences. You should see the sample answers in the supplement to the syllabus when you first log in to the course. Any problems viewing the supplement should be reported to me immediately. This will better prepare you on how to answer short answer essay questions. The multiple choice questions come from the quizzes you take each week. You will be given a study guide for short answer essays. The exams are not proctored; however, they are timed at 3 hours. –Please read the supplement….essays should be 300 words each- generally it takes closer to 300 to 350 words to get to a 15 pt. answer. This is not by word count, but rather content needed. Exams are ALWAYS due by 11:59, CST, on Friday of the corresponding week.

Discussion Board – Students are required to participate in discussion boards each week. Each student is required to post 1 answer to the discussion board no later than Wed. of that week. Although not required, you may each respond to each other's posts as well by Wed. at 11:59 for 30 points credit. Please read the supplement.

The University has a standard grade scale:

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student’s control. A grade of “incomplete” is changed if the work required is completed prior to the last day of the next long (10 to 15 weeks) term, unless the instructor designates an earlier date for completion.  If the work is not completed by the appropriate date, the I is converted to an F.

Student grade appeals:

Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Executive Vice President/Provost to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

**Tentative Schedule: Specific times and dates are always posted on the weeks in Black Board in multiple locations.**

Assignment Chapter(s): DB Closes: Quiz Closes: Week:

Quiz 1 & Diss. Board 1 1 & 2 Wed., 11:59 CST Sunday, 11:59 PM CST 1

Quiz 2 & Diss. Board 2 3 Wed., 11:59 CST Sunday, 11:59 PM CST 2

Quiz 3 & Diss. Board 3 4 Wed., 11:59 CST Sunday, 11:59 PM CST 3

Quiz 4 & Diss. Board 4 5 Wed., 11:59 CST Sunday, 11:59 PM CST 4

Quiz 5 & Diss. Board 5 11 Wed., 11:59 CST Sunday, 11:59 PM CST 5

Quiz 6 & Diss. Board 6 12 Wed., 11:59 CST Friday, 11:59 PM CST 6

Exam 1 1,2,3,4,5,11, & 12 Friday, 11:59 PM CST 6

Quiz 7 & Diss. Board 7 13 & 14 Wed., 11:59 CST Sunday, 11:59 PM CST 7

Quiz 8 & Diss. Board 8 6, 15 & Wed., 11:59 CST Sunday, 11:59 PM CST 8

Quiz 9 & Diss. Board 9 7 & 9 Wed., 11:59 CST Sunday, 11:59 PM CST 9

Quiz 10 & Diss. Board 10 8 & 10 Wed., 11:59 CST Sunday, 11:59 PM CST 10

Exam 2 7, 8, 9, 10, 13, 14, 15, 16 Friday, 11:59 PM CST 11

**Additional Information:**

Method of determining course grade:

 Quizzes (10)– 10% of grade (200 points total- 20 points a quiz)

Exams (2) - 50% of grade (500 points total- 250 an exam)

Discussion Board (10)-10% (300 points total- 30 a post)

All assignments are due by 11:59 PM, CST.

Required!!!!!! – post to the discussion board entitled statement in week 1 with an explanation of this statement in your own words --- I realize no late work will be accepted unless I have coordinated that with the instructor- to include discussion board posts, quizzes, and exams. I realize these assignments are open all week for me to accomplish and most times, at least a week to 2 weeks in advance. I have read and understand the syllabus. I have read and understand the supplement. I also understand that people do not typically work 7 days a week. If I complete an assignment past Saturday at 5 pm, I realize that even though I am allowed to take it, I will NOT receive support if something goes wrong- like the quiz closes on accident or because of faulty internet connection from 5 pm on Saturday until Monday morning at 8 am. (I take off 1 day a week from electronics, job, etc. … I believe this is very reasonable.)

Instructor's policy on Academic Dishonesty: University students are expected to conduct themselves according to the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work.) Disciplinary action for academic misconduct is the responsibility of the instructor assigned to the course. The instructor is charged with assessing the gravity of any case of academic dishonesty and with giving sanctions to any student involved. See catalog for more information regarding academic dishonesty.

[**http://catalog.wbu.edu**](http://catalog.wbu.edu)