

**Iowa Western Community College
American National Government POL 111**

Term: Winterim 2016

I. Faculty Information:

Instructor: Cathy Trecek, JD (Mrs T)
e-mail Address: ctrecek@iwcc.edu.

II. Course Information:

<u>Course Prefix/No</u>	<u>Course Name</u>	<u>Credits</u>	<u>Lecture</u>	<u>Lab</u>
POL 111	American National Government	3	3	0

Course Description: American National Government provides an introduction to the American system of government, focusing on the political processes and the institutions of the national government. The foundation of the American system, the United States Constitution, is examined closely with emphasis on the concept of federalism, the institutions of government (Congress, the Presidency, and the Courts), civil liberties and civil rights, and public policy making. In addition political parties and the nomination, election and campaign processes are examined.

Prerequisites: None

Course Meeting Times & Course Location:

This winterim course is offered ONLY via ROC, our online learning management system. You can access ROC as frequently as you like from December 19, when class begins, through January 6, 2017, when class closes. This course originates from the Iowa Western Campus in Council Bluffs, Iowa but is available ONLY online using the ROC portal. This course will be conducted using the Central Time Zone. All coursework will be done via ROC. Ideally you should be on ROC every day and certainly every other day. We have 11 chapters to cover in 19 days so this is extremely fast-paced. You need to work on course content every day.

Required Textbooks_ *American Government & Politics 2nd edition*, by Bessette & Pitney

Learning Objectives: Upon successful completion of this course, the student should be able to:

1. Discuss the unique features of the United States Constitution.

2. Examine the legislative branch of federal government.
3. Discuss the executive branch of federal government.
4. Examine the federal judiciary.

Course Practices:

1. Attendance Requirements:

This is a WEB-only class. See Participation BELOW. There are no class meetings. However, this is an extremely fast-paced course; you must pace yourself accordingly to insure success. I will record attendance on 12/20, 12/23, 12/26, 12/29, 1/1 and 1/4.

2. Standards for written work

All work must be typed and submitted via the ROC course site. This is a college class and **college level work is expected. Points will be deducted for spelling, grammar, punctuation, etc, errors.** Additionally formatting is important for some assignments. All work must be submitted as **Microsoft Word documents to the appropriate Course Dropbox. Do NOT use Google docs, open documents, pdfs or zipped files.**

3. Late work

No late work will be accepted. None, NADA! Read and heed! 😊

4. Missed exams

Exams must be taken within their scheduled time frame. Due dates are listed on the course website. There is NO exception. Make sure that you have time to complete the test AND that you have a reliable connection! You SHOULD not rely on your phone or tablet!

5. Extra Credit

There is no extra credit for this course.

6. Participation

This is a WEB-only class. Class group participation is unavailable. Individual participation is essential. There is NO collaborative work. ALL tests must be the student's individual effort!

7. Classroom Management and Behavior

This IS a college class. Appropriate behavior is required. Check your student handbook or email me with specific questions.

8. Communication with instructor

Contact me by email – ctrecek@iwcc.edu. I am online several times during the day – all days EXCEPT I will not promise to be online on Christmas Day (although I probably will be a bit). You can expect an answer to your email the same day or the following day. I will not be online 24/7.

9. IT Systems Support

In the relatively unlikely event there is a computer issue, technical support for Winterim classes is available via email at support@iwcc.edu

You should email support AND Mrs T **IMMEDIATELY**. No variance will be permitted UNLESS you email Support and Mrs T.

When contacting support, please include your name, username, and course number as well as a description of the issue.

Instructional Methods:

This is a totally online course. We will utilize typed lectures, reading assignments, discussion, videos, etc. Work must be completed in a timely manner.

There are no field trips or off-campus activities. There are no collaborative assignments (all work is expected to be your own). Collaboration is in violation of the Student Code of Conduct. No in-class presentations are required.

Safety Practices and Policies

This class is a WEB-based available via ROC. There are no specific safety practices.

Tests: There are eleven chapters scheduled for this semester. Each chapter covers part of course content. There is no cumulative final. Tests may be composed of true-false, matching, multiple choice, fill-in-the-blank, or short answer questions. Each test is worth 20 points each. **Tests are not open for post-test review – ever . . . think of this as similar to the ACT or SAT tests. This is a measure to insure test integrity and is not open to negotiation.**

Assignments: There are several assignments in this class! All assignments are written assignments and will require some amount of research. Each assignment has a specific due date. Remember there are NO late assignments. Specific assignment requirements are found inside our course site.

Grading Scale: I use a simple 10% scale to determine grades. So 90-100% of **all** available points earns an "A"; 80-89% of **all** available points earn a "B"; 70-79% of **all** available points earn a "C"; 60-69% of **all** available points earn a "D"; 59% or lower percentage earn a "F".

Final Grades: Final grades are viewable on ROC, Self-Services Menu, Students, Academic Record the Tuesday after the end of the semester

Important Dates

Dec 19	Winterim begins
Dec 19	Last day to add and withdraw with 100% refund
Dec 20	Last day to withdraw with 50% refund from a winterim course
Dec 21-Jan 2	College Offices Closed
Jan 3	Last day to withdraw from a winterim course
Jan 6	Winterim ends

Problem Resolution

If you have a conflict with me, concerns about my teaching and/or the course material, please discuss this first with me. If we cannot resolve the difficulty, contact Dean Rick McFayden in C218. Mr McFayden's email is rmcfayden@iwcc.edu. Note however that campus will be closed from December 21, 2016 until January 2, 2017.

Notice of Class Cancellation (Note: This is a required section for this syllabus but inclement weather or **an emergency closing will NOT affect this course!**)

1. Emergency closing of entire campus such as for weather – Students will be notified through the Reiver Alert system. Students must register for this service; find Reiver Alert on your ROC homepage.
2. Emergency cancellation of a class session such as for faculty illness – Students will be notified through an announcement on the ROC course page if possible and/or a posted note on the classroom door. - This should not be an issue for this WEB only class.

Course Topical Outline and Schedule

Dec 19-20	Chapter 2 - Constitution
Dec 20-21	Chapter 3 - Federalism
Dec 22-23	Chapter 5 – Civil Liberties
Dec 23-24	Chapter 6 – Civil Rights

Dec 25-26	Chapter 8 – Interest Groups
Dec 27-28	Chapter 9 – Political Parties
Dec 29	Chapter 10 - Elections
Dec 30-31	Chapter 12 - Congress
Jan 1-2	Chapter 13 - Presidency
Jan 3-4	Chapter 14 - Agencies
Jan 5-6	Chapter 15 - Judiciary

Changes in Syllabus

Minor changes in the syllabus may be necessary as the term progresses. The professor (Cathy Trecek) reserves the right to make such changes as necessary.

III. Information/College Policy (Many of these policies refer to college offices – remember offices will be closed from Dec 21 to Jan 3.)

Cyber-Library

- Students can access books, magazines, journals, newspapers, films and audio books 24/7 through the *Cyber-Library* by clicking on the Cyber Library under Academics in ROC.
- Students can contact the library for assistance with research and citations. Check out our help features on the Cyber Library page in ROC.
- For questions about finding information at your campus or center, email cyberlibrary@iwcc.edu or call 712-325-3247 for the Council Bluffs Campus or 712-542-5117 for the Clarinda Campus. You can find the library hours posted on ROC.

Academic Support

- FREE tutoring and academic assistance are available through the *Academic Support Center*, located on the second floor of the Student Center on the Council Bluffs campus in a variety of core, general requirement classes. One-on-one assistance is available on a walk-in basis.
- FREE online tutoring is available through Brainfuse on ROC. To access Brainfuse, locate Online Tutoring next to My ROC Classes.
- For more information about tutoring services or help in your classes, email tutoring@iwcc.edu or call 712-388-6841. A full tutoring schedule is posted by subject area on ROC.

Dropping Classes

While we encourage you to do everything you can to complete your classes, it is always better to drop a class than to fail it. If it becomes necessary for you to drop a class you can drop a class online through ROC up to the last day to drop. We recommend that you always talk to your advisor and financial aid before you drop a class. For more information on dropping classes see the Advising Information Site in ROC under the Academics tab.

Personal Electronic Devices

To provide an environment conducive to learning, Iowa Western Community College requires that cellular phones, pagers, and other personal electronic devices be turned off or set to vibrate when entering classrooms, computer labs, library, offices, auditoriums, or arena areas. Cellular phones with picture taking capabilities are not allowed in bathrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Faculty members do have the right to prohibit the use of any electronic device in their classroom. (This is a required syllabus section but it really does not apply to this class as you will not be in a classroom; if you use the library or a computer lab for the few days of term that the offices are open, then the policy DOES apply!)

Honor Code – Academic Honesty

Upon enrolling at Iowa Western Community College, each student assumes an obligation to conduct her/his academic affairs in a manner compatible with the standards of academic honesty established by the College and its faculty. If this obligation is neglected or ignored by the student, disciplinary action will be taken. Please refer to the Student Code of Conduct for the Academic Dishonesty Policy.

FERPA

Student rights concerning access to educational records are spelled out in Federal Public Law 98-380 as amended by Public Law 93-568 and in regulations published by the Department of Education. The law and regulations require educational institutions to limit the disclosure of information from the student's record to those who have the student's written consent or to officials specifically permitted within the law. Students who wish to grant access to their educational (class schedule, transcript of final grades, and progress reports) or financial records (grants, loans, financial aid documents, statements and billing) may do so by submitting an Access to Student Information Consent Form to the Records and Registration Office. Access to information is only given at the Records and Registration Office or Financial Aid and Cashier Offices.

For more information, including the full Access to Student Information policy, refer to the Iowa Western Community College General Catalog or contact the Records and Registration Office.

Diversity Statement

Iowa Western Community College values diversity and supports learning experiences that promote intellectual growth and human enrichment.

American with Disabilities Act Statement

If you are an individual with a disability who requires an accommodation to fully participate in academic programs or campus activities, please email disabilityservices@iwcc.edu or call 712-325-3299. Accommodations are arranged through the Disability Services Office, on the second floor of the Student Center on the Council Bluffs campus. Please allow adequate time to implement your accommodations.

Any student with mobility impairments should prepare for an emergency ahead of time by instructing faculty and/or classmates on how to assist in case of an evacuation.

Non-Discrimination Statement

It is the policy of Iowa Western Community College not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, or age in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

Individuals having questions or complaints related to compliance with this policy should contact Kim Henry, Dean of Student Life and Student Success, phone number, 712/325-3207 or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Suite 1475, Chicago, IL 60661, phone number 312/730-1560 fax, 312/730-1576.

EQUAL EDUCATIONAL OPPORTUNITY AND NON-HARASSMENT

Iowa Western Community College is committed to a policy of equal educational opportunity. Therefore the College prohibits discrimination on the basis of unlawful criteria such as race, color, creed, religion, national or ethnic origin, ancestry, genetic information, physical or mental disability, age, sex, sexual orientation, gender identity or expression, pregnancy, marital status, veteran status, AIDS/HIV status, citizenship, or medical condition, as those terms are defined under applicable laws, in admitting students to its programs and facilities and in administering its admissions policies, educational policies, scholarship and loan programs, athletic programs, and other institutionally administered programs or programs made available to students. In keeping with this policy of equal educational opportunity, the College is committed to creating and maintaining an atmosphere free from all forms of harassment.