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**Virtual Campus**

**School of Behavioral & Social Sciences**

**UNIVERSITY 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 NUMBER & NAME:

POLS 2301-VC02 American Government

## TERM:

Spring, 2019 (February 25 – May 18)

## INSTRUCTOR:

Linda Knox

## CONTACT INFORMATION:

Office phone: 940-691-5669

WBU Email: [linda.knox@wayland.wbu.edu](mailto:linda.knox@wayland.wbu.edu)

## OFFICE HOURS, BUILDING & LOCATION:

M/T/W/TH 6:00pm – 8:00pm. This is an online course so the office hours are the times that I typically check emails.

## COURSE MEETING TIME & LOCATION:

This is an online course.

## 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:

No prerequisite for this course.

## REQUIRED TEXTBOOK AND RESOURCE MATERIAL:

AM GOV 2017-2018; Losco; McGraw-Hill, ISBN: 9781259444937

## COURSE OUTCOMES AND 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)

As stated in the Wayland Catalog, students enrolled at one of the University’s external campuses should make every effort to attend all class meetings. 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 executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University’s attendance policy.

## STATEMENT ON PLAGIARISM & ACADEMIC DISHONESTY:

Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

## 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:

Quiz & Exam times are based on CST/CDT (after time change) – Instructor is located in Texas.

Quizzes – There will be a quiz covering each assigned chapter (some quizzes may cover more than one chapter). The quizzes are not proctored; however, they are timed (35 minutes). Each quiz will consist of 25 questions and will be worth 25 points. **A penalty will be incurred if the time limit is exceeded, 5 pts will be deducted from the quiz grade. If the time to take the quiz is over 1 hour, 10 pts will be deducted.** Students that may go TDY, etc. need to make arrangements prior to departure. You are not allowed to use the textbook or notes while taking the exams. The quizzes may be used as study material for the exams. To access your quizzes, see instructions on the Announcement page (these are provided by the Virtual Campus Office). If you fail to take a quiz, it **will not** be reopened (regardless of the reason) and you **will not** have access to that quiz for study material.

Exams – There will be three (3) exams. Each exam will consist of 50 questions and will be worth 200 points. The exams are not proctored; however, they are timed (1 ½ hours). **A penalty will be incurred if the time limit is exceeded (5 pts will be deducted for every 5 minutes over - so watch your clock).** You are not allowed to use the textbook or notes while taking the exams. You may use your quizzes as study material prior to the exam.

Writing Assignment – There will be three topics posted. Each student will only need to select one (1) essay topic to complete a writing assignment for the course. Students will use information learned throughout the course and through additional individual research to complete the writing assignment. The assignment must be at least 4-5 pages in length, must have a title page, must have a reference/bibliography page (for a total of 6-7 pages), and must be double-spaced. The assignment must be saved as a Word document.

Discussion Board – Students are required to participate in discussion topics. Students may respond directly to a discussion topic or may respond to another student’s response. Please remain professional in your postings. Abusive language or disrespect for the opinion of others WILL NOT be tolerated. Although you will not receive a grade (points) for posting, I will use the postings in determining final grades. Such as, if you are border line between two grades and have been actively participating in the discussions, I will award the higher of the two grades. To be considered actively participating, a student must post during the times of the quizzes. If a student waits until the end of the term and then posts to all topics, that is not considered participation.

**Grading Criteria:** The final grade will consist of:

Exams (3 @ 200 pts) - 600

Quizzes (10 @ 25 pts) - 250

Writing Assignment - 150

1000

900 – 1000 = A

800 – 899 = B

700 – 799 = C

600 – 699 = D

Below 600 = F

**Grade Appeal Statement**: 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/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

**Quiz & Exam Schedule: Chapter(s): Opens: Closes:**

Quiz 1 1 & 2 March 2 March 6

Quiz 2 3 March 2 March 20

Quiz 3 4 & 5 March 2 March 27

Exam 1 Quizzes 1 – 3 March 2 March 30

Quiz 4 11 March 30 April 3

Quiz 5 12 March 30 April 10

Quiz 6 13 March 30 April 17

Quiz 7 14 March 30 April 24

Exam 2 Quizzes 4 – 7 March 30 April 27

Quiz 8 6, 15, & 16 April 27 May 1

Quiz 9 7 & 9 April 27 May 8

Quiz 10 8 & 10 April 27 May 15

Exam 3 Quizzes 8 – 10 April 27 May 18

**Writing Assignment:** Due date – April 21, 2019