



**Division of Social and Behavioral Sciences  
Government Department**

<http://www.hccs.edu/programs/areas-of-study/social--behavioral-sciences/government/>

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**GOVT 2305: Federal Government | Online | #17155, 17396**

Spring 2021 | 16 Weeks (1.19.2021-5.16.2021)

Online Anytime, 3 Credit Hours | 48 hours per semester

***Instructor Contact Information***

|             |                                                                |                  |                          |
|-------------|----------------------------------------------------------------|------------------|--------------------------|
| Instructor: | Andrew Teas                                                    | Office Phone:    | 713-718-5528             |
| Office:     | Room 900B, Spring Branch                                       | Office Hours:    | TBA                      |
| HCC Email:  | <a href="mailto:andrew.teas@hccs.edu">andrew.teas@hccs.edu</a> | Office Location: | Room 900B, Spring Branch |

My office is at the Spring Branch Campus (corner of the Katy Freeway and Beltway 8), Room 900B, across the parking lot from the main campus building by Murphy's Deli. I hope to have official "office hours" when campuses reopen, but we can arrange to meet at your convenience by phone or Webex (It's like Zoom) – just email or give me a call. We'll arrange a time that's convenient for you.

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns and to discuss course topics.

***Instructor's Preferred Method of Contact***

Please contact me through my HCC email ([andrew.teas@hccs.edu](mailto:andrew.teas@hccs.edu)) or through the messaging tool in Eagle Online. You can also call me at (713) 718-5528. If I'm not in my office, please leave a voice mail message.

I will respond to emails within 24 hours Monday through Friday; expect a reply to emails sent over the weekend by Monday morning.

**What's Exciting About This Course**

Students who finish GOVT 2305 will have completed one of the most *relevant* classes during their college career. In this class, it will be made clear that government and politics are in everything that we, as citizens interact with each other, with our government leaders, and the policies our government leaders enact. This is especially the case now in Fall 2020 given how so many events either are currently ongoing or will take place this year, ranging from the COVID-19 pandemic, the protests that have stemmed from centuries of systemic racism, and the upcoming US presidential election, among others. In this survey course, we will be

scratching the surface on the ins and outs of our federal government. As chaotic as these major events have been and may continue to be, this is the best time to be enrolled in an introductory government class.

## **My Personal Welcome**

On behalf of the Government Department faculty, I welcome you to the study of American Government at Houston Community College. During the Fall 2020 semester, all courses at HCC will be taught in either one of three different instructional modalities: *Online Anytime*, *Online on a Schedule*, and *Flex Campus*. Note that regardless of modality, ALL student coursework is expected to be completed online in Canvas (see blurb about Canvas on the next page).

*Online Anytime* classes are traditional online classes where there are no meetings at specific times. *Online on a Schedule* classes are online courses with scheduled meeting times. Students are should log on for scheduled class meetings held each week. *Flex Campus* classes are classes are held in traditional classrooms in accordance with COVID-19 safety measures. Students have the option to be either in physical attendance during class or attend classes as scheduled online. Understand that until at least October 5, 2020, classes designated as *Flex campus* will be taught using the *Online on a Schedule* modality due to the COVID-19 pandemic.

Regardless of the course' designated modality, ALL coursework is required to be completed online in Canvas. Additionally, expect the amount of material covered to not be significantly different (or more difficult) than material covered in any other instructional modality.

**This particular section of GOVT 2305 is taught using the *Online Anytime* modality.**

## ***Prerequisites and/or Co-Requisites***

*GOVT 2305 requires college-level reading and writing skills. The minimum requirements for enrollment in GOVT 2305 include concurrent enrollment in or successful completion of ENGL 1301. If you have enrolled in this course having satisfied this prerequisite, you have a higher chance of success than students who have not done so. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).*

## ***Eagle Online Canvas Learning Management System***

*This section of GOVT 2305 will use [Eagle Online Canvas](https://eagleonline.hccs.edu) (<https://eagleonline.hccs.edu>). All students ARE able to access their class in canvas using their HCC login credentials (i.e. HCC email and Password)*

HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas. It is recommended that you **use [FIREFOX](#) or [CHROME](#) as your browser**.

## **HCC Online Information and Policies**

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

## Textbook



The textbook for this course is found at <https://openstax.org/details/books/american-government-2e>. It is online and FREE. Click on the website and scroll down a bit. You will find a table of contents, a PDF version, and a link to view the text online. Click on that link and you will be able to navigate through the text chapter by chapter and section by section.

### ***Other Instructional Resources***

We will use lots of outside sources for our research this semester. All the links will be in the module and/or in the assignment directions each week.

### **Tutoring**

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

### **Libraries**

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

### **Supplemental Instruction**

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

## Course Overview

**Government 2305** is one of two courses designed to introduce students to the study of the origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights. The course goals are to develop an understanding of the institutions and political processes of the American political system; encourage critical thinking about political events; and introduce students to the discipline of Political Science and how political scientists study politics scientifically. This course is fully transferable to all Texas State colleges and universities.

### Core Curriculum Objectives (CCOs)

The Higher Education Coordinating Board (THECB) mandates that the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning. Students enrolled in GOVT 2305/2306 core curriculum courses will complete assessments designed to measure the following core objectives:

- **Critical Thinking Skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communication Skills**—to include effective development, interpretation and expression of ideas through written, oral and visual communication
- **Personal Responsibility**—to include the ability to connect choices, actions and consequences to ethical decision-making
- **Social Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making

Student assessment of proficiencies mandated by THECB may include testing, projects, or assignments.

### Program Student Learning Outcomes (PSLOs)

1. Identify and describe the institutions of American national government.
2. Recognize and assume the responsibilities of citizenship by developing one's critical thinking skills, engaging in public discourse, and by obtaining information through the news media.

### Course Student Learning Outcomes (CSLOs)

**Upon successful completion of this course, students will:**

1. Explain the origin and development of constitutional democracy in the United States.
2. Demonstrate knowledge of the federal system.
3. Describe separation of powers and checks and balances in both theory and practice.
4. Demonstrate knowledge of the legislative, executive, and judicial branches of the federal government.

5. Evaluate the role of public opinion, interest groups, and political parties in the political system.
6. Analyze the election process.
7. Describe the rights and responsibilities of citizens
8. Analyze issues and policies in U.S. politics.

### ***Learning Objectives***

Learning Objectives for each CSLO can be found at GOVT 2305 can be found [here](#).

### **Student Success**

Expect to spend at least twice as many hours per week on your own in addition to the time you would normally spend during instruction. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely.

Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as your guide.

### ***Instructor and Student Responsibilities***

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](#)

## Course Calendar

All Due Dates for This Semester:

Jan. 23 – Syllabus Quiz  
Jan. 30 – Chapter 1 assignment and quiz  
Feb. 6 – Chapter 2 assignment and quiz (Constitution)  
Feb. 13 – Chapter 3 assignment and quiz (Federalism)  
Feb. 20 – Chapter 4 assignment and quiz (Civil Liberties)  
Feb. 27 – Chapter 5 assignment and quiz (Civil Rights)  
Mar. 6 – Chapter 6 & 8 assignments and quizzes (Public Opinion, Media)  
Mar. 13 – Chapter 7 assignment and quiz (Voting & Elections)  
Mar. 15 – 21: Spring Break  
Mar. 27 – Chapter 9 assignment and quiz (Political Parties)  
Apr. 3 – Chapter 10 assignment and quiz (Interest Groups)  
Apr. 10 – Chapter 11 & 12 assignments and quizzes (Congress, President)  
Apr. 17 – Chapter 15 assignment and quiz (Bureaucracy)  
Apr. 24 – Chapter 13 assignment and quiz (Courts)  
May 1 – Chapter 17 assignment and quiz (Foreign Policy)  
May 8 – Chapter 16 assignment\* and quiz (Domestic Policy)

\*Remember: The final assignment must be submitted on time for you to receive any credit.

### Other important dates:

The official “date of record” is **February 1, 2021**. If you have not submitted anything by that day, you will be dropped from the course.

The last day to withdraw from this regular-semester course is **April 6, 2021**.

### Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

## Instructor’s Practices and Procedures

### Missed Assignments

Quizzes must be submitted by the deadline for you to receive any credit. Assignments can be submitted up to a week late, but you lose 10 points for each day or part-of-day late, so try to get assignments in on time as well. Hint: Do the quiz first if you’re short on time. Stay a day or two ahead of the deadlines in case something goes wrong – power outages, internet outages, last-minute concert tickets...

Exception: Anything due the final week of the course must be submitted on time for you to receive any credit.

If you suffer a medical emergency or some other life catastrophe that prevents you from participating in the course, please contact me as soon as you can.

## **Academic Integrity**

Houston Community College is committed to a high standard of academic integrity in the academic community. In becoming part of the academic community, students are responsible for honesty and independent effort. Examples of these violations include, but are not limited to, the following: Plagiarizing written work or projects, cheating on exams or assignments, collusion on an exam or project, and misrepresentation of credentials or prerequisites when registering for a course.

Simply put, violations of academic integrity will NOT be tolerated. At a minimum, a grade of "0" will be recorded on the assignment or exam in question. Additional sanctions may include but are not necessarily limited to the following: Being assigned an "F" for the course, being withdrawn from the course, or being expelled from the College.

*All faculty at HCC are required to document these violations in Maxient, a system used to report any student behavior that constitutes a violation of academic integrity, triggering involvement from other appropriate departments.*

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

## **Attendance Procedures**

Attendance is required and is taken daily (or if an online class is monitored regularly). Students who do not attend and actively participate in class will be marked as "never attended" on the official census roster, triggering an administrative withdrawal from the course. Students who are absent and/or who are not current with the required coursework will receive an Early Alert email from their professor and from an HCC adviser. The Early Alert system is designed to help students who may be facing challenges that impact their ability to succeed in class.

Online students are expected to log into their courses in Eagle Online, know the rules and expectations in the course, keep up with announcements, and meet assignment deadlines. Your course grade WILL be a reflection of your level of participation in the course.

Unless stated otherwise, the deadlines for all online assignments (i.e. exams, discussions, and chapter activities) are at 11:59pm central time. My recommendation: Stay AT LEAST a day or two ahead of the deadlines in case something goes wrong (technical/computer difficulties, the death of a close relative, etc.) as deadlines for all respective assignments are hard, firm, and assignments will NOT be re-opened.

## **Student Conduct**

Students will be required to participate in discussion activities and interact with fellow classmates in class and/or in an online setting. Any and all communication among class participants must be civil and respectful. HCC Government Department faculty are required to document any violations of student conduct by completing a Maxient report. An HCC

counselor will contact the student named in the Maxient report to discuss and resolve the issue it identifies.

### **Instructor's Course-Specific Information**

I will make every effort to ensure that all grades will be returned to students in a timely manner.

While I will be happy to discuss any questions and concerns with students especially on graded written work, please allow for AT LEAST a 24 hour "cooling" period after receiving your grade. Communication opportunities are often lost without such a period. Patience is virtue.

### **Electronic Devices**

Stay off your phone during class – your instructors will appreciate it and I promise you'll learn more.

Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

## **Assignments, Exams, and Activities**

### **Assignments and Quizzes**

This class consists entirely of online quizzes and assignments – generally one of each per week. Assignments count 60% of your semester grade. Quizzes count 40%. Each written assignment is explained in its file under "Modules." Unless the directions say otherwise, they are 2 – 5 page college-level essays (double-spaced, with a normal font no bigger than 12 and normal margins) with sources cited. Submit in Microsoft Word before the deadline using the Eagle Online Canvas system.

The deadlines for most assignments and quizzes are at 11:30 p.m. I know it may say "11:59" in the settings, but the Canvas clock may not match yours, so use 11:30 as your personal deadline, just to be safe.

### **Academic Dishonesty**

Plagiarism, cheating, and other forms of academic dishonesty are prohibited by college policy and the rules of this class. Plagiarism involves using the ideas or words of another person (either in whole or in part) without crediting the source. It is inappropriate to look up answers to research project questions online and then paste them into your research project or the discussion board. Cheating involves fraud and deception for the purpose of violating exam rules. Students who improperly assist other students are just as guilty as students who receive the assistance. If two or more students submit work that is identical or nearly identical, in whole or in part, they are equally guilty of violating the academic dishonesty policy. A student

guilty of a first offense will receive a grade of F on the assignment involved. For a second offense, the student will receive a grade of F for the course.

What does this mean?

- It's OK to study together, but it is not OK to take an exam together.
- Don't take an exam for another student or allow someone else to take an exam for you.
- Don't complete your discussion post or your research project by copying and pasting text from an online site.

*All faculty at HCC are required to document these violations in Maxient, a system used to report any student behavior that constitutes a violation of academic integrity, triggering involvement from other appropriate departments.*

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

## **Time Commitment**

Online classes are more convenient than traditional classes, but they are not less work. You should expect to spend more time on this class than you would spend on a comparable on-campus class. Students who have been successful in my online course tell me that they devote around 10 hours a week on the class. If you do not have sufficient time to spend on the course, you will not be successful.

You should plan to work regularly on the course. This is not a self-paced class. You cannot succeed in this class by working very hard for a few days and doing little or nothing for the rest of the term. The most successful students are those who sign into the website almost every day and complete their coursework on a regular basis. It is very important that you do not fall behind.

## **Grading**

**Assignments count 60% of your semester grade. Quizzes count 40%.**

**HCC Grading Scale can be found on this site under Academic Information:**

<http://www.hccs.edu/resources-for/current-students/student-handbook/>

## ***Grade of FX Policy:***

Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into an online course without active participation is regarded as non-attending. Please note that HCC will not disperse financial aid funding for students who have never attended class. Students who receive financial aid but fail to attend class will be reported to the Department

of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.

### ***Incomplete Policy:***

It is safe to assume that incomplete ("I") grades will not be granted to students. Exceptions may be made on a case-by-case basis should the student provide a legitimate non-academic reason backed with appropriate documentation. Further, at least 85% of the required work in the course should have already been completed.

Students granted an "I" will have until the end of the next long semester to finish the course. All "I's" will convert to "F's" unless the student successfully complete all remaining work as determined by the instructor.

### **HCC Policies**

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

|                                               |                                     |
|-----------------------------------------------|-------------------------------------|
| Academic Information                          | Incomplete Grades                   |
| Academic Support                              | International Student Services      |
| Attendance, Repeating Courses, and Withdrawal | Health Awareness                    |
| Career Planning and Job Search                | Libraries/Bookstore                 |
| Childcare                                     | Police Services & Campus Safety     |
| disAbility Support Services                   | Student Life at HCC                 |
| Electronic Devices                            | Student Rights and Responsibilities |
| Equal Educational Opportunity                 | Student Services                    |
| Financial Aid TV (FATV)                       | Testing                             |
| General Student Complaints                    | Transfer Planning                   |
| Grade of FX                                   | Veteran Services                    |

### **EGLS<sup>3</sup>**

The EGLS<sup>3</sup> ([Evaluation for Greater Learning Student Survey System](http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS<sup>3</sup> surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

### **Campus Carry Link**

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

### **HCC Email Policy**

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email

account, you can go [to HCC Eagle ID and activate it now.](#) You may also use Canvas Inbox to communicate.

### **Housing and Food Assistance for Students**

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

### **Government Program Information**

The Houston Community College Government department supports students in a number of different ways. These include:

- GOVT Majors – Students can earn an Associate of Arts Degree in Government, which will prepare them for majoring in Political Science or Government when they transfer to a university. Majors and Minors—those students who are interested in Political Science or Government—are supported by a faculty committee who will connect them to events, news, and opportunities.
- Careers in GOVT – The study of government or political science prepares students for work in the public and private sectors by emphasizing critical thinking, analytical, and communication skills.
- GOVT Student Organizations – The HCC Political Science Club holds discussions and sponsors events to connect students to politics in the real world.
- GOVT Scholarships – The Government Department will work with students to locate scholarship support, when possible. Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

### **disAbility Services**

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

### **Title IX**

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in

educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
Director EEO/Compliance  
Office of Institutional Equity & Diversity  
3100 Main  
(713) 718-8271  
Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)  
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

## **Department Chair Contact Information**

### **Department Chair: Dr. Cammy Shay**

Email Address: [cammy.shay@hccs.edu](mailto:cammy.shay@hccs.edu)

Office Number: 713-718-7141

Per the HCC Student Handbook, if you have a problem with your Government course, please contact your instructor before contacting the department chair.