

Introductory American Government
POLS 2305.003
Spring 2008

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BUS 231

Office Hours:
Tuesday 2:00 – 4:00
Wednesday 4:00 – 5:30

Course Objectives

The primary goal is to successfully complete a required course with minimal pain and suffering while gathering useful information. To that end, after successfully completing this course, students should be able to demonstrate:

- familiarity with terminology used to study political science and American government
- basic knowledge of the historical evolution of American governmental structures
- an understanding of the constitutional, institutional, political and legal processes and structures of the United States
- comprehension of the interrelationships of American governmental institutions
- awareness of basic values of American political culture

Required Readings

- *American Government and Politics Today: The Essentials* (2008, 14th Edition)
Barbara A. Bardes, Mack C. Shelley III and Steffen Schmidt
Available at the bookstore or online (as a whole or individual chapters) at <http://www.ichapters.com>

Blackboard

This class will heavily utilize Blackboard. This is where all course materials, and your grades, will be posted. This is also where you will take your reading quizzes. You will need to log in to Blackboard (<http://ccs.uttyler.edu/blackboard>) and enroll yourself in this course ASAP.

The Blackboard server does not know what courses you have registered for during UT Tyler registration. At the first of each semester you may have to search for, and "Enroll", in any Blackboard courses that are available to you.

- After you Log In, click on the "Courses" tab at the top of the Blackboard window
- Search for your course in the Course Catalog (If it is not there, you will need to let your instructor know that it does not show up.)
- When you find your course name, **DO NOT CLICK ON THE COURSE NAME**
- Look for and click on the "Enroll" button to the right of the course name (If it is not there, you will need to let your instructor know that it does not show up.)
- Follow the instructions for enrolling in that Blackboard course
- You will need the access code to enroll for this course. The code is 23050308

Other Resources

The publisher maintains a companion site for the textbook. The site contains chapter summaries, practice exam questions and other study aids to help you understand the textbook. A link to the site is posted on Blackboard under the "Links" tab.

Attendance

Material covered in lectures will comprise a fair portion of you exams and the lecture outlines posted on Blackboard will not include all the necessary details, so it is in your best interests to attend class. I will take attendance at every session and attendance will be a factor in your final grade.

Note Regarding Student Absence due to Religious Observances: Students who anticipate being absent from class due to a religious observance are *requested* to inform the instructor by the second class meeting of such absences.

Class Decorum

You are all adults and I expect you to act as such. Arrive on time. Do not leave early unless you have seen me first. Turn cell phones and all other electronic devices off. Do not talk in class unless you are asking a question or participating in class discussion. Please sleep elsewhere. In short, be respectful of the professor and your classmates. Students who fail to do so will be asked to leave class. If you disrupt class or exhibit disrespectful behavior, it may be considered when assigning final grades for the course.

Policy on Laptops in Class

You are welcome to bring a laptop to take notes. However, if I suspect you are doing anything other than taking notes I will ask to see you after class. If you cannot show me a reasonable amount of notes for that class period (the Power Point slides alone will not cut it), you will no longer be able to use your laptop in class.

Disability Statement

If you have a disability, including a learning disability, for which you request disability support services/accommodation(s), please contact Ida MacDonald in the Disability Support Services office so that the appropriate arrangements may be made. In accordance with federal law, a student requesting disability support services/accommodation(s) must provide appropriate documentation of his/her disability to the Disability Support Services counselor. For more information, call or visit the Student Services Center located in the University Center, Room 282. The telephone number is 566-7079 (TDD 565-5579)." Additional information may also be obtained at the following UT Tyler Web address: <http://www.uttyler.edu/disabilityservices>.

Social Security Statement

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number.

Academic Dishonesty

The UT Tyler community regarding cheating as an extremely serious matter and deals severely with those who violate the standards of academic integrity. Examples of academic dishonesty include (but are not limited to):

- Copying from another person's test paper
- During a test, possession of materials not authorized by the person administering the test
- Discussing the contents of an examination with another student who will take the examination or the divulging of examination contents to another when an instructor has allowed the exam to be kept by the student
- Working with other in taking tests or preparing academic assignments when not authorized by the course instructor
- Obtaining by any means another person's work and submitting that work as one's own. This included the downloading of academic papers or the purchase of papers written by others.

If a student is suspected of academic dishonesty, the classroom instructor may ask the student to meet with him or her to discuss the incident. A student may admit to allegations of academic dishonesty, waive the right to a hearing and accept penalties imposed by the instructor. The student may also deny all allegations and ask to see the Dean of Student Affairs. An accused student may accept the decision of the Dean of Student Affairs or ask for a hearing before an impartial hearing officer appointed by the university. Witnesses may be called and evidence presented. The hearing officer will consider all evidence and make a decision. The decision of the hearing officer may be appealed to the President by either the student or the Dean of Student Affairs. For a discussion of possible

penalties, please see <http://www.uttyler.edu/mainsite/conduct.html>.

Grade Replacement

If you are repeating this course for a grade replacement, you must file an intent to receive grade forgiveness with the registrar by the 12th day of class. Failure to file an intent to use grade forgiveness will result in both the original and repeated grade being used to calculate your overall grape point average. A student will receive grade forgiveness (grade replacement) for only three (undergraduate student) or two (graduate student) course repeats during his/her career at UT Tyler. (2006-08 Catalog, p. 35)

Grading

Your grade in this class will consist of two components:

- Reading Quizzes (100 points) – these will be posted on Blackboard (under Assignments) one week before the reading is due and will close at the start of class on the due date. I will drop your two lowest scores and average the remaining scores. More detailed instructions for the quizzes may be found on Blackboard. Click the “Assignments” tab and look for the “Reading Quizzes” folder.
- Exams (300 points) – there will be two regular semester exams and a final.

360 – 400 = A

320 – 359 = B

280 – 319 = C

240 – 279 = D

Policy on Late/Make-up Work

As quizzes are available over a one-week period and do not require class attendance, they cannot be made up.

Make-up exams may be given at the professor’s discretion and only for the following reasons:

- Serious illness
- Family emergency
- Required participation in a university sponsored event

I reserve the right to request documentation. If you know you will miss an exam, please inform me as soon possible to discuss a make-up. If advance notice cannot be given, then *you must contact me within 48 hours of the missed exam* to discuss a make-up. This is your responsibility.

Important Dates

Classes begin	August 27
Thanksgiving	November 26-28
Final day to drop/withdraw	October 31
Finals	December 15-19
Exam One	October 6
Exam Two	November 10
Final Exam	Monday, December 15, 5:00-7:40