Course Name: Introduction to American Government  
Course Prefix and Number: POLS 2305.004 (Monday/ Wednesday: 2:30 p.m. to 3:50 p.m.)  
Hours: 3 Lecture Hours (3 Total Hours)  
School: College of Arts and Sciences  

Course Description: An examination of the United States political system, including its intellectual foundations and the design of the Constitution. Includes the study of the major political institutions, the impact of interest groups and the media, and the processes of policy-making.


Instructor Name: Judd H. Quarles, ABD  
Telephone Number: 903-521-0489  
Email Address: jquarles@uttyler.edu  
Office Hours: By Appointment

Topical Outline:  
1. Institutions of the U.S. Government; executive, legislative, bureaucracy and judiciary  
2. Political processes of the U.S.  
3. United States Constitution  
4. Citizenship privileges, rights and responsibilities  
5. Political parties and interest groups  
6. The Election system  
7. Public policy formation  
8. Federalism  
9. The mass media

Learning Outcomes: Upon successful completion of this course, the student will be able to demonstrate the following learning outcomes:

1. List the characteristics and structure of the U.S. Constitution.  
2. Cite the characteristics of Federalism.  
3. Explain the provisions of the Bill of Rights.  
4. Identify the various factors involved in the electoral process.  
5. Identify the function, operation and significance of Congress.  
6. Identify the role, powers, and significance of the President.  
7. Describe the structure, characteristics and function of the bureaucracy.  
8. Identify the structure, operation and function of the Judiciary.  
9. Evaluate and develop political ideas and views

Methods of Instruction: The primary method of instruction will be open-forum style discussion lectures, led by the instructor. Students are expected to participate in discussions. The outline of the textbook will serve as the basic outline for the course.
Methods of Evaluation: Tests, Class Participation, other methods as determined and announced by the instructor.

C. Instructor Requirements and Policies for this course

Grading: Seven grades will be taken in this course. There will be three exams and a comprehensive final exam. There will also be three short writing/research assignments issued throughout the course, with more information to be provided by the instructor when the class begins.

<table>
<thead>
<tr>
<th>Grading Category</th>
<th>Grade Weight</th>
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<tbody>
<tr>
<td>First three exams</td>
<td>15% of final grade</td>
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<tr>
<td>Comprehensive Final exam</td>
<td>25% of final grade</td>
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<tr>
<td>Three class assignments</td>
<td>10% of final grade</td>
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</tbody>
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Class policies: Be on time. Class will start promptly at the scheduled time and it is extremely disruptive to other students and the instructor when students arrive late. If an ongoing problem with tardiness is observed, the instructor will speak to the student regarding the issue. Read the assigned material and be prepared for class. This means having assignments ready to turn in, having writing utensils that you need, having proper materials such as a scantron on exam days, etc. Finally, participate in discussions. Keep in mind that participation is much easier when you are properly prepared for class. Participation should be accomplished with respect for the opinions of others, even if you disagree.

Attendance: Regular attendance for this class is necessary, as lecture and discussions make up a major portion of the class and the instructor will check attendance on a regular basis. If you miss a class, it is your responsibility to catch up on the material. This should be easy, since you know the schedule for the course material in advance. If you know you are going to be absent, it is best to get ahead with the material.

Late work: Since you know far in advance of due dates and exam dates, late work and/or missed tests are not acceptable. If there is an emergency which doesn’t allow an assignment to be completed by the due date, please notify the instructor BEFORE the assignment is due. Unless the instructor is notified and approves of the circumstances, the missed assignment will be given a grade of “0.”

Missed exams: If you miss one exam for valid reasons, you may take it on the day of the final exam. Do not do this unless you absolutely must- it is much harder to study for two exams at once! This option may only be used for one exam.

Classroom environment: The University of Texas at Tyler, along with the class instructor, strives to promote a pleasant learning environment for all students. Therefore, distractions during class will not be tolerated. Please turn off all cell phones/electronic devices or place them on “silent” upon entering the classroom. Any student violating this policy will first be warned, but additional violations will result in the student being asked to leave the classroom. If there is an emergency requiring a phone call or other interruption during class, please notify the instructor BEFORE class begins for the day. If you prefer to take notes using a laptop or other electronic device, that is acceptable, but please refrain from using them for other purposes during class.

POLICIES THAT MUST APPEAR IN EACH COURSE SYLLABUS - The following University policies must appear on each course syllabus or be provided as an informational sheet (web-links to these policies may be used in the print or electronic syllabus) http://www.uttyler.edu/academicaffairs/syllabuspolicies.pdf

Students Rights and Responsibilities
To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: http://www.uttyler.edu/wellness/rightsresponsibilities.php

**Grade Replacement/Forgiveness and Census Date Policies**

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at http://www.uttyler.edu/registrar. Each semester’s Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions that students need to be aware of. These include:
- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

**State-Mandated Course Drop Policy**

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

**Disability Services**

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu

**Student Absence due to Religious Observance**

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

**Student Absence for University-Sponsored Events and Activities**

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

**Social Security and FERPA 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. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.
Emergency Exits and Evacuation:
Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Tentative Class Schedule*
*If the need arises to change the schedule, the instructor will notify students in advance.

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<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Material</th>
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<tbody>
<tr>
<td>1</td>
<td>August 25&lt;br&gt;August 27</td>
<td>Class Introduction&lt;br&gt;People, Politics, and Participation- Chapter 1</td>
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<td>2</td>
<td>September 1&lt;br&gt;September 3</td>
<td>Labor Day Holiday- No class&lt;br&gt;The Constitution- Chapter 2</td>
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<td>3</td>
<td>September 8&lt;br&gt;September 10</td>
<td>Federalism- Chapter 3&lt;br&gt;Civil Liberties- Chapter 4</td>
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<td>4</td>
<td>September 15-17</td>
<td>Civil Liberties- Chapter 4, continued&lt;br&gt;Civil Rights- Chapter 5</td>
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<td>5</td>
<td>September 22&lt;br&gt;September 24</td>
<td>Exam 1; Assignment 1 Due&lt;br&gt;Congress- Chapter 12</td>
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<td>6</td>
<td>September 29-October 1</td>
<td>Congress- Chapter 12, continued&lt;br&gt;The Presidency- Chapter 13</td>
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<td>7</td>
<td>October 6-8</td>
<td>The Presidency- Chapter 13, continued&lt;br&gt;The Judiciary- Chapter 15</td>
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<tr>
<td>8</td>
<td>October 13-15</td>
<td>The Judiciary- Chapter 15, continued&lt;br&gt;Political Socialization and Public Opinion- Chapter 6</td>
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<td>9</td>
<td>October 20&lt;br&gt;October 22</td>
<td>Exam 2&lt;br&gt;The Media- Chapter 10</td>
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<tr>
<td>10</td>
<td>October 27-29&lt;br&gt;October 29</td>
<td>Political Parties- Chapter 8&lt;br&gt;Elections, Campaigns, and Voting- Chapter 9&lt;br&gt;Assignment 2 Due</td>
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<tr>
<td>11</td>
<td>November 3-5</td>
<td>Elections, Campaigns, and Voting- Chapter 9, continued&lt;br&gt;Interest Groups- Chapter 7</td>
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<tr>
<td>12</td>
<td>November 10-12</td>
<td>The Politics of Taxing and Spending- Class Handout&lt;br&gt;The Federal Bureaucracy- Chapter 14</td>
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<tr>
<td>13</td>
<td>November 17&lt;br&gt;November 19</td>
<td>Exam 3&lt;br&gt;Economic Policy- Chapter 16</td>
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<tr>
<td>14</td>
<td>November 24&lt;br&gt;November 26</td>
<td>Domestic Policy- Chapter 17&lt;br&gt;Thanksgiving Break- No class</td>
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<tr>
<td>15</td>
<td>December 1-3&lt;br&gt;December 3</td>
<td>Foreign Policy and National Security- Chapter 18&lt;br&gt;Assignment 3 Due</td>
</tr>
<tr>
<td>16</td>
<td>December 10</td>
<td>Final Exam</td>
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Archived class lecture notes will be available at the following location:
www.dropbox.com
Username: tjgovt2305@gmail.com
Password: fall2014
By signing this document and remaining in the class, I agree to abide by all course policies as set forth in the course syllabus and as announced by the instructor. I have read the syllabus and asked the instructor to clarify anything I did not understand. I understand the consequences as stated in the syllabus and by the instructor for failing to follow course policies.

Printed Name____________________________________

Date____________________________________________

A-Number________________________________________

Student signature________________________________________