

**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:** Winter 2017

**Instructor:** Lori Gable, Med, MA

**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 virtually 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 6 pm, CST, Monday through Saturday-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 Losco McGraw‐Hill 5th 2017 9781259444937

**Optional Materials:** <<List optional materials recommended to enhance student learning>>

**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:** WBU online (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.

**Statement on Plagiarism and 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:**

 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. This means you will not be able to look up each answer and should have a good familiarity with the chapter or chapters BEFORE you take the quiz. Book, notes, and additional information are allowed to be used on quizzes. You will generally have until Friday at 11:59, CST. Quizzes are 20% of your grade.

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 write for short answer essay questions in this class. The multiple choice questions come from the quizzes you take each week. You will be given a study guide for short answer essays weeks in advance. 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 of 15 points answer. This is not by word count, but rather content needed. Exams are ALWAYS due by 11:59 pm, CST, on Friday of the corresponding week. Exams make up 50% of your grade.

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 the corresponding week. DB posts are 30% of 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.

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 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: 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 Friday, 11:59 PM CST 1

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

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

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

Quiz 5 & Diss. Board 5 11 Wed., 11:59 CST Friday, 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 Friday, 11:59 PM CST 7

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

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

Quiz 10 & Diss. Board 10 8 & 10 Wed., 11:59 CST Friday, 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)– 20% of grade (200 points total- 20 points a quiz)

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

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

All assignments are due by 11:59 PM, CST in all cases. You are to note the time if you are in a different time zone- all due dates and times are Central Standard Time!!!!

I open this course up for 2 weeks in advance. You can always work ahead, but late work is not accepted.

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