**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.

**Contact Information**

**Course**

: PUAD 5336 VC01 – State and Local Government

**Campus**

: WBUonline

**Term/Session**

**:** Fall 2 2025

**Instructor**

**:** Dr. Joseph B. Holloway

**WBU Email Address**

**:** [joseph.holloway@wayland.wbu.edu](mailto:joseph.holloway@wayland.wbu.edu)

**Office Hours, Building, and Location**

**:** By Appointment Only

**Class Meeting Time and Location**

**:** Online Asychronous

**Course Information**

**Catalog Description**

**:** A study of state and local governments and their structures, constitutions and governing documents, different types of local governments and their functions, the electoral process, and policymaking and implementation.

**There is no prerequisite for this course.**

**Textbook Information**

**Required Textbook(s) and/or Required Materials**

**:** *The textbook for this course is part of the* ***Wayland’s Automatic eBook*** *program. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. The cost of this Automatic eBook will be billed directly to your student account when you register for the course. You will be notified via email with access instructions and additional information. If you do not wish to participate in the Automatic eBook program, you will have the first 12 days of class to opt-out of the program (additional details will be outlined in your email instructions). For more information on the Automatic eBook program, visit the Wayland Bookstore* [*Automatic eBook FAQ*](https://bookstore.wbu.edu/site_inclusive.asp) *page.*

**Course Outcome Competencies**

**:** After successful completion of this course the student will be able to:

* Describe the relationship between local, state and federal governments
* Describe the policy making process at both the local and state levels of government
* Describe the major provisions in state constitutions and both the common and different characteristics of state constitutions
* Identify the various different types of local governments and describe their respect roles
* Describe the typical governing documents for the various types of local government
* Describe the electoral processes typical at both the local and state levels of government
* Identify methods of effective collaborative governance between local, state, and federal governments
* Assess and evaluate the impact of federal policies on local and state governments
* Understand the judicial system at the local and state level and its relationship with the federal judicial system
* Create policies that impact the economic and social environment of the state and local municipalities

**Attendance Requirements**

WBUonline

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 2 or more weeks of an 8-week session, 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 session 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.

**University Policies**

[Link to Statement on Academic Integrity , and reference one of the following in regard to how generative artificial intelligence (GAI) such as ChatGPT may or may not be used in this course:](https://www.wbu.edu/academics/writing-center/Academic%20Integrity%20Statement%20Pol%208.4.1%20Attch%20Oct%2020222.pdf)

1. No use of any generative AI tools permitted.
   1. Students are required to create and produce all work themselves or with assigned group members. Any work submitted that has used an AI generative tool like Chat GPT will be in immediate violation of the academic integrity policies for the course and WBU.
   2. All assignments must be fully created, designed, and prepared by the student(s).
   3. Any work that uses generative AI will be treated as plagiarism.

**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 Disability Services Coordinator and Academic Coach serves as the coordinator of students with disabilities and must be contacted concerning accommodation requests (office (806) 291-1057. Documentation of a disability must accompany any request for accommodations.

Accessibility issues with content in WBUonline courses or in Blackboard should be addressed to the WBU accessibility coordinator, Dr. Rick Hammer, [hammerr@wbu.edu](mailto:hammerr@wbu.edu) or call (806) 292-9150.

**Course Requirements and Grading Criteria**

| Item | Points | Grading Criteria |
| --- | --- | --- |
| Discussion Board (12 pts each) | 60 | Five Discussion Boards. These will be practical applications where students will apply their reading assignments to practical implications of emergency management. Students are responsible for multiple weekly posts (One initial post and two reply posts). The initial post is due by Wednesday of that week and the reply posts are due Sunday of the week. No two posts should be submitted on the same day. |
| Quizzes (10 pts each) | 60 | Six Quizzes |
| Written Project | 100 | 8-page Final EM Topic Paper (Submit under Course Content) |
| Final Exam | 50 | Final Exam |
| Total | 270 |  |

**Course Grading:**

243 – 270 is an “A”

216 – 242 is a “B”

189 – 215 is a “C”

162 – 188 is a “D”

Below 162 is an “F”

Instructor Notes on Written Assignments

All assignments must be prepared in APA format (7th ed.).

Daily access to computer, internet, e-mail and use Microsoft Word (doc) word processing software for all assignments. All communications and assignments are to be done online via the online course or e-mail.

**Reading Assignments:** Reading assignments are to be completed on time (i.e., by the Wednesday of the week they are scheduled for discussion). You should be prepared to participate in online discussions about the assigned reading.

**Discussion Boards:** There will be five discussion topics for the course (i.e., Weeks One, Two, Three, Five, and Six). To receive credit for the Discussion Boards, students should submit their initial post to the discussion board in Blackboard by 11:59 PM Wednesday of that week. After submitting their initial post, students are to respond to two classmates with insightful comments and/or questions adding to his or her post. All discussion posts are to be supported with a minimum of at least one relevant, scholarly source with a minimum of 250 words per post. Additionally, no two discussion posts should be submitted on the same day.

**Quizzes:** There are six quizzes, each worth 10 points. Quizzes are timed and cover the material from the reading that week. Questions consist of multiple choice and true/false.

**Course Exam:** You will only have a final exam. It will be open book/open note. The final exam will be timed and will cover the material extensively. Questions may consist of multiple choice, true/false, matching, and short answer.

**Written Project Paper:**  The Written Project is an six-page paper. The length does not include the Title Page or References Page(s). This paper should be prepared in the APA format (7th ed). Make sure to include Headings in the paper. Upload assignment under the Weekly Content tab. **This should be uploaded as a Word Document**.

* A Title Page (see Sample Paper for everything the Title Page should include)
* An introduction section with a brief interlude into what your paper is about
* The body of your paper
* A conclusion
* References Page(s)

For the Assignment - Research the history of the creation and development of your state. When and how did it become a state? What were the political implications of becoming a state? How did your state fashion its Constitution and divide up the governing powers? How does it compare to the Federal Constitution and division of powers? How has your state changed and evolved over its history? Include an examination of the role and control of political parties in your state.

**Note:** Posting all your discussions answers on Bb is a major requirement of this course. In this context, Plagiarism will not be tolerated in any way (Wayland Baptist University Policy on Dishonesty). You may view your peers work and postings to learn from one another, but you can’t copy their work. Students who have circumstances which prevent them from participating or completing an assignment on time must communicated with me in order to find reasonable accommodations to complete the required course work.

There are specific assignments that must be completed each week. Your individual responses must be insightful, thorough, and interesting. These responses should demonstrate an understanding of the assigned readings and should be substantiated by two or more examples from the textbook and/or appropriate websites.

**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, within the last week of an 8-week session, 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 16-week term or 8-week session, 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 are 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 Vice President of Academic Affairs 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**

**Week 1 October 19, 2025 Meet/Greet Discussion Board: Due Tuesday @11:59 CST**

**Chapter 2**

**Initials Discussion Board Post: Wednesday @ 11:59 CST**

**Classmate DB Responses: Due: Sunday @ 11:59 CST**

**Quiz- Due Sunday @ 11:59 CST**

**Week 2 October 26, 2025 Chapter 3**

**Initials Discussion Board Post: Wednesday @ 11:59 CST**

**Classmate DB Responses: Due: Sunday @ 11:59 CST**

**Quiz- Due Sunday @ 11:59 CST**

**Week 3 November 2, 2025 Chapters 4 and 5**

**Initials Discussion Board Post: Wednesday @ 11:59 CST**

**Classmate DB Responses: Due: Sunday @ 11:59 CST**

**Quiz- Due Sunday @ 11:59 CST**

**Week 4 Novemeber 9, 2025 Chapters 6 and 7**

**Week 5 November 16, 2025 Chapter 9**

**Initials Discussion Board Post: Wednesday @ 11:59 CST**

**Classmate DB Responses: Due: Sunday @ 11:59 CST**

**Quiz- Due Sunday @ 11:59 CST**

**Week 6 November 23, 2025 Chapter 10**

**Initials Discussion Board Post: Wednesday @ 11:59 CST**

**Classmate DB Responses: Due: Sunday @ 11:59 CST**

**Quiz- Due Sunday @ 11:59 CST**

**No Class during November 24th and November 30th.**

**Week 7 December 7, 2025 Chapter 11**

**Quiz- Due Sunday @ 11:59 CST**

**Written Paper Due Sunday @ 11:59pm CST**

**Week 8 December 13, 2025 Chapters 8 and 12**

**Final Exam completed by 11:59p CST**