



NORTH FLORIDA
COLLEGE

North Florida College
POS 2041- American
National Government

Course Syllabus

Notice: Due to the ever-evolving climate of COVID-19, this syllabus is subject to change. Please log into D2L for the most up-to-date information.

TERM: Fall 2022	CRN: 10157	COURSE NUMBER: 2041
SECTION: 01		COURSE TITLE: American National Government
MEETING LOCATION: Online		MEET DAY(S): Online TIME: Online
INSTRUCTOR: Ron Cave		OFFICE LOCATION: Virtual
TELEPHONE: 850-524-0412		EMAIL: Caver@nfc.edu
DEPARTMENT CHAIR: Michelle Ginn		DEPARTMENT CHAIR EMAIL: Ginnm@nfc.edu

COURSE DESCRIPTION:

This course is a study of the government of the United States with emphasis on the U. S. Constitution, federalism, public policy development, political participation, civil rights and current domestic

PREREQUISITES:

Successful completion of an NFC developmental reading course option or appropriate reading placement score on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

COREQUISITES: None

RESPONSE TIME FOR PHONE AND EMAIL MESSAGES:

The instructor will respond to phone messages or emails received during the week within 48 hours. The instructor does not hold office hours on the weekend, and therefore, checks emails periodically during this time. Those received during the weekend may not be responded to until the following Monday. If you do not receive a response within the allotted time, please either send a follow-up email or call the instructor.

OFFICE HOURS:

Wednesday's and Thursday's from 7:00 – 9:00 p.m. via on-line, email or telephone (850) 524-0412.

REQUIRED TEXT:

No required textbook. Power points and course support material will be posted in the course "Contents" Section on D2L.

ADDITIONAL RESOURCE MATERIALS AND/OR SUPPLIES:

Internet access for completing course assignments and access to a computer with Microsoft Word for papers.

MINIMUM TECHNOLOGICAL REQUIREMENTS AND SKILLS:

Internet access for completing course assignments, access to a computer with Microsoft Word for papers and basic computer and internet skills.

COURSE GRADING/EVALUATIONS: Grades for this course are based on a point system. To determine the final course grade, the total number of points earned will be divided by the total points available and the grade will be assigned based on the following percentages. Final grade will be rounded.

A- 90-100% B- 80-89% C- 70-79% D- 60-69% F- below 60%

Planned evaluations will be through two (2) on-line discussions, two (2) short papers, eight (8) chapter quizzes, two (2) exams and two (2) website reviews.

On-line Discussions (2) at 30 points each= (60 total points)

Short Papers (2) at 100 points each= (200 total points)

Quizzes (8) at 30 points each= (240 total points)

Mid-Term Examination (1) at 100 points= (100 total points)

Website Reviews (2) at 50 points= (100 total points)

Final Examination (1) at 100 points= (100 total points)

800 Possible Points or 100%

- **On-line Discussions (2):** Important material from the class content and outside sources will be covered via on-line instruction, presentation, and discussion posts. Two individual discussion topics will be posted, and each student must post one discussion and respond to at least two other students' posts for full credit.
- **Short Papers (2):** Two short papers will be assigned during the semester. Each paper will require the student to read current news articles concerning public policy or political issues. The students will then critically review the selected article and relate the topic to course chapter readings. Each paper must be at least 500 words, double spaced, written in Times New Roman, 12 font with reference citations. You are limited to two quotes in each paper. The paper must be in APA format and all papers will be checked for plagiarism with TurnItIn. For additional information relating the APA please visit (<https://owl.english.purdue.edu/owl/resource/560/01/>). Plagiarism will result in a grade of zero and referral to the Office of Academic Affairs. Papers should follow the generic rubric found on D2L.
- **Quizzes (8):** Quizzes will be assigned for topics covered. The quizzes will consist of multiple choice and/or true or false questions.
- **Mid-Term Examination (1):** The mid-term examination will cover Bureaucracy, Federalism, Campaigns and Elections and US Congress topics. The mid-term exam will be taken via D2L and will be during a certain time frame as outlined below. The mid-term exam may not be made up unless absolutely necessary and prior arraignments are made with the instructor.
- **Website Reviews (2):** Two websites will be identified which are course related and a review will be required. The review will consist of brief paper which must be at least 200 words, double spaced, written in Times New Roman and 12 font. You are limited to having two quotes in each summary.
- **Final Examination (1):** The final examination will cover all material covered during the semester. The final exam may not be made up unless absolutely necessary and prior arraignments are made with the instructor.
- Unless otherwise noted or advised all work is to be submitted via D2L.

Since this course is an on-line course there are no traditional lectures. Students will be required to read the course content for completing coursework. Some additional resources may be available by power points for the required readings which are posted on D2L (Contents Section). The instructor is readily available via email or telephone. A 48-hour response is provided Monday – Friday.

RESPONSE TIME FOR POSTING OF GRADES ON D2L:

Grades will be posted within 7 days after assignment deadlines. If you do not see a grade for your assignment by day 8, please contact your instructor. Your grades to date will be viewable in the D2L gradebook under Final Adjusted grades and is updated continuously as assessments are graded. Your current course grade is the Adjusted Final Grade. The Adjusted Final Grade will be updated as assignment grades are posted to the D2L gradebook.

MIDTERM AND/OR FINAL EXAM INFORMATION:

The mid-term examination will cover Bureaucracy, Federalism, Campaigns and Elections, and US Congress topics and is scheduled to be completed from 10/8 at 12am – 10/14 at 8a.m. The mid-term exam will be taken via D2L. The mid-term exam may not be made up unless absolutely necessary and prior arraignments are made with the instructor.

The final exam will be administered on-line (D2L) and is scheduled for scheduled for 12/6 from 12a.m. until 11:59p.m. You will not be allowed to take your exam early or after the due date. Please ensure you have adequate time to take your exam. Please save your answers as you go.

GENERAL EDUCATION PROGRAM LEARNING OUTCOMES

1. **Communication Skills:** Students will demonstrate competence and understanding in both oral and written expression.
2. **Critical Thinking:** Students will demonstrate mastery of discipline-specific problem-solving skills.
3. **Diversity:** Students will interpret and evaluate societal and ethical issues, problems and values specific to time and place.
4. **Technology:** Students will demonstrate competence in use of technology appropriate to course and/or circumstance.

COURSE LEVEL STUDENT LEARNING OUTCOMES

All courses with multiple sections must use the same wording for all SLOs, and assessments must share common attributes.

1. Students will develop and demonstrate an understanding of the basic principles and practices of American democracy and how they are applied in our republican form of government.
2. Students will develop and demonstrate an understanding of the United States Constitution and its application.
3. Students will develop and demonstrate knowledge of the founding documents and how they have shaped the nature and functions of our institutions of self-governance.
4. Students will develop and demonstrate an understanding of landmark Supreme Court cases, landmark legislation, and landmark executive actions and their impact on law and society.

Course Level SLO #	Gen Ed Outcome #	<u>Summative Assessments</u> (A student artifact: A specific assignment that could be submitted as evidence of a General Education competency)
01	1,2,4	Final Course Examination
02	1,2,3,4	Final Course Examination
03	1,2,4	Final Course Examination
04	1,2,4	Final Course Examination

COURSE CONTENT AND SCHEDULE:

(Assignments due on below dates by **8:00a.m.**)

Note- All course material is located in the D2L Content area.

First Day of Class: 8/15

Assignment Due Date at 8a.m.	Readings Due	Assignment Due	Assignment Points
8/19	Bureaucracy	Syllabus Quiz	0
8/26	Bureaucracy	Online Discussion #1	30
9/2	Federalism	Short Paper #1- (Early Alerts 9/6-7)	100
9/9	Federalism	Quiz #1	30
9/16	Elections	Quiz #2	30
9/23	Elections	Quiz #3	30
9/30	United State Congress	Quiz #4- (Early Alerts 10/5-6)	30

10/7	United State Congress	Website Review #1 (US Congressional website)	50
10/14	None	Mid-Term Examination	100
10/21	United States	Short Paper #2 and	100
	Supreme Court	Quiz #5	30
10/28	United States	Quiz #6	30
	Supreme Court		
11/4	United States	Website Review #2 (US Supreme Court website)	50
	Supreme Court		
11/11	Policy Making	Quiz #7	30
11/18	Policy Making	Quiz #8 and Online Discussion #2	60
11/25	None	None (Thanksgiving Holiday)	0
12/2	Review	Review Chapters for Final Exam	0
12/6 at 11:59p.m.	None	Final Exam (Scheduled for 12/6 from 12a.m. – 11:59p.m.)	100

Total 800

COURSE POLICY STATEMENTS:

Attendance-

At the beginning of the semester, the instructor must report “no show” students for this course. “No show” indicates the student will be removed from the course. In order to be considered as attending the online course, the student must log in to D2L and complete “Getting Started,” step #1. Students will be prompted to complete the Mandatory Attendance/Syllabi quiz by the deadline as given on the course schedule; this quiz will verify students’ attendance in the course.

You must complete this task by 8:00a.m. on **Friday, 8/19/2022:**

1. Review the News items on your course homepage and course syllabi in the content section and complete the task as stated for week 1. Complete the Syllabus quiz located in the quiz section in D2L.

Missed Assignments-

Each assignment has a deadline. No excused or unexcused late work will be allowed for full credit. If the student chooses to wait until the deadline and then runs into a situation that will not allow the student to complete their work by the deadline no matter the reason, they instead may submit late work (assignments only) within 24 hours of the original deadline. Any assignments submitted after the 24-hour deadline will NOT be graded and students will be given a zero for the homework assignment/quiz/paper. Files turned in during the late 24-hour window will be graded and then 20% of the original points possible will be deducted for lateness. Therefore, students can only earn up to 80% of the original possible points for the late work. Please note that failure to complete work on time is usually due to failure to start work in a timely manner.

Other Information-

A tentative course schedule is posted above so you can plan accordingly. It is recommended students complete assignments at least TWO days before the due date to account for any technical or computer-related issues that may arise. Assignments are due by 8:00am on the due date (see D2L for due dates).

Assignments must be submitted to the appropriate drop box and using the appropriate Microsoft 2013 application, in order for students to receive a grade. Assignments submitted to the wrong drop box or via email, or in the wrong format will not be graded.

An Incomplete grade “I” is given only in those rare situations where the course cannot be completed for a valid reason and the student is passing the course. An “I” grade, if granted, must be completed in the next semester of enrollment. An “I” grade cannot be used as a means of avoiding a poor course grade.

Grading-

Grades will be posted within 7 days after assignment deadlines. If you do not see a grade for your assignment by day 8, please contact your instructor. Your grades to date will be viewable in the D2L gradebook under Final Adjusted grades and is updated continuously as assessments are graded.

Feedback-

Feedback on assignments/exams is viewable in the D2L Dropbox. If the instructor asks a question in the feedback, you may respond via email.

Email Response Time-

The instructor will respond to emails received during the week within 48 hours. The instructor does not hold office hours on the weekend, and therefore, checks emails periodically during this time. Those received during the weekend may not be responded to until the following Monday. If you do not receive a response within the allotted time, please either send a follow-up email or call the instructor.

Final Exam-

The final exam will be administered on-line (D2L) and is scheduled 12/6 from 12a.m. – 11:59p.m. You will not be allowed to take your exam early or after the due date. Please ensure you have adequate time to take your exam. Please save your answers as you go.

TECHNOLOGY ISSUES-

D2L issues should be referred to Computer Services, building 5.

Technological issues with your computer, Internet, etc. are NOT an acceptable excuse for submitting work late. There are various resources for those without a computer, such as local libraries and labs on campus. Please make use of these resources to complete assignments in instances where your personal technology is not available to you.

Assignment/General Questions-

A general discussion and topic forum have been established to facilitate instructor and peer supported assistance on assignments or general questions. If you have assignment/general questions you will need to post your question to the discussion board.

NFC INFORMATION AND POLICY STATEMENTS:

Academic Honesty

NFC is committed to providing a high-quality educational experience to all students, and students are expected to follow appropriate and honest academic practices. This information is available in the Academic Regulations section of the college catalog at www.nfc.edu. All cases of academic dishonesty will be reported to the Office of Academic Affairs.

Instructors use www.turnitin.com to review papers and projects for improper citation and/or plagiarism by comparing each student's report against billions of internet pages, a repository of works submitted to Turnitin in the past, and thousands of academic sources. A comparison document called the *Similarity Report* details the areas of a student paper that may have been documented incorrectly or used improperly. **Refer to instructor's course policy statements for usage details.**

Attendance Policy

Regular and consistent attendance facilitates student success. Absences beyond the equivalent of two weeks of class are considered to be excessive and thus may impact a student's course grade. Typically, two weeks of class would be described as follows:

- For a three-credit hour class that meets MW or TR: 4 class meetings (2 weeks).
- For a three-credit hour class that meets once a week for three hours: 2 class meetings (2 weeks).

Students are responsible for material covered during their absence. Refer to instructor makeup policy.

If there is no verifiable participation within the first week of the term, a student will be dropped from the class for non-attendance. This includes classes delivered in face-to-face, online, or hybrid format. See instructor policy.

Textbook Purchases

All required course materials are listed in the Virtual Bookstore tab on NFC's homepage. Course materials purchased through Follett, NFC's only contracted vendor, can be charged against a student's financial aid account. Course materials may also be purchased from any other source with the understanding that these non-Follett purchases cannot be charged against a student's financial aid account.

Used Book Purchases

Students should check the Follett book list found in the Virtual Bookstore tab on NFC's homepage for correct titles and editions. Note: The ISBN listed in Follett may include both the required text and a required access code. When considering purchasing used books, students should be sure the purchase includes the ACCESS CODE in courses where required. If not, the access code must be purchased separately at an additional cost.

Students/Visitors: Where to Park on Campus

If you have any questions about parking on campus, contact Campus Security at (850) 973-0280. Park in designated parking spaces only. Do not park on the grass or in undesignated areas. Faculty/Staff parking areas are to be used only by full- and part-time employees of the college. Faculty and staff parking spaces are lined in yellow and are clearly marked "STAFF". Students and visitors can park in any spaces that are lined in white. **NOTE: Some visitor parking spaces are lined in yellow with the word "Visitor" in the center. These are for visitors only. Students are not allowed to park in these spaces. Vehicles cannot be parked by backing into the space. Any vehicle that is illegally parked will be towed at the owner's expense. Refer to the college catalog or student handbook for all other parking regulations.**

Enforcement: If a vehicle is parked illegally anywhere on campus, it is subject to be towed at the owner's expense (\$85.00+). An illegally parked vehicle will be given a **WARNING on the FIRST OFFENSE**. **There will be no second warning.** Illegally parked vehicles will be **TOWED ON THE SECOND OFFENSE**. Signs will be displayed near parking areas with the name and address of the company to contact if the vehicle is towed.

The company that tows the vehicle is an independent company contracted by North Florida College. The College has no authority to negotiate towing fees and is not in any way responsible for damage or liability to the vehicle or its contents. The company that provides the towing service is:

Jimmie's Firestone
6025 South SR 53
Madison, FL 32340
(850) 973-8546

Campus Security

The administration of NFC works diligently to make the campus as safe as possible. A few of the procedures in place include the use of security officers, the placement of security lights at strategic locations, and the locking of buildings when not in use. Students should always be alert and use normal precautionary measures at all times. Campus crime statistics are documented annually and are available in the college catalog. Campus security can be contacted at 850-973-0280 from 7:30 a.m. until 11:30 p.m. for assistance while on campus with non-emergency security concerns. All emergency incidents should be reported directly to 911.

Library Services

The Marshall Hamilton Library, located in Building 4 at NFC, is open during the following hours (hours are subject to change):

On Campus:

Monday – Thursday 8:00 a.m. – 7:00 p.m.
Friday 8:00 a.m. – 4:30 p.m.

Virtual appointments:

Monday-Thursday 8:00 a.m. – 4:30 p.m.

Modified 8/2/22

Resources and staff are available in the Library to support student learning in the classroom. Students are encouraged to visit our website and use the online resources. Students may make an appointment to receive help or use computers during the posted hours. Librarians are on duty to help with questions and research strategies. To gain access to the Library's extensive collection of electronic resources such as eBooks and academic databases with full-text articles, students will use the Single Sign-on through the MyNFC portal or Library Website. Students should contact the library at library@nfc.edu or call (850) 973-1624 if they are having login issues. Online library resources are available to students 24 hours a day through the Library's website, <https://www.nfc.edu/learning-resources/>. Wireless Internet is also accessible in the Library and on the patio after hours. Specific policies and regulations applicable to the Library are available in the Library or by visiting the Library's website.

Academic Success Center

The Academic Success Center (ASC) exists to provide all NFC students, regardless of academic proficiency, the help and support necessary to ensure successful completion of studies and programs. Services include one-on-one peer and faculty-led tutoring assistance, online tutoring, organized group study sessions, workshops, study skills training, academic coaching, web resources, and more. The ASC takes pride in working closely with faculty and staff to develop resources and to support the various academic programs offered at NFC.

By appointment tutoring sessions: Students may make an appointment to receive tutoring services during the posted hours.

By appointment:

Monday – Friday 8:00 a.m. – 4:30 p.m.

Virtual Hours:

Monday-Thursday 8:00 a.m. – 5:30 p.m.

Friday 8:00 a.m. – 4:30 p.m.

- **Workshops, organized group study sessions, and professional tutoring:** See the ASC calendars and schedules on NFC's website for specific dates, times, and delivery methods. For additional information visit <https://guides.nfc.edu/asc>.

Smarthinking Online Tutoring

Online tutoring is available to NFC students 24 hours a day, 7 days a week, through Smarthinking. Each NFC student has access to a Smarthinking account and 240 minutes of free tutoring services. Located in D2L, Smarthinking offers a variety of tutoring services including drop-in live sessions, scheduled sessions, submit a question, and writing center submissions. Smarthinking covers a wide range of subjects like basic math, algebra, statistics, trigonometry, calculus, chemistry, physics, accounting, reading and writing (all subjects). Sessions are archived and available for students to review at any time for studying or test preparation.

For more information about accessing the Smarthinking online tutoring service, see the ASC webpage or contact Elizabeth Gonzales at gonzalese@nfc.edu or (850) 973-1719 and/or Jamen Brock at brockja@nfc.edu or (850) 973-9411.

For **any** additional information regarding services provided by the **Academic Success Center**, please contact any of the following:

- Elizabeth Gonzales, Academic Success Center Coordinator (850) 973-1719 / gonzalese@nfc.edu
- Jamen Brock, Tutor Lab Manager/Academic Specialist (850) 973-9411 / brockja@nfc.edu
- Academic Success Center (ASC) (850) 973-1624 / asc@nfc.edu

Americans with Disabilities Act

NFC is dedicated to the concept of equal opportunity. Students desiring modifications in class or on campus due to a disability may choose to inform the instructor at the beginning of the semester or contact the Disability Resource Center directly. Accommodations and modifications will be made after the student registers with the Disability Resource Center and provides appropriate documentation of disability. After the documentation is evaluated, the instructor may be

involved in providing accommodations to equalize the student's educational experience. Students may call (850) 973-1683 (V) or (850) 973-1611 (TTY) for an appointment or additional information.

Technology Access

All NFC online learning tools are available on the MyNFC portal. To access the portal, students should click the MyNFC link at the top of the NFC website (<http://www.nfc.edu>) or type the following URL into the Internet address bar: <https://my.nfc.edu>. **When accessing the portal for the first time, students should click the "First Time User" link and follow the instructions to set up the account.**

Each NFC student is provided an email account through GoMail. The student's GoMail account is the official email address used by faculty and staff for communication with the student. A student can access his/her GoMail account via the MyNFC portal. Students are expected to check their GoMail accounts regularly.

Desire2Learn (D2L) is the learning management system that houses all online and supplemented face-2-face courses. Students can log in to an online or supplemented course by accessing the MyNFC portal. Students will then see their course(s) listed under the "My Courses" widget on the D2L homepage. Click the name of the course to begin.

Student Ombudsman

The Student Ombudsman provides confidential, informal, and neutral assistance to students seeking to resolve disputes or address issues of importance. The Student Ombudsman does **not** serve as a student *advocate*, but rather serves as a guide to assist students in the navigation of College organizational structure and in understanding of policies and procedures. David Paulk is the current Student Ombudsman. He can be reached at (850) 973-9418 or paulkd@nfc.edu.

Equal Opportunity Statement

North Florida College is dedicated to the concept of equal opportunity and access to all programs and activities. In accordance with federal and state laws, and College policy, NFC does not discriminate in any of its policies, procedures or practices on the basis of race, ethnicity, color, religion, sex, national origin, gender, age, disability, pregnancy, marital status, genetic information or any other characteristic protected by law. Inquiries or complaints regarding equity issues of any nature may be directed to Denise Bell, Equity Coordinator, 325 NW Turner Davis Drive, Madison, FL 32340, Telephone (850) 973-9481 or email equity@nfc.edu.

Student Rights

As members of the College community, students have certain rights that include the following.

Students have the

- Right to a quality education;
- Right to freedom of expression;
- Right to hold public forums;
- Right to peacefully assemble;
- Right to a fair and impartial hearing;
- Right to participate in Student Government;
- Right to be a member in authorized student organizations;
- Right to appeal College decisions through established grievance procedures;
- Right of personal respect and freedom from humiliation and control;
- Right to make the best use of the student's time and talents and to work toward the goal which brought the student to the College; and
- Right to ask about and recommend improvements in policies that affect the welfare of students.

Student Responsibilities

As members of the College community, students have certain responsibilities that include the following.

Students are

- Expected to assume responsibility for knowing the rules, regulations and policies of the College;
- Expected to meet the course and graduation requirements of the students' program of study;
- Expected to keep college records current with up-to-date addresses and other information;
- Expected to meet with an academic advisor at least once each term;
- Expected to comply with College rules, regulations and policies; and

- Expected to behave in a manner which demonstrates respect for others and self.

Student Rights Under the Family Educational Rights and Privacy Act (FERPA)

FERPA affords students certain rights with respect to their educational records.

1. The right to inspect and review the student's educational records.
2. The right to request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosures without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by North Florida College to comply with the requirements of FERPA. Please write to: U.S. Department of Education, 600 Independence Ave. S.W., Washington, D.C. 20203.
5. The right to obtain a copy of North Florida College's student record policy from the Office of the Registrar, North Florida College, 325 NW Turner Davis Drive, Madison, Florida 32340.

Vulnerable Persons Act

All faculty and staff of North Florida College are required by law to report any type of abuse of minors that they witness or become aware of through written or verbal communication, regardless of the time that has passed since the abuse occurred. Students are advised that any information, written or verbal, communicated in this class, or to the instructor in any way, in regards to any willful act or threatened act that results in any physical, mental, or sexual abuse, injury, or harm that causes or is likely to cause harm to the physical, mental, or emotional health of another to be significantly impaired is subject to disclosure as required per Florida State Statutes.