**WAYLAND BAPTIST UNIVERSITY**

**Virtual Campus**

**School of Behavioral and Social Sciences**

***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.***

**POLS 2301-VC04 American Government**

**TERM: Spring 2014, (Feb. 24th- May 17th)**

**Instructor**: Ms. Lori Gable

**Contact Information**: (940) 855-4322 (Wichita Falls Campus Office) **Email**: statserl@wbu.edu

**Office Hours**: Wichita Falls Campus, 9 to 6 Mon. –Thur., 8-3 Fri., Lunch hour 12-1 CST

**Class 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*

**Prerequisite: There is no prerequisite for this course**

**Textbook**: American Government 2013-2014, Losco/Baker, McGraw-Hill (ISBN: 978-0-07-740993-7)

**Course Outcome Competencies**: Students should 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**: attendance in an online course is defined as active participation in the course by logging onto the course in Blackboard and working on and/or completing assignments (i.e., discussion board, homework, quizzes, etc.) each and every week.  All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus dean. A student absent 25 percent or more of the online course, i.e., non-participation during 3 or more weeks of an 11 week term, may receive an F for that course.

**Additional attendance policies:**(Quiz & Exam times are based on CST/CDT (after time change) – Instructor is in Wichita Falls, TX

1.             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.

2.             Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements.

3.             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.

4.             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.

5.             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.

**Service for the Disabled**: 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:**

**Quizzes – There will be a quiz each week covering the assigned chapter (10 quizzes all together).  The quizzes are not proctored; however, they are timed at 40 minutes.  Each quiz will consist of 10 multiple choice questions.  Students that may go TDY, etc. need to make arrangements prior to departure.**

**Exams – There will be two exams.  Each exam will consist of 20 multiple choice questions and 10 short answer essays- by short answer I do not mean 2 sentences. You should see the sample answers and supplement to the syllabus when you first log in to the course. This will better prepare you on how to answer short answer essay questions.  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.   Use of textbooks and notes are not allowed.**

**Discussion Board – Students are required to participate in discussion boards each week. However, the discussion boards are there for questions. Each student is required to post 1 question about the material for that week to the discussion board no later than Wed. of that week. I will respond to each question. If a student does not have a question for that week, they can simply post their name. At least one post should be made by Wed. 11:59CST each week.**

**Writing Assignment/Essay – A student must pick a topic out of 6 topics given by the instructor.  Each student will select one topic to complete an essay for the course.  Students may find it necessary to access articles and databases through the WBU Learning Center (library) in order to complete the assignment.**[**http://www.wbu.edu/academics/academic\_resources/wayland\_learning\_resource\_center\_library/**](http://www.wbu.edu/academics/academic_resources/wayland_learning_resource_center_library/)

**The assignment must be at least 2 pages in length, must have (but not included in paper length) a title page, must have a reference page, must be double-spaced, 12 pt. font size, Times New Roman font, and will be graded on content and grammar. Please have at least 2 professional references for your paper. The student is responsible to submit the topic chosen to the instructor by March 24th! Essays are due no later than May 5th!**

**Method of determining course grade:**

**Quizzes (10)– 10% of grade            (100 points total- 10 points a post)**

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

**Discussion Board (10)-10%             (100 points total- 10 a post)**

**Writing Assignment (1)- 30%        (300 points total- 300 points for whole assignment)**

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

**Required!!!!!! – e-mail the instructor by March 3rd, with an explanation of this statement in your own words 1) I realize no late work will be accepted unless I have coordinated that with the instructor- to include my paper, discussion board posts, quizzes, and exams. I realize these assignments are open all week for me to accomplish. I have read and understand the syllabus. I understand we pick a topic you give us to write a paper on, and that you must know what topic we have chosen by March 24th.  Papers are due by May 5th. 5 points will be added to your writing assignment grade for doing this on time. If you do not send this message, it will be 5 points off your writing grade.**

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.

**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.**

**Tentative Schedule**:

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

Quiz 1 & Diss. Board 1       1 & 2                     Feb. 24th Wed., 11:59 CST March 2nd               1

Quiz 2 & Diss. Board 2       3                            March 3rd     Wed., 11:59 CST March 9th               2

Quiz 3 & Diss. Board 3       4                            March 10th   Wed., 11:59 CST March 16th              3

Spring Break!!!!!!! XXXXXXXXXXX March 17th   XXXXXXXXXX March 23rd              X

Quiz 4 & Diss. Board 4       5                            March 24th Wed., 11:59 CST March 30th 4

Paper Topic Due                                             March 24th March 24th 4

Quiz 5 & Diss. Board 5       11                          March 31st   Wed., 11:59 CST April 6th              5

Quiz 6 & Diss. Board 6       12                          April 7th      Wed., 11:59 CST April 13th                 6

**Exam 1       1,2,3,4,5,11, & 12                          April 7th April 13th 6**

Quiz 7 & Diss. Board 7       13 & 14                  April 14th Wed., 11:59 CST April 20th               7

Quiz 8 & Diss. Board 8      6, 15 & 16               April 21st Wed., 11:59 CST April 27th 8

Quiz 9 & Diss. Board 9      7 & 9                       April 28th Wed., 11:59 CST May 4th                 9

Quiz 10 & Diss. Board 10    8 & 10                   May 5th Wed., 11:59 CST May 11th 10

Paper Due                                                        May 5th May 5th      10

 **Exam 2**         **7, 8, 9, 10, 13, 14, 15, 16  May 12th May 17th (Sat.)     11**