

NORTH CENTRAL TEXAS COLLEGE

COURSE SYLLABUS

<i>Course Title:</i>	Federal Government				
<i>Course Prefix & Number:</i>	GOVT2305	<i>Section Number:</i>	233	<i>Semester/Year:</i>	Fall 2018 December Minimester
<i>Semester Credit Hours:</i>	3	<i>Lecture Hours:</i>	3	<i>Lab Hours:</i>	0
<i>Course Description (NCTC Catalog):</i>					
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.					
<i>Course Prerequisite(s): None</i>					
<i>Required Course Materials:</i>					
Patterson, Thomas E. We the People. 12th edition. McGraw Hill. (E-book with Connect Plus Access)					
Make sure the book you purchase has the access code to McGraw-Hill CONNECT system for the book.					
You must register with McGraw-Hill Connect. You will be required to complete work within the publisher's Connect system. This work will be graded and will be a component of the course grade.					

INSTRUCTOR INFORMATION

<i>Name of Instructor:</i>	Peter G. Doas, B.S., I-M.B.A., M.A., Ed. D (ABD)
<i>Campus/Office Location:</i>	Flower Mound Campus
<i>Telephone Number:</i>	
<i>E-mail Address:</i>	pdoas@nctc.edu

OFFICE HOURS

Monday	Tuesday	Wednesday	Thursday	Friday
<u>Online</u>	<u>Online</u>	<u>Online</u>	<u>Online</u>	<u>Online</u>
9:00 PM-10:00 PM (Online)	9:00 PM-10:00 PM (Online)	9:00 PM-10:00 PM (Online)	9:00 PM-10:00 PM (Online)	9:00 PM-10:00 PM (Online)

Course Information:

1. Federal Government
2. GOVT 2305-233
3. Days/Time of Class: Sunday-Saturday 24/7

COLLEGE COURSE

This is a college course. You made a decision to register for the class. NCTC requirements take precedence. Any work schedules, extracurricular activities, etc. do not take precedence or priority in the class; this course's requirements take precedence. You will need to make decisions that meet your goals and take responsibility for those decisions.

Each student is expected to **individually** complete the assigned readings and **EACH COURSE ASSIGNMENT (exams, LearnSmart Assignment, Discussions, essay assignments, Pre- and Post-Test, etc.)** that corresponds with each reading. Students are also expected to give special attention to news items relevant to the subject matter of the course. Collusion/collaboration between students in the completion of the course work is not permitted and will lead to a failing grade.

ATTENDANCE POLICY:

Every Exam, Chapter LearnSmart Assignment, Discussion Topic, Review Exam, Pre-Test & Post-Test, and Essay #1 Assignment was opened on the first day of the semester for students to complete. Each Exam, Chapter LearnSmart Assignment, Discussion Topic, Review Exam, Pre-Test & Post-Test, and Essay #1 Assignment will shut down at a specific day and time during the semester. Makeup work is not provided. Do not wait to complete the work. If you are participating in any personal, work, or college activity, make sure you complete course work prior to that activity to avoid any issues.

Attendance is mandatory. You should access your course on a daily basis. **Although we are not in a classroom environment, by completing all required course work, you will fulfill the attendance requirements. Attendance is based on the completion of this work. By not completing the work you will be recorded as not attending.** We will use Canvas **AND** the publisher's CONNECT system as the primary site for the course to communicate with each other, to house the course, to have class discussions, to check for due dates, to complete course work, for evaluation purposes, and to check grades in the grade book.

Canvas and McGraw-Hill CONNECT allow me to keep track of each student's progress. I know when you have entered the system and how you have participated. You must complete the required course work.

Each student is expected to **individually** complete the assigned readings and course work. I reserve the right to require exams and assignments to be completed at specific locations on campus. If I discover information that questions the academic integrity of the course, that student(s) will be required to complete the work at a proctored room at the campus.

Exams, Review Exams, Pre-Test & Post-Test, Chapter LearnSmart Assignments, Essay #1 Assignment, and Discussion Topics

(Due dates for all course work can be found in the Course Outline section of the syllabus; please scroll down this syllabus to view the Course Outline section)

You will gain access to the Exams and Review Exams from the "Course Graded Exams & Review Exams" link on the Homepage.

You will gain access to the Essay #1 Assignment from the "Essay #1 Assignment" link on the Homepage.

You will gain access to the Discussion Topics from the "Course Discussion Topics" link on the Homepage.

You will gain access to the Chapter LearnSmart Assignments from the "McGraw-Hill LearnSmart Assignments Page" link on the Homepage that takes you to the publisher's CONNECT system.

You will gain access to the Pre-Test and Post-Test from the "Pre-Test and Post-Test" link on the Homepage that takes you to the publisher's CONNECT system.

Please do not use mobile devices when completing the course work. You will be logged out and will lose the points. Use a laptop or desktop with the necessary resources.

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Required Graded Course Work

Five Graded Exams, Final Exam, Pre-Test & Post-Test, Chapter LearnSmart Assignments, Essay #1 Assignment, and Discussion Topics

CAUTION: You are not permitted to collaborate with anyone in any way in reference to the exams, Chapter LearnSmart assignments, Pre- and Post-Tests, discussion topics, and essay assignment. Again, the graded course work will be completed on an individual basis. You are not to partner with anyone else in the class when it comes to the completion of the graded course work. These are not group projects. Your grade must be based on your individual performance. Any type of collaboration will lead to failing grades.

(Due dates for all course work can be found in the Course Outline section of the syllabus; please scroll down this syllabus to view the Course Outline section)

Exam 1, Exam 2, Exam 3, Exam 4, Exam 5, Final Exam, Essay #1 Assignment, Chapter LearnSmart Assignments, Pre-Test and Post-Test, and the five (5) Discussion Topics must be completed by their due date and time. I have made the material available on the first day of the semester for those who want to complete their work early.

I also provide review exams for Exam 1, Exam 2, Exam 3, Exam 4, and Exam 5. The review exams are not required to be completed, but they are used as extra credit. It is to your benefit to complete the review exams and to use them as study tools for the graded exams.

Evaluation:

A. Five Graded Exams (100 Points Each):

You are required to complete five graded exams during their availability period specified in the Course Outline section of the syllabus. Each exam will consist of 40 multiple choice and/or true-false and/or short answer questions. Each exam is worth 100 points. The number of points earned will depend on the number of questions you answered correctly. Once you open up an exam, it must be completed within 50 minutes and each answer SAVED before submitting the Exam. You cannot open up an exam and then decide to take it later. If the 50 minutes expire before you complete an exam, Canvas will shut down the Exam. **IF YOU GO BEYOND THE 50 MINUTES AND CANVAS SHUTS DOWN THE EXAM, ANY QUESTIONS THAT WERE NOT ANSWERED AND SAVED WILL BE LOST.** Make sure you are ready to take each exam when you open that exam and complete it within the 50 minutes allowed. **You can only take each exam once. There are no retakes on any of the exams.**

No Backtracking with the Exams: Please be aware that backtracking is not allowed with the exams. You MUST answer each question, save that answer, and move to the next question. You are not allowed to move back to a previous question. If you do not answer a question or skip a question and go to the next question, you will not be able to go back and answer that skipped question. While taking the exam, you will not be permitted to go back to any previous questions. If you do not understand what backtracking means, please let me know.

The exam questions were created from material in the chapters within the required textbook. The PowerPoints are outlines of the chapters; exam questions were not created from the PowerPoints.

Do Not Open an Exam Until You Are Ready To Take That Exam. Once you open an exam, it must be completed. I cannot reopen the exam for you so be very careful as you navigate the course.

You will access and complete Exam 1, Exam 2, Exam 3, Exam 4, and Exam 5 from the "Course Graded Exams & Review Exams" link on the Homepage.

- **Exam 1** must be completed and submitted by 7:00 PM on 12/21/2018. Exam 1 will shut down at 7:00 PM on 12/21/2018. Any work not completed and saved and submitted by 7:00 PM on 12/21/2018 will be lost. You will not be able to take the exam after 7:00 PM on 12/21/2018. Exam 1 will consist of questions from chapter 1, chapter 2, and chapter 3. Thoroughly read all three chapters. Exam 1 is worth 100 points.
- **Exam 2** must be completed and submitted by 7:00 PM on 12/24/2018. Exam 2 will shut down at 7:00 PM on 12/24/2018. Any work not completed and saved and submitted by 7:00 PM on 12/24/2018 will be lost. You will not be able to take the exam after 7:00 PM on 12/24/2018. Exam 2 will consist of questions from chapter 4, chapter 5, and chapter 14. Thoroughly read all three chapters. Exam 2 is worth 100 points.
- **Exam 3** must be completed and submitted by 7:00 PM on 12/28/2018. Exam 3 will shut down at 7:00 PM on 12/28/2018. Any work not completed and saved and submitted by 7:00 PM on 12/28/2018 will be lost. You will not be able to take the exam after 7:00 PM on 12/28/2018. Exam 3 will consist of questions from chapter 6, chapter 7, and chapter 10. Thoroughly read all three chapters. Exam 3 is worth 100 points.
- **Exam 4** must be completed and submitted by 7:00 PM on 1/3/2019. Exam 4 will shut down at 7:00 PM on 1/3/2019. Any work not completed and saved and submitted by 7:00 PM on 1/3/2019 will be lost. You will not be able to

take the exam after 7:00 PM on 1/3/2019. Exam 4 will consist of questions from chapter 8, chapter 9, and chapter 13. Thoroughly read all three chapters. Exam 4 is worth 100 points.

- **Exam 5** must be completed and submitted by 7:00 PM on 1/7/2019. Exam 5 will shut down at 7:00 PM on 1/7/2019. Any work not completed and saved and submitted by 7:00 PM on 1/7/2019 will be lost. You will not be able to take the exam after 7:00 PM on 1/7/2019. Exam 5 will consist of questions from chapter 11, chapter 12, and chapter 17. Thoroughly read all three chapters. Exam 5 is worth 100 points.

B. Chapter LearnSmart Assignments (12 Points per chapter for a total of 180 Points):

I created assignments within the McGraw-Hill Connect system that I called LearnSmart assignments. I created and incorporated a variety of exercises (assignments) within each of the fifteen (15) required chapters in the course titled LearnSmart assignments. You are required to complete these fifteen (15) Chapter LearnSmart Assignments. The course consists of 15 required chapters and each required chapter has a LearnSmart assignment. The LearnSmart assignments for each chapter are worth a total of 12 points for each chapter. Since you must complete the LearnSmart assignments for the required chapters in the course, these LearnSmart assignments will be worth a total of 180 points (15 x 12=180).

The fifteen (15) Chapter LearnSmart assignments will be completed within McGraw-Hill Connect. You will use the access code that came with the purchase of the new textbook to register with the publisher's Connect system. Instructions are provided in the Advice & Useful Information Page located on the Homepage of our Canvas class.

The LearnSmart assignments for each chapter must be completed by the required due date/time for each of the chapter LearnSmart assignments and they can ONLY be completed within McGraw-Hill Connect. The number of points earned for the LearnSmart assignments for each chapter will depend on the quality of the work you complete with the LearnSmart assignments for each chapter.

Although the LearnSmart assignments are kept open after their due date and time, any work within the LearnSmart Assignments completed after the due date and time for a chapter will not be worth any points. Even if you start a LearnSmart assignment before its due date and time, any portion of the LearnSmart assignment that is completed after its due date and time will not be worth any points.

- **Chapter 1 LearnSmart Assignment** must be completed by 7:00 PM on 12/20/2018. Material within this LearnSmart Assignment that is completed after 7:00 PM on 12/20/2018 will not be worth any points.

- **Chapter 2 LearnSmart Assignment** must be completed by 7:00 PM on 12/20/2018. Material within this LearnSmart Assignment that is completed after 7:00 PM on 12/20/2018 will not be worth any points.
- **Chapter 3 LearnSmart Assignment** must be completed by 7:00 PM on 12/20/2018. Material within this LearnSmart Assignment that is completed after 7:00 PM on 12/20/2018 will not be worth any points.
- **Chapter 4 LearnSmart Assignment** must be completed by 7:00 PM on 12/23/2018. Material within this LearnSmart Assignment that is completed after 7:00 PM on 12/23/2018 will not be worth any points.
- **Chapter 5 LearnSmart Assignment** must be completed by 7:00 PM on 12/23/2018. Material within this LearnSmart Assignment that is completed after 7:00 PM on 12/23/2018 will not be worth any points.
- **Chapter 14 LearnSmart Assignment** must be completed by 7:00 PM on 12/23/2018. Material within this LearnSmart Assignment that is completed after 7:00 PM on 12/23/2018 will not be worth any points.
- **Chapter 6 LearnSmart Assignment** must be completed by 7:00 PM on 12/27/2018. Material within this LearnSmart Assignment that is completed after 7:00 PM on 12/27/2018 will not be worth any points.
- **Chapter 7 LearnSmart Assignment** must be completed by 7:00 PM on 12/27/2018. Material within this LearnSmart Assignment that is completed after 7:00 PM on 12/27/2018 will not be worth any points.
- **Chapter 10 LearnSmart Assignment** must be completed by 7:00 PM on 12/27/2018. Material within this LearnSmart Assignment that is completed after 7:00 PM on 12/27/2018 will not be worth any points.
- **Chapter 8 LearnSmart Assignment** must be completed by 7:00 PM on 1/2/2019. Material within this LearnSmart Assignment that is completed after 7:00 PM on 1/2/2019 will not be worth any points.
- **Chapter 9 LearnSmart Assignment** must be completed by 7:00 PM on 1/2/2019. Material within this LearnSmart Assignment that is completed after 7:00 PM on 1/2/2019 will not be worth any points.
- **Chapter 13 LearnSmart Assignment** must be completed by 7:00 PM on 1/2/2019. Material within this LearnSmart Assignment that is completed after 7:00 PM on 1/2/2019 will not be worth any points.
- **Chapter 11 LearnSmart Assignment** must be completed by 7:00 PM on 1/6/2019. Material within this LearnSmart Assignment that is completed after 7:00 PM on 1/6/2019 will not be worth any points.
- **Chapter 12 LearnSmart Assignment** must be completed by 7:00 PM on 1/6/2019. Material within this LearnSmart Assignment that is completed after 7:00 PM on 1/6/2019 will not be worth any points.

- **Chapter 17 LearnSmart Assignment** must be completed by 7:00 PM on 1/6/2019. Material within this LearnSmart Assignment that is completed after 7:00 PM on 1/6/2019 will not be worth any points.
- **Scroll down the Homepage of your Canvas course. You will find a folder on the Homepage titled “McGraw-Hill Connect LearnSmart Assignments Page”. Click the name in red. On the next page, you will find a link for each of the LearnSmart Assignments. Click the link to the LearnSmart Assignment and launch to the Publisher’s website.**
- **On the first time you attempt to access the publisher’s website, you will be asked to register to Connect for this course. Use the access code that you were provided with the purchase of the textbook. To create an account, you will need the access code and your NCTC e-mail account. Create a password for your account to Connect.**
- **After you register for the first time, you will not need to register with any of the remaining LearnSmart Assignments. You will have your password to your Connect account. Please remember your password.**

You will gain access to the Chapter LearnSmart Assignments from the “McGraw-Hill LearnSmart Assignment Page” link on the Homepage that takes you to the publisher’s CONNECT system.

C. ESSAY #1 ASSIGNMENT (100 Points):

You are required to complete Essay #1 Assignment. You will find the essay assignment within your course in Canvas. Access the essay by selecting the “Essay #1 Assignment” link on the Homepage of your course in Canvas. The essay assignment will be worth a maximum of 100 points. Please review the Essay Format Page within your course in Canvas and the Essay #1 Instruction Page before completing Essay #1. Your response must be equivalent to a minimum 5 pages; you can write more than the 5 pages and a thorough essay should be more than 5 pages. The heading is not calculated as part of the 5-page minimum requirement. Review what a five-page paper in Microsoft Word file encompasses. The essay assignment requires a detailed response. The essay assignment must be in an essay/paragraph format and must include an introduction before answering what has been asked (Please review Essay Assignment Format Page and Instruction Page). Essay #1 Assignment is worth 100 points; you cannot expect to earn ANY POINTS if you provide a one-page response, etc. Students must provide their response to the essay assignment before its due date and time expires. Students must thoroughly answer all aspects of the essay assignment to receive the maximum amount of points. **You have until 7:00 PM of the last day of**

the essay's availability period to upload and submit a response. **Essay #1 Assignment will shut down at 7:00 PM on the last day of its availability period. If I do not receive your essay response within Canvas by 7:00 PM of the essay's availability period, you will receive zero points on the essay assignment. No Excuses and No Exceptions.** It will not matter if you are one, two, three, or thirty minutes late; zero points will be earned **if I do not receive your essay response by 7:00 PM of the essay's availability period.** You are provided plenty of time to complete Essay #1 Assignment. Do not wait until the last few days. If you wait until the last few days to submit your response, it will not allow you to deal with emergencies.

- **Essay Assignment #1** is due by 7:00 PM on 1/4/2019. You must upload and submit your essay before 7:00 PM on 1/4/2019. Essay #1 Assignment is worth 100 points.
 - To be able to successfully complete Essay #1 Assignment, make sure you read the article titled *What Went Wrong in Iraq*. You should also have read Chapter 11, Chapter 12, and Chapter 17 from the textbook.
 - The essay must be primarily your work, not what is included in the book and the article. You will use the article and book to validate your ideas and comments in the essay. **About 70% of your essay should be your ideas and comments and no more than 30% should be the material from the article and textbook.**

Please make sure that you upload and submit the essay within the "Essay #1 Assignment" Page in our course in Canvas. You will use the Upload Link provided.

LATE WORK WILL NOT BE ACCEPTED WITH THE ESSAY ASSIGNMENT.

Make sure you attached the actual file and not shortcuts/links to the file. Periodically, students attach a shortcut/link to a file instead of the actual file. Be careful to make sure you do not lose all the points to such errors.

You must show originality when providing your responses to the essay assignment. You cannot just paraphrase what is in the book or in any other source. I read every essay thoroughly. **PROVIDE A RESPONSE USING INFORMATION FROM THE TEXTBOOK AND THE ARTICLE YOU ARE REQUIRED TO READ. DO NOT USE OTHER ARTICLES, ENCYCLOPEDIAS OR OTHER SUCH SOURCES.** If you use anything more than the required textbook and the articles I provided you, zero points will be earned. This is a critical thinking assignment.

Please remember that the essay must be written within a Microsoft Word file or PDF file.

- If the Word or PDF file is attached within an e-mail and you submit an essay within an e-mail, 25 points will be deducted for this error. If I receive your essay as an e-mail attachment after the due date and time, it will not be accepted and zero points will be earned.
 - If an essay is typed within the Submissions box in the “Essay #1 Assignment” tool instead of written in a Word or PDF file and attached within the “Essay #1 Assignment” tool, 25 points will be deducted for this error.

Warning: I will read every essay assignment response and research any potential plagiarism. **If an essay response is plagiarized from material in the Web (such as Wikipedia), textbook, or any other source, the student will receive zero points and there could be further repercussions.** Provide an essay response based on your independent understanding of the material. I provide a link on the Homepage of your course titled "What is Plagiarism?"; everyone in the course is required to review the information provided at that site! If you use material from the required readings, you must cite the material, otherwise, it will be considered plagiarized work. Your essay must include a reference page that includes the provided article and textbook.

MLA Format: When citing the textbook or required article that I provided, please use MLA. I provide a link on the Homepage of your course in Canvas titled “MLA Citation Instructions” for assistance. Please review the provided information.

Please remember that late work will not be accepted for Essay #1 Assignment. If you do not submit the file before 7:00 PM of the last day of the essay's availability period, you will lose all the points for that essay assignment. If you send the work early, you will not have to worry about this issue.

You MUST complete Essay #1 according to the Instruction Page I provided for the essay and the required format. Access the Instruction Page and Format Page for the essay from the “Essay #1 Assignment” Page in Canvas.

APPLE Devices

If you are using an Apple device, save the essay as a PDF file and upload the PDF file as required.

Google Docs

Google Docs will not be accepted and will lead to zero points. The file must be Microsoft Word or PDF.

You will gain access to the Essay #1 Assignment from the "Essay #1 Assignment" link on the Homepage.

D. Final Exam (160 Points):

You are required to complete a comprehensive **Final Exam**. You must complete the Final Exam during its availability period specified in the Course Outline section of the syllabus. The Final Exam will consist of 80 multiple choice and/or true-false and/or short answer questions. The Final Exam is worth 160 points. Once you open up the Final Exam, it must be completed within 110 minutes and each answer SAVED before submitting the Exam. You cannot open up the Final Exam and then decide to take it later. If the 110 minutes expire before you complete the Exam, Canvas will terminate the Exam. **IF YOU GO BEYOND THE 110 MINUTES AND CANVAS TERMINATES THE EXAM, ANY QUESTIONS THAT WERE NOT COMPLETED AND SAVED WILL BE LOST.** Make sure you are ready to take the Final Exam when you open that Exam and complete it within the 110 minutes allowed. You can only take the Final Exam once. There are no retakes with the Final Exam.

The Final Exam questions were created from material in the chapters within the required textbook. The PowerPoints are outlines of the chapters; exam questions were not created from the PowerPoints.

Do Not Open the Final Exam Until You Are Ready To Take That Exam. Once you open the Final Exam, it must be completed. I cannot reopen the exam for you so be very careful as you navigate the course.

- The Final Exam must be completed and submitted by 7:00 PM on 1/10/2019. The Final Exam will shut down at 7:00 PM on 1/10/2019. Any work not completed and saved and submitted by 7:00 PM on 1/10/2019 will be lost. You will not be able to take the Final Exam after 7:00 PM on 1/10/2018. The Final Exam will consist of questions from chapter 1, chapter 2, chapter 3, chapter 4, chapter 5, chapter 6, chapter 7, chapter 8, chapter 9, chapter 10, chapter 11, chapter 12, chapter 13, chapter 14, and chapter 17. Thoroughly read the chapters. The Final Exam is worth 160 points.

A tool that can be used to help prepare for the final exam are the previous exams completed in the class.

You will access and complete the Final Exam from the "Course Graded Exams & Review Exams" link on the Homepage.

E. Five Discussion Topics (10 Points Each):

You are required to provide responses to five discussion topics during their availability period specified in the Course Outline section of the syllabus. Each discussion topic is

worth 10 points. The number of points earned per discussion topic will depend on the quality of the responses you provide.

For each discussion topic, you must provide a response to the topic **AND** a response/feedback to at least one response of another student. **Before you can respond to someone else's feedback, you must first post your own thread within the discussion topic.** If you only submit a response to the topic without providing feedback to what was written by at least one other student, the most that you will be able to earn for that topic will be five (5) points.

Caution:

If anyone submits a blank response to a topic to be able to gain access to what others wrote prior to submitting their original response, zero points will be earned. If a blank response is originally submitted, the assumption will be it was done so to be able to gain access to the posts/responses of others prior to submitting their original response.

Your responses in the discussion topics should exhibit careful thought and logical reasoning and provide evidence for your position. Each response should be at least one to two well-developed paragraphs (approximately 14-15 sentences or more). Use correct spelling, punctuation, and grammar. The discussions must be completed by the due dates and time specified in the course outline section of the syllabus.

Please remember that you are also required to read and reply to at least one other student for each discussion topic. Your replies (approximately 14-15 sentences or more) should offer new substantiated ideas or thoughtful questions. I encourage friendly debate and disagreement, but ask that it be courteous and respectful. Do not be afraid to speak your mind, but remember that yours is only one opinion.

- Your response to each discussion topic must be thorough and must add to the discussion of that topic. Do not just repeat what was written by others or your original post.
- Your feedback to your classmate(s) for each discussion topic must expand the debate. Do not just write down "...good comment..." or "...I agree/disagree to what you said...". This type of feedback will earn zero points.
- If you plagiarize what was written by others, it will lead to zero points.
- The discussion topics are your opportunity to deliberate ideas; however, be respectful of what you write.
- **Discussion Topic #1:** You must complete and submit your responses to Discussion Topic #1 before 7:00 PM on 12/20/2018. Discussion Topic #1 is worth 10 points.
- **Discussion Topic #2:** You must complete and submit your responses to Discussion Topic #2 before 7:00 PM on 12/23/2018. Discussion Topic #2 is worth 10 points.

- **Discussion Topic #3:** You must complete and submit your responses to Discussion Topic #3 before 7:00 PM on 12/27/2018. Discussion Topic #3 is worth 10 points.
- **Discussion Topic #4:** You must complete and submit your responses to Discussion Topic #4 before 7:00 PM on 1/2/2019. Discussion Topic #4 is worth 10 points.
- **Discussion Topic #5:** You must complete and submit your responses to Discussion Topic #5 before 7:00 PM on 1/6/2019. Discussion Topic #5 is worth 10 points.

Late Discussion Posts will not be accepted. If you submit your Discussion Topic response within the wrong Topic folder, zero points will be earned. For example, if you provide your response to Discussion Topic #1 within the folder of Discussion Topic #2, zero points will be earned for Topic #1.

You will gain access to the Discussion Topics from the "Course Discussion Topics" link on the Homepage.

F. Pre-Test and Post-Test (Total of 10 Points):

- a) **Pre-Test:** This test is worth 5 points. Makeups will not be provided if you miss the Pre-Test, no exceptions.

You will gain access to the Pre-Test from the "Pre-Test and Post-Test" link on the Homepage that takes you to the publisher's CONNECT system.

Pre-Test Due Date

The Pre-Test will open at 12:30 AM on 12/17/2018 and shut down at 7:00 PM on 12/20/2018.

- b) **Post-Test:** This test is worth 5 points. Makeups will not be provided if you miss the Post-Test, no exceptions.

You will gain access to the Post-Test from the "Pre-Test and Post-Test" link on the Homepage that takes you to the publisher's CONNECT system.

Post-Test Due Date

The Post-Test will open at 12:30 AM on 1/8/2019 and shut down at 7:00 PM on 1/10/2019.

G. Review Exams (Extra Credit): I provide review exams for Exam 1, Exam 2, Exam 3, Exam 4, and Exam 5. The review exams are NOT required to be completed. It is to your benefit to complete the review exams and to use them as study tools for the graded exams. Many of the questions in the review exams are also in the graded exams. Although the review exams are NOT required to be completed, they are used as extra credit.

You have the option to complete five review exams during their availability period. Each review exam will consist of 25 multiple choice and/or true-false and/or short answer questions. Each review exam is worth eight (8) points. The number of points earned will depend on the number of questions you answered correctly. Once you open up a review exam, it must be completed within 30 minutes and each answer SAVED before submitting the review exam. You cannot open a review exam and then decide to take it later. If the 30 minutes expire before you complete the review exam, Canvas will shut down the review exam. IF YOU GO BEYOND THE 30 MINUTES AND CANVAS SHUTS DOWN THE REVIEW EXAM, ANY QUESTIONS THAT WERE NOT ANSWERED AND SAVED WILL BE LOST. Make sure you are ready to take each review exam when you open that review exam and complete it within the 30 minutes allowed. You can only take each review exam once. There are no retakes on any of the review exams.

You will access and complete Review Exam 1, Review Exam 2, Review Exam 3, Review Exam 4, and Review Exam 5 directly from the provided links in your Canvas class.

- **Review Exam 1** must be completed and submitted by 7:00 PM on 12/20/2018. Review Exam 1 will shut down at 7:00 PM on 12/20/2018. Any work not completed and saved and submitted by 7:00 PM on 12/20/2018 will be lost. You will not be able to take the review exam after 7:00 PM on 12/20/2018. Review Exam 1 will consist of questions from chapter 1, chapter 2, and chapter 3. Thoroughly read all three chapters. Review Exam 1 is worth eight points.
- **Review Exam 2** must be completed and submitted by 7:00 PM on 12/23/2018. Review Exam 2 will shut down at 7:00 PM on 12/23/2018. Any work not completed and saved and submitted by 7:00 PM on 12/23/2018 will be lost. You will not be able to take the review exam after 7:00 PM on 12/23/2018. Review Exam 2 will consist of questions from chapter 4, chapter 5, and chapter 14. Thoroughly read all three chapters. Review Exam 2 is worth eight points.

- **Review Exam 3** must be completed and submitted by 7:00 PM on 12/27/2018. Review Exam 3 will shut down at 7:00 PM on 12/27/2018. Any work not completed and saved and submitted by 7:00 PM on 12/27/2018 will be lost. You will not be able to take the review exam after 7:00 PM on 12/27/2018. Review Exam 3 will consist of questions from chapter 6, chapter 7, and chapter 10. Thoroughly read all three chapters. Review Exam 3 is worth eight points.
- **Review Exam 4** must be completed and submitted by 7:00 PM on 1/2/2019. Review Exam 4 will shut down at 7:00 PM on 1/2/2019. Any work not completed and saved and submitted by 7:00 PM on 1/2/2019 will be lost. You will not be able to take the review exam after 7:00 PM on 1/2/2019. Review Exam 4 will consist of questions from chapter 8, chapter 9, and chapter 13. Thoroughly read all three chapters. Review Exam 4 is worth eight points.
- **Review Exam 5** must be completed and submitted by 7:00 PM on 1/6/2019. Review Exam 5 will shut down at 7:00 PM on 1/6/2019. Any work not completed and saved and submitted by 7:00 PM on 1/6/2019 will be lost. You will not be able to take the review exam after 7:00 PM on 1/6/2019. Review Exam 5 will consist of questions from chapter 11, chapter 12, and chapter 17. Thoroughly read all three chapters. Review Exam 5 is worth eight points.

No Backtracking with the Review Exams: Please be aware that backtracking is not allowed with the review exams. You MUST answer each question, save that answer, and move to the next question. You are not allowed to move back to a previous question. If you do not answer a question or skip a question and go to the next question, you will not be able to go back and answer that skipped question. While taking the review exam, you will not be permitted to go back to any previous questions. If you do not understand what backtracking means, please let me know.

If you complete a review exam, any points earned will be added to its corresponding exam. For example, let's assume you completed Exam 1 and earned 80 points and you also completed Review Exam 1 and earned 6 points. Shortly after the due date and time ends for Exam 1, I will go into the system and add the points earned on Review Exam 1 to the points earned on Exam 1.

The review exam questions were created from material in the chapters within the required textbook. The PowerPoints are outlines of the chapters; the review exam questions were not created from the PowerPoints.

Do not open a review exam until you are ready to take that review exam. Once you open a review exam, it must be completed. I cannot reopen the review exam for you so be very careful as you navigate the course.

You will access and complete the Review Exams from the "Course Graded Exams & Review Exams" link on the Homepage.

Grading:

ALWAYS FOLLOW THE DUE DATES/TIMES AND GUIDELINES IN THE SYLLABUS.

Once the availability period (due date/time) expires, I cannot allow makeups on any of the exams, LearnSmart assignments, pre-test and post-test, discussion topics, and essays/assignments. No Exceptions. You are provided a number of days to complete the work. The way I view this is as follows: You need to complete your work early. Do not wait until the last few days of their availability period. Once the availability period for the course work ends, you will not be able to complete that work; No Exceptions and No Excuses. Waiting to complete the course work does not allow any leeway to deal with personal, work, family, technology, Canvas going down for a day or two, McGraw-Hill website issues, or any other potential emergencies. You will not have the opportunity to complete missed work, so do not miss any of the course work and complete the work early. Do not fall behind.

Availability of Grades for the Required Course Work:

Graded Exams and Final Exam-Students will have access to their results after the availability period of the exam ends.

LearnSmart Assignment Grades-You will complete the LearnSmart Assignments within the publishers site. I set the system so those grades will migrate to the gradebook in your Canvas course.

Essay #1 Assignment Grade-It will take me a few days to verify and grade the essay assignment. Students will have access to their essay assignment grade about four days after the availability period for the assignment ends.

Discussion Topic Grade-It will take me a few days to verify and grade each discussion topic. Students will have access to their discussion topic grades about two to three days after the availability period ends for each discussion topic.

Pre-Test and Post-Test-Students will have access to their results after the availability period of the test ends.

The graded course work that is required to be completed in the class is as follows:

Five Graded Exams, Final Exam, Pre-Test & Post-Test, Chapter LearnSmart Assignments, Essay #1 Assignment, and Discussion Topics. The maximum possible points that you can receive in the course are 1,000 points. This number is based on the following:

Essay #1 Assignment-----	100 Points
Five Discussion Topics (5 X 10 points per topic) -----	50 Points
Exam 1-----	100 Points
Exam 2-----	100 Points
Exam 3-----	100 Points
Exam 4-----	100 Points
Exam 5-----	100 Points
Final Exam-----	160 Points
Pre-Test and Post-Test [Five (5) points for each] -----	10 Points
Fifteen (15) Chapter LearnSmart Assignments (15 X 12) -----	<u>180 Points</u>
Maximum Possible Points-----	1,000 Points

Final Course Letter Grade

Your letter grade for the course will be based on the following point breakdown:

<u>Course Grade</u>	
(90% to 100%)	(900 to 1,000 points)= A
(80% to 89.99%)	(800 to 899 points)= B
(70% to 79.99%)	(700 to 799 points)= C
(60% to 69.99%)	(600 to 699 points)= D
Anything below 60% (599 points or lower)=F	

Canvas will provide you a percentage grade so that you know your grade during the semester.

Other assignments: During the semester, depending on current events in government, it is possible that I will give other brief assignments which are designed to stimulate class discussion. These assignments will not be graded and will not be worth any points; however, they **MUST BE COMPLETED TO RECEIVE CREDIT FOR THE COURSE.**

WITHDRAWAL POLICY

It is the student's responsibility to be aware of the last day permitted to drop. The last day to drop this course is 12/27/2018. If a student wants to drop from the course, it is the student's responsibility to follow through with the proper procedures. Do not ask the instructor to "take care of this" for you. Please contact NCTC to verify when the last day to drop is for this semester.

FRIENDLY ADVICE:

- "Attend" class regularly.
- Keep up with the reading assignments.
- Pay close attention to the DUE DATES/TIMES.
- **ASK QUESTIONS!**

Policy on Academic Dishonesty

Academic dishonesty in any form will not be tolerated. Please make certain that all assignments and examinations are completed individually. If I find evidence of academic dishonesty, students will be given a failing grade.

Changes to the Syllabus

Although I will do my best to keep to the schedule, changes in the syllabus and/or schedule may be made at any time during the term. A revised syllabus may be issued at my discretion.

TECHNOLOGY ISSUES

Make sure that you have contingency plans for completing your work in case you develop problems with your technology. Take advantage of NCTC facilities.

If you do not have access to a high-speed Internet connection, I strongly recommend that you use a hard wired connection to complete the work. If you are logged off at home due to technology issues, I cannot open up the exams again.

Canvas Clock

Go by the clock in Canvas. All timed coursework follows the time within Canvas. Please take this into consideration in dealing with any time constraints. Do not go by the time on your cell phones or watches. Do not wait until the last day to complete exams and assignments.

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:

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

	Evaluate the role of public opinion, interest groups, and political parties in the political system.
	Analyze the election process.
	Describe the rights and responsibilities of citizens.
	Analyze issues and policies in U.S. Politics.
	Research and compose an essay assignment/argument using proper grammar/English and basic computer skills.

ATTENDANCE POLICY

Attendance for an online class is based on the completion of the required work. I strongly recommend that you access your course on a daily basis to make sure you can view announcements and messages daily. I also strongly recommend you access your college email daily to make sure you do not miss any important announcements and messages.

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)

Each student is responsible for all the information conveyed in each class. **Lack of knowledge due to absence from class will not be grounds for waiving any student's course obligations.**

DISABILITY SERVICES (Office for Students with Disabilities)

The Office for Students with Disabilities (OSD) provides support services for students with disabilities, students enrolled in technical areas of study, and students who are classified as special populations (i.e. single parents).

Support services for students with disabilities might include appropriate and reasonable accommodations, or they may be in the form of personal counseling, academic counseling, career counseling, etc. Furthermore, OSD Counselors work with students to encourage self-advocacy and promote empowerment. The Counselors also provides resource information, disability-related information, and adaptive technology for students who qualify.

For support, please contact the counselors at (940) 498-6207 or (940) 668-4321. Alternatively, students may stop by Room 170 in Corinth or Room 110 in Gainesville.

CORE CURRICULUM FOUNDATIONAL COMPONENT AREA (For classes in the Core)

- | | | | |
|--------------------------|--------------------------------|--------------------------|--------------------------------|
| <input type="checkbox"/> | Communication | X | Government/Political Science |
| <input type="checkbox"/> | Mathematics | <input type="checkbox"/> | Social and Behavioral Sciences |
| <input type="checkbox"/> | Life and Physical Science | <input type="checkbox"/> | Component Area Option |
| <input type="checkbox"/> | Language, Philosophy & Culture | <input type="checkbox"/> | American History |
| <input type="checkbox"/> | Creative Arts | | |

REQUIRED CORE OBJECTIVES (For classes in the Core)

- | | |
|--------------------------|----------------------------|
| X | Critical Thinking |
| <input type="checkbox"/> | Communication |
| <input type="checkbox"/> | Empirical and Quantitative |
| <input type="checkbox"/> | Teamwork |
| x | Personal Responsibility |
| x | Social Responsibility |

COURSE TYPE

- Academic General Education Course (from ACGM but not in NCTC Core)
- Academic NCTC Core Curriculum Course
- WECM Course

STUDENT HANDBOOK

Students are expected to follow all rules and regulations found in the student handbook and published online.

ACADEMIC DISHONESTY

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)])".

All course work is to be completed individually. Collaboration is not permitted and will lead to a failing grade.

QUESTIONS, CONCERNS, or COMPLAINTS

Name of Chair/Coordinator:	Crystal R.M. Wright
Office Location:	Gainesville Campus, Room 824
Telephone Number:	940-668-7731, ext. 4320
E-mail Address:	cwright@nctc.edu
<hr/>	
Name of Instructional Dean:	Dr. Bruce King
Office Location:	1525 W. California St., Gainesville, Texas
Telephone Number:	940-668-4267
E-mail Address:	bking@nctc.edu

Please be aware:

Pages 22-26 of this course syllabus provide the Course Outline dates.

GOVT 2305: TENTATIVE COURSE OUTLINE

(All dates are tentative and subject to change)

<u>DATE</u>	<u>Required Exams and Assignments</u>	<u>READING ASSIGNMENTS</u>
12/17/2018 to 12/20/2018	Pre-Test Please remember that the Pre-Test will shut down at 7:00 PM on 12/20/2018.	
12/17/2018 to 12/20/2018	Chapter 1 LearnSmart Assignment must be completed by 7:00 PM on 12/20/2018. Material within this LearnSmart Assignment that is completed after 7:00 PM on 12/20/2018 will not be worth any points.	Reading Assignment for Chapter 1 LearnSmart Assignment: Read the following chapter from the textbook; Chapter 1
12/17/2018 to 12/20/2018	Chapter 2 LearnSmart Assignment must be completed by 7:00 PM on 12/20/2018. Material within this LearnSmart Assignment that is completed after 7:00 PM on 12/20/2018 will not be worth any points.	Reading Assignment for Chapter 2 LearnSmart Assignment: Read the following chapter from the textbook; Chapter 2
12/17/2018 to 12/20/2018	Chapter 3 LearnSmart Assignment must be completed by 7:00 PM on 12/20/2018. Material within this LearnSmart Assignment that is completed after 7:00 PM on 12/20/2018 will not be worth any points.	Reading Assignment for Chapter 3 LearnSmart Assignment: Read the following chapter from the textbook; Chapter 3
12/17/2018 to 12/20/2018	Discussion Topic #1 You must complete and submit your responses to Discussion Topic #1 before 7:00 PM on 12/20/2018.	Reading Assignment for Discussion Topic #1: Read the following chapter from the textbook; Chapter 1
12/17/2018 to 12/21/2018	Exam 1 Please remember that Exam 1 will shut down at 7:00 PM on 12/21/2018.	Reading Assignments for Exam 1: Read the following chapters from the textbook; Chapter 1, Chapter 2, and Chapter 3
12/17/2018 to 12/23/2018	Chapter 4 LearnSmart Assignment must be completed by 7:00 PM on 12/23/2018. Material within this LearnSmart Assignment that is completed after 7:00 PM on 12/23/2018 will not be worth any points.	Reading Assignment for Chapter 4 LearnSmart Assignment: Read the following chapter from the textbook; Chapter 4
12/17/2018 to 12/23/2018	Chapter 5 LearnSmart Assignment must be completed by 7:00 PM on 12/23/2018. Material within this LearnSmart Assignment that is completed after 7:00 PM on 12/23/2018 will not be worth any points.	Reading Assignment for Chapter 5 LearnSmart Assignment: Read the following chapter from the textbook; Chapter 5

12/17/2018 to 12/23/2018	Chapter 14 LearnSmart Assignment must be completed by 7:00 PM on 12/23/2018. Material within this LearnSmart Assignment that is completed after 7:00 PM on 12/23/2018 will not be worth any points.	Reading Assignment for Chapter 14 LearnSmart Assignment: Read the following chapter from the textbook; Chapter 14
12/17/2018 to 12/23/2018	Discussion Topic #2 You must complete and submit your responses to Discussion Topic #2 before 7:00 PM on 12/23/2018.	Reading Assignment for Discussion Topic #2: Read the following chapter from the textbook; Chapter 4
12/17/2018 to 12/24/2018	Exam 2 Please remember that Exam 2 will shut down at 7:00 PM on 12/24/2018.	Reading Assignments for Exam 2: Read the following chapters from the textbook; Chapter 4, Chapter 5, and Chapter 14
12/17/2018 to 12/27/2018	Chapter 6 LearnSmart Assignment must be completed by 7:00 PM on 12/27/2018. Material within this LearnSmart Assignment that is completed after 7:00 PM on 12/27/2018 will not be worth any points.	Reading Assignment for Chapter 6 LearnSmart Assignment: Read the following chapter from the textbook; Chapter 6
12/17/2018 to 12/27/2018	Chapter 7 LearnSmart Assignment must be completed by 7:00 PM on 12/27/2018. Material within this LearnSmart Assignment that is completed after 7:00 PM on 12/27/2018 will not be worth any points.	Reading Assignment for Chapter 7 LearnSmart Assignment: Read the following chapter from the textbook; Chapter 7
12/17/2018 to 12/27/2018	Chapter 10 LearnSmart Assignment must be completed by 7:00 PM on 12/27/2018. Material within this LearnSmart Assignment that is completed after 7:00 PM on 12/27/2018 will not be worth any points.	Reading Assignment for Chapter 10 LearnSmart Assignment: Read the following chapter from the textbook; Chapter 10
12/17/2018 to 12/27/2018	Discussion Topic #3 You must complete and submit your responses to Discussion Topic #3 before 7:00 PM on 12/27/2018.	Reading Assignment for Discussion Topic #3: Read the following chapter from the textbook; Chapter 10
12/17/2018 to 12/28/2018	Exam 3 Please remember that Exam 3 will shut down at 7:00 PM on 12/28/2018.	Reading Assignments for Exam 3: Read the following chapters from the textbook; Chapter 6, Chapter 7, and Chapter 10
12/17/2018 to 1/2/2019	Chapter 8 LearnSmart Assignment must be completed by 7:00 PM on 1/2/2019. Material within this LearnSmart Assignment that is completed after 7:00 PM on 1/2/2019 will not be worth any points.	Reading Assignment for Chapter 8 LearnSmart Assignment: Read the following chapter from the textbook; Chapter 8

12/17/2018 to 1/2/2019	Chapter 9 LearnSmart Assignment must be completed by 7:00 PM on 1/2/2019. Material within this LearnSmart Assignment that is completed after 7:00 PM on 1/2/2019 will not be worth any points.	Reading Assignment for Chapter 9 LearnSmart Assignment: Read the following chapter from the textbook; Chapter 9
12/17/2018 to 1/2/2019	Chapter 13 LearnSmart Assignment must be completed by 7:00 PM on 1/2/2019. Material within this LearnSmart Assignment that is completed after 7:00 PM on 1/2/2019 will not be worth any points.	Reading Assignment for Chapter 13 LearnSmart Assignment: Read the following chapter from the textbook; Chapter 13
12/17/2018 to 1/2/2019	Discussion Topic #4 You must complete and submit your responses to Discussion Topic #4 before 7:00 PM on 1/2/2019.	Reading Assignment for Discussion Topic #4: Read the following chapter from the textbook; Chapter 9
12/17/2018 to 1/3/2019	Exam 4 Please remember that Exam 4 will shut down at 7:00 PM on 1/3/2019.	Reading Assignments for Exam 4: Read the following chapters from the textbook; Chapter 8, Chapter 9, and Chapter 13
12/17/2018 to 1/4/2019	Essay #1 Assignment I must receive your Essay #1 Assignment before 7:00 PM on 1/4/2019. You must attach and submit Essay #1 Assignment within the "Essay Assignment #1" tool in Canvas before 7:00 PM on 1/4/2019.	Reading Assignment for Essay #1 Assignment: The article titled <i>What Went Wrong in Iraq</i> from the URL provided within the Essay #1 Instruction Page in the Essay Assignments tool. You should also have read Chapter 11, Chapter 12, and Chapter 17 from the textbook.
12/17/2018 to 1/6/2019	Chapter 11 LearnSmart Assignment must be completed by 7:00 PM on 1/6/2019. Material within this LearnSmart Assignment that is completed after 7:00 PM on 1/6/2019 will not be worth any points.	Reading Assignment for Chapter 11 LearnSmart Assignment: Read the following chapter from the textbook; Chapter 11
12/17/2018 to 1/6/2019	Chapter 12 LearnSmart Assignment must be completed by 7:00 PM on 1/6/2019. Material within this LearnSmart Assignment that is completed after 7:00 PM on 1/6/2019 will not be worth any points.	Reading Assignment for Chapter 12 LearnSmart Assignment: Read the following chapter from the textbook; Chapter 12
12/17/2018 to 1/6/2019	Chapter 17 LearnSmart Assignment must be completed by 7:00 PM on 1/6/2019. Material within this LearnSmart Assignment that is completed after 7:00 PM on 1/6/2019 will not be worth any points.	Reading Assignment for Chapter 17 LearnSmart Assignment: Read the following chapter from the textbook; Chapter 17

12/17/2018 to 1/6/2019	Discussion Topic #5 You must complete and submit your responses to Discussion Topic #5 before 7:00 PM on 1/6/2019.	Reading Assignment for Discussion Topic #5: Read the following chapters from the textbook; Chapter 11, Chapter 12, and Chapter 17
12/17/2018 to 1/7/2019	Exam 5 Please remember that Exam 5 will shut down at 7:00 PM on 1/7/2019.	Reading Assignments for Exam 5: Read the following chapters from the textbook; Chapter 11, Chapter 12, and Chapter 17
1/8/2019 to 1/10/2019	Post-Test Please remember that the Post-Test will shut down at 7:00 PM on 1/10/2019.	
12/17/2018 to 1/10/2019	Final Exam Please remember that the final exam will shut down at 7:00 PM on 1/10/2019.	Chapter 1, Chapter 2, Chapter 3, Chapter 4, Chapter 5, Chapter 6, Chapter 7, Chapter 8, Chapter 9, Chapter 10, Chapter 11, Chapter 12, Chapter 13, Chapter 14, and Chapter 17

<u>DATE</u>	<u>Review Exams</u> The review exams are optional; however, they will be used towards extra credit.	<u>READING ASSIGNMENTS</u>
12/17/2018 to 12/20/2018	Review Exam 1 Please remember that Review Exam 1 will shut down at 7:00 PM on 12/20/2018.	Chapter 1, Chapter 2, and Chapter 3
12/17/2018 to 12/23/2018	Review Exam 2 Please remember that Review Exam 2 will shut down at 7:00 PM on 12/23/2018.	Chapter 4, Chapter 5, and Chapter 14

12/17/2018 to 12/27/2018	Review Exam 3 Please remember that Review Exam 3 will shut down at 7:00 PM on 12/27/2018.	Chapter 6, Chapter 7, and Chapter 10
12/17/2018 to 1/2/2019	Review Exam 4 Please remember that Review Exam 4 will shut down at 7:00 PM on 1/2/2019.	Chapter 8, Chapter 9, and Chapter 13
8/20/2018 to 1/6/2019	Review Exam 5 Please remember that Review Exam 5 will shut down at 7:00 PM on 1/6/2019.	Chapter 11, Chapter 12, and Chapter 17

I periodically will send reminders related to the completion of the required work. Please do not always expect such reminders. Keep track of the due dates on your own.

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