# NORTH CENTRAL TEXAS COLLEGE

# COURSE SYLLABUS

## **COURSE AND INSTRUCTOR INFORMATION**

**Course title:** Federal Government

**Course prefix, number, and section:** GOVT2305 0328

**Semester/Year of course: Fall 2024**

**Semester start and end dates: 8/26/24-12/14/24**

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

**Class meeting location, days, and times: 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 nctc@bibliU.com.

**Name of instructor: Dr. Christine Millard, PhD**

**Office location: Virtual**

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

**Office hours for students: By appointment on Webex**

## **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:

4 Module Exams                        35%

Each Module will end with a Multiple-Choice Exam over the chapters. Each exam will consist of 50 questions, and you will have 60 minutes to complete the exam. Use the material in each module to prepare for the exam along with reading your book and completing Smartbooks.

17 Smartbooks                           17%

 Each Chapter has a Smartbook to complete. This is a guide to take you through important concepts of the course. Take your time, read your book because the more questions you get wrong the longer the assignment will take. Smartbooks are a completion grade, so if you complete the Smartbooks you will receive full points for the assignment.

4 Module Discussions                25%

For Each module there is a discussion prompt for students to answer. They will have one initial post and two peer responses. Citing course material is required in these discussions. More details can be found on the canvas.

9 Concept Quizzes                     10%

The course has 9 concept quizzes. The student will review content imbedded in the quiz and will answer questions on that content.

Letter Writing Assignment        13%

Students will write a letter on a policy to a U.S. Senator or a U.S. House member. More details can be found on canvas.

Final grade scale:

A= 100-90

B=89-80

C=79-70

D=69-60

F=59-0

Late work policy:

Late work is NOT accepted unless previously approved by the professor. All assignments are made available on the first day of the course, so it is important to look at your weekly schedule and figure out the best time and pace to complete assignments. You can work ahead!

**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)]”.

**AI/Natural Language Programs (NLPs)/Large Language Models (LLMs) Usage Policy:** This information is used with permission and citation with gratitude to Princeton University: The McGraw Center for Teaching and Learning.

* Intellectual honesty is vital to an academic community and for my fair evaluation of your work.  All work submitted in this course must be your own, completed in accordance with the College's academic regulations. You may not engage in unauthorized collaboration or make use of ChatGPT or other AI composition software/NLPs/LLMs.
* Students must obtain permission from me before using AI composition software (like ChatGPT) for any assignments in this course. Using these tools without my permission puts your academic integrity at risk.
* This course does make use of AI/NLPs/LLMs plagiarism checker software for the purpose of detecting the use of AI programs.
* Any violation of this policy will be considered academic dishonesty and will be documented as such

Instructor-specific Academic Dishonesty Policy: Instructor-specific Academic Dishonesty Policy: Any scholastic dishonesty will result in a zero for the assignment and documentation will be sent to administration for further disciplinary actions. The use of generative AI tools to complete assignments is strictly prohibited.
NCTC’s Scholastic Dishonesty Policy explicitly forbids students to present work that they did not do and represent it as their own. In this course, the use of a generative AI tool to produce a student submission for an assignment will be treated as an instance of academic dishonesty, since the thought process, organization of ideas, and written expression of an assignment are generated by the AI tool and not by the student.

**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)

**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:** November 4, 2024

**CANVAS & CONNECT ACCESS**:  All students must have complete access to Canvas and Connect for the entire semester.  It is the student’s responsibility to have access to the internet, as well as all needed programs to complete both face to face and online courses.  **Students are not to give any other person access to his/her Canvas or Connect account.**  Students can be removed from the course immediately up violating this rule.  Once a student has given another person access to his/her canvas account, the credibility of any work completed becomes questionable.

**COMPUTER ACCESS:**  Students must have access to a computer for various assignments in this course. You cannot use a cell phone to perform all requirements of this course.  If you do not have a computer, then you need to make sure that you access a computer at one of the NCTC campuses, a public library, etc.

**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**

**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.

**AI STATEMENT**

Absent a clear statement from a course instructor, use of or consultation with generative Artificial Intelligence (AI) or other similar technologies shall be treated analogously to assistance from another person, agency, or entity. In particular, using generative AI tools to substantially complete an assignment or exam is not permitted. Students should acknowledge the use of generative AI (other than incidental use) and default to disclosing such assistance when in doubt.

When students use generative AI to replace the rigorous demands of personal engagement with their coursework, it runs counter to the educational mission of the college and undermines the heart of education itself. Artificial Intelligence, large language models, and other such technologies hold promise for deploying knowledge in service to others and accelerating the discovery of new knowledge. However, such technology poses new challenges to pedagogy and to integrity. Within the context of the teaching mission of the college and consistent with the Student Code of Conduct, the authority to define the appropriate use, study, and deployment of these technologies rests with the faculty.

Individual course instructors, in coordination with their divisions, set policies regulating the use of generative AI tools in their courses, including allowing or disallowing some or all uses of such tools. Course instructors will set such policies in their course syllabi and clearly communicate such policies to students. Students who are unsure of policies regarding generative AI tools are encouraged to ask their instructors for clarification.

**STUDENT HANDBOOK**

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

**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 208

**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