**NORTH CENTRAL TEXAS COLLEGE**

**COURSE SYLLABUS**

**COURSE AND INSTRUCTOR INFORMATION**

**Course title:** Federal Government

**Course number:** GOVT2305 842

**Semester/Year of course: Spring 2023**

Semester start and end dates: January 17, 2023-May 12, 2023

**Modality (Face to face/Synchronous or Asynchronous online/Hybrid): Asynchronous online**

**Semester credit hours:** 3

**Course description:** 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.

**Course prerequisites:** none

**Required course materials:** Registration in the course gives you access to the e-book needed for GOVT2305.  You do not need to purchase a separate textbook.

Inclusive Access is a partnership between NCTC and McGraw-Hill Education, to provide the best learning resources on the first day of class. Students can gain access to McGraw-Hill’s adaptive online platforms with the latest version of the eBook at a discount. If students would like to purchase a physical copy of the textbook, they can order a discounted loose-leaf version through the bookstore.

Students who drop before the add/drop date will have their book fees credited back to their student account, and students who remain in the course will be charged a materials fee by the school to have continued access of the online platforms.  If you remain enrolled in the course but wish to opt-out of access to the book please email the NCTC Bookstore with your name and student number to [1263mgr@follett.com](mailto:1263mgr@follett.com).

Name of instructor: Christine Millard, PhD

Office location: Online

E-mail address: cmillard@nctc.edu

Office hours for students: Students can set up a time to meet with me through webex on Friday mornings. If this does not work please email me, so that we can choose another time that works for both of us.

**SYLLABUS CHANGE DISCLAIMER**

The faculty member reserves the right to make changes to this published syllabus if it is in the best interest of the educational development of this class. Any such changes will be announced as soon as possible in person and/or writing.

**SUMMARY OF COURSE ASSIGNMENTS**

List of graded assignments:

**Chapter Quizzes(15%):** Each week you will have chapter quizzes to complete. There will be 30 multiple choice questions and you will have 90 minutes to complete it. Weekly quizzes can show if you understand the concepts in the chapter.

**Smart Books(15%):** Each will you will have smartbooks to complete. This is a guided reading of the book where you will have to answer questions. This is a completion grade.

**Unit Discussions(25%):** Each Unit has a discussion to complete. You will have to have an initial post and two peer responses. Review canvas for more instructions.

**Unit Exam(37%):** Each Unit has an exam. You will answer 60 multiple choice questions in 60 minutes.

**Letter Writing Assignment(8%):** You will be required to choose a law and write a letter about that law to a U.S. Congressman. Review canvas for more instructions.

Late work policy: Assignments cannot be turned in late without prior approval from the professor. All assignments are available the first day of class, so make sure to give yourself time to meet due dates for assignments.

**SEE CANVAS FOR THE COMPLETE COURSE CALENDAR, OUTLINE, DETAILED DESCRIPTION OF GRADED WORK, AND OTHER RELATED MATERIAL.**

**COURSE POLICIES**

**Academic Integrity Policy:** Scholastic dishonesty shall include, but is not limited to cheating, plagiarism, academic falsification, intellectual property dishonesty, academic dishonesty facilitation and collusion.  Faculty members may document and bring charges against a student who is engaged in or is suspected to be engaged in academic dishonesty.  See Student Handbook, “Student Rights & Responsibilities: Student Conduct ([FLB(LOCAL)]”.

Instructor-specific Academic Dishonesty Policy: Any form of scholasitic dishonesty found on an assignment will be given a zero and will be reported to administration in accordance with the Student Handbook.

**Attendance Policy:** Regular and punctual attendance is expected of all students in all classes for which they have registered.  All absences are considered to be unauthorized unless the student is absent due to illness or emergencies as determined by the instructor.  It is the student responsibility to provide documentation as to the emergency for approval and judgement by the faculty member.  Approved college sponsored activities are the only absences for which a student should not be held liable and only when provided by a college official ahead of the absence.  Valid reasons for absence, however, do not relieve the student of the responsibility for making up required work.  Students will not be allowed to make up an examination missed due to absence unless they have reasons acceptable to the instructor.  A student who is compelled to be absent when a test is given should petition the instructor, in advance if possible, for permission to postpone the exam.  Student will be dropped from a class by the Registrar upon recommendation of the instructor who feels the student has been justifiably absent or tardy a sufficient number of times to preclude meeting the course’s objectives.    Persistent, unjustified absences from classes or laboratories will be considered sufficient cause for College officials to drop a student from the rolls of the College. From Board Policy FC (LOCAL)

Additional Instructor-specific Absence Policy: This is an asynchronous online course, so you do not have to attend at a certain time, but you are required to complete assignments by due dates.

**Withdrawal Policy**

A student may withdraw from a course on or after the official date of record. It is the student’s responsibility to initiate and complete a Withdrawal Request Form.

**Last day to withdraw from the course with a “W” is:** April 3, 2023

**Student Learning Outcomes:** (From Academic Course Guide Manual/Workforce Education Course Manual/NCTC Catalog).

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

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.

**Core Objectives:** Critical thinking, Communication, Personal Responsibility, Social Responsibility

**COLLEGE POLICIES**

**STUDENT HANDBOOK**

Students are expected to follow all rules and regulations found in the Student Handbook.

**ADA STATEMENT**

NCTC will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations to afford equal educational opportunity. It is the student’s responsibility to contact the Office for Students with Disabilities to arrange appropriate accommodations.  See the OSD Syllabus Addendum.

**STUDENT SERVICES**

NCTC provides a multitude of services and resources to support students.  See the Student Services Syllabus Addendum for a listing of those departments and links to their sites.

**QUESTIONS, CONCERNS, or COMPLAINTS**

The student should contact the instructor to deal with any questions, concerns, or complaints specific to the class.  If the student and faculty are not able to resolve the issue, the student may contact the chair or coordinator of the division.  If the student remains unsatisfied, the student may proceed to contact the instructional dean.

**Name of Chair/Coordinator:** Donna Smith

**Office location:** Corinth Campus, Room 209

**Telephone number:** 940-498-6266

**E-mail address:** dhooper@nctc.edu

**Name of Instructional Dean:** Crystal Wright

**Office location:** FSB Exchange/Denton Campus, Room 204

**Telephone number:** 940-380-2504

**E-mail address:** cwright@nctc.edu

## Course Summary:

| **Date** | **Details** | **Due** |
| --- | --- | --- |
| Fri Jan 20, 2023 | Assignment Chapter 1 Smartbook | due by 11:59pm |
| Assignment Chapter Quiz #1 | due by 11:59pm |
| Sun Jan 22, 2023 | Assignment Pre Test (GOVT 2305) | due by 11:59pm |
| Fri Jan 27, 2023 | Assignment Chapter #2 Quiz | due by 11:59pm |
| Assignment Chapter 2 SmartBook | due by 11:59pm |
| Wed Feb 1, 2023 | Discussion Topic Unit 1 DIscussion | due by 11:59pm |
| Fri Feb 3, 2023 | Assignment Chapter #3 Quiz | due by 11:59pm |
| Assignment Chapter 3 SmartBook | due by 11:59pm |
| Quiz Unit 1 Exam | due by 11:59pm |
| Fri Feb 10, 2023 | Assignment Chapter 4 Smartbook | due by 11:59pm |
| Assignment Quiz Chapter #4 | due by 11:59pm |
| Fri Feb 17, 2023 | Assignment Chapter 5 Smartbook | due by 11:59pm |
| Assignment Quiz Chapter #5 | due by 11:59pm |
| Fri Feb 24, 2023 | Assignment Chapter #6 Public Opinion | due by 11:59pm |
| Assignment Chapter 6 Smartbook | due by 11:59pm |
| Wed Mar 1, 2023 | Discussion Topic Unit 2 Discussion | due by 11:59pm |
| Fri Mar 3, 2023 | Assignment Chapter #7 Quiz | due by 11:59pm |
| Assignment Chapter 7 Smartbook | due by 11:59pm |
| Quiz Unit 2 Exam | due by 11:59pm |
| Fri Mar 10, 2023 | Assignment Chapter #8 Quiz | due by 11:59pm |
| Assignment Chapter 8 Smartbook | due by 11:59pm |
| Fri Mar 24, 2023 | Assignment Chapter 9 Quiz | due by 11:59pm |
| Assignment Chapter 9 Smartbook | due by 11:59pm |
| Wed Mar 29, 2023 | Discussion Topic Unit Discussion 3 | due by 11:59pm |
| Fri Mar 31, 2023 | Assignment Chapter #10 Quiz | due by 11:59pm |
| Assignment Chapter 10 Smartbook | due by 11:59pm |
| Quiz Unit 3 Exam | due by 11:59pm |
| Fri Apr 7, 2023 | Assignment Chapter #11 Quiz | due by 11:59pm |
| Assignment Chapter 11 Smartbook | due by 11:59pm |
| Fri Apr 14, 2023 | Assignment Chapter #12 Quiz | due by 11:59pm |
| Assignment Chapter 12 Smartbook | due by 11:59pm |
| Fri Apr 21, 2023 | Assignment Chapter #13 Quiz | due by 11:59pm |
| Assignment Chapter 13 Smartbook | due by 11:59pm |
| Wed Apr 26, 2023 | Discussion Topic Unit 4 Discussion | due by 11:59pm |
| Fri Apr 28, 2023 | Assignment Chapter #14 Quiz | due by 11:59pm |
| Assignment Chapter 14 Smartbook | due by 11:59pm |
| Quiz Unit 4 Exam | due by 11:59pm |
| Fri May 5, 2023 | Assignment Chapter #15 Quiz | due by 11:59pm |
| Assignment Chapter 15 Smartbook | due by 11:59pm |
| Assignment Chapter 16 Smartbook | due by 11:59pm |
| Assignment Quiz # 16 | due by 11:59pm |
| Assignment Letter Writing Assignment | due by 11:59pm |
| Wed May 10, 2023 | Assignment Post Test (GOVT 2305) | due by 11:59pm |
| Discussion Topic Unit 5 Discussion | due by 11:59pm |
| Fri May 12, 2023 | Assignment Chapter #17 Quiz | due by 11:59pm |
| Assignment Chapter 17 Smartbook | due by 11:59pm |
| Quiz Unit 5 Exam | due by 11:59pm |