

**IOWA WESTERN COMMUNITY COLLEGE**

**COURSE SYLLABUS**

**POL 112: STATE AND LOCAL GOVERNMENT**

**TERM: WINTERIM 2018**

**I. FACULTY INFORMATION:**

Instructor: Cathy Trecek, JD	E-mail: ctrecek@iwcc.edu
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**II. COURSE INFORMATION:**

Course Prefix/Number POL 112	Course Name State and Local Government	Credits 3	Lecture 3	Lab 0
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**COURSE DESCRIPTION:**

AMERICAN STATE AND LOCAL GOVERNMENT COVERS THE FUNDAMENTAL PRINCIPLES AND PRACTICES OF STATE AND LOCAL GOVERNMENT IN THE UNITED STATES, INCLUDING AN EXAMINATION OF THE CONTEXT OF STATE AND LOCAL GOVERNMENT, STATE CONSTITUTIONS, INTERGOVERNMENTAL RELATIONS, CHANNELS OF INFLUENCE, THE POLITICAL PROCESS, CITY AND COUNTY GOVERNMENT, AND THE THREE BRANCHES OF STATE GOVERNMENT WITH SPECIAL ATTENTION TO THE STATE OF IOWA. IN ADDITION, CONTEMPORARY ISSUES ARE EXAMINED.

**PREREQUISITES: NONE**

**COURSE MEETING TIMES:** Online course attendance, interaction, and activity are expected and will be verified through course attendance reports.

**COURSE LOCATION: REMOTE**

**REQUIRED TEXTBOOKS: *POLITICS IN STATES AND COMMUNITIES 15<sup>TH</sup> EDITION*, BY DYE AND MCMANUS ISBN-13: 9780205994724**

**SUPPLEMENTAL MATERIALS:**

Students can download the free version of Office 365 Suite from their ROC Portal Page for use in their courses. Students are responsible for protecting their own computer equipment through use of anti-virus and anti-malware tools for work within their IWCC courses; they may consider [these free options](#) (click on link). Students using computers in labs and other facilities on campus are further held to the standards of IWCC Acceptable Use Policy and the Computer Ethics and Use Policy. Both are located on the ROC Student Portal Page under the Technology menu button FAQ area.

## **COURSE LEARNING OBJECTIVES AND COURSE COMPETENCIES:**

The Learning Objectives for this course are (upon successful completion of this course, the student will be able to):

- A. identify and describe the constitutional framework for state and local government.
- B. Describe the three branches of state government.
- C. identify and describe the functions and structure of local governmental divisions.
- D. describe and evaluate the political process and development of public policy.

## **COURSE PRACTICES:**

### **PARTICIPATION REQUIREMENTS**

Online courses require a clear pattern of participation for all students. The attendance standard for IWCC is that each student logs in and participates in some meaningful way, i.e. assignment completion, forum discussion, quiz completion, etc., inside of the online course, several times during this short Winterim term. Attendance will be recorded: 12/19, 12/22, 12/25, 12/28, 12/30 and 1/2. Additionally assignments and tests will be due in between these attendance dates and on term start date, 12/18. If this standard isn't met for any week in the semester points will be deducted. Students are expected to participate in the course (via ROC) 80% of the days (16/20 days).

### **STANDARDS FOR WRITTEN WORK**

All written 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.

### **LATE PAPERS AND ASSIGNMENTS**

Late work is not acceptable and will earn NO points.

### **MISSED EXAMS**

Tests are expected to be taken on the date provided (either in the syllabus or as changed by the professor). Tests are open book, open note. Tests are not proctored but are timed. Late tests are not permitted.

### **EXTRA CREDIT**

There is no planned extra credit. Should the unlikely opportunity arise, extra credit may be offered to the entire class.

### **ONLINE CLASSROOM MANAGEMENT AND BEHAVIOR:**

It is expected that all students in the online environment address classmates and the instructor cordially and professionally. While debate and discussion may be the norm in a college classroom, doing so respectfully is the class standard. (I will address you in a way that recognizes the respect and dignity you deserve as a scholar at this institution,

and I expect the same from you to each member of the course. This standard applies to all of us even during moments of disagreement.) Any violation of this policy could result in consequences from a reprimand to expulsion from class, depending upon the severity of the incident. All course work must be submitted through the ROCLMS. Emailed work will not be accepted.

### **COMMUNICATION WITH INSTRUCTOR:**

The BEST, and really only way in this short term, to communicate with me (Mrs T) is via email. My email address is listed at the top of the first page. Students must use their IWCC email when contacting the instructor about matters related to the course. I will answer emails within 24 hours and usually much more quickly. Assignments are NEVER graded before the due date. If the assignment is particularly lengthy or happens to come at a particularly busy time in the term (like the last few days of term), the assignment may take a bit longer to score. Students must use their IWCC email when contacting the instructor about matters related to the course.

### **INSTRUCTIONAL TECHNIQUES AND PRACTICES**

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.

### **GRADING**

**Tests:** There are ten chapters scheduled for this semester, each chapter has a test. Additionally there is a syllabus quiz. 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 10 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. Total point value of assignments is 100 points.

Tests: 110 points

Assignments: 100 points

**Final Grade Scale:** A = 210-189/B = 188-166/C = 165-147/D = 146-126/F = 125 or below

### **VIEWING FINAL GRADES**

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

## **IMPORTANT DATES**

The official school calendar is “Academic Calendar” found in ROC. Specific dates are noted in the College Academic Calendar, however dates that I believe are pertinent to this class are:

Dec. 17	Winterim Term Begins
Dec. 21- Jan. 1	College Holiday – Campus Offices are closed
Jan. 4	Winterim Term Ends

### **Problem Resolution:**

Students with concerns about the course or the instruction are advised to discuss those concerns with the instructor. If this does not resolve the issue, contact Vice President, Dr. Marjorie Welch at [mwelch@iwcc.edu](mailto:mwelch@iwcc.edu), (712) 325-3279, Ashley Hall – 116.

### **NOTICE OF CAMPUS SITUATIONS/COURSE INTERRUPTIONS**

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. Course Interruption – Students will be notified in the unlikely event that the ROC system would not be accessible for an extended period of time.

### **COURSE TOPICAL OUTLINE AND SCHEDULE**

The full course schedule concludes this document.

## **III. INFORMATION/COLLEGE POLICY**

### **RESET PASSWORD:**

Students can reset passwords by accessing the password central page through ROC. The password central page can be found by clicking the menu tab in the upper left hand corner and opening the technology tab, then clicking on password central.

### **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 may contact the library for assistance with research and citations. Check out the help features on the Cyber Library page in ROC. For questions about finding information at your campus or center, email [cyberlibrary@iwcc.edu](mailto:cyberlibrary@iwcc.edu) (click on link) or call 712-325-3247 for the Council Bluffs Campus or 712-542-5117 for the Clarinda Campus. The library hours are posted on ROC.

### **ACADEMIC SUPPORT:**

FREE tutoring and academic assistance for a variety of core, general requirement classes are available through the Tutoring Center, located on the second floor of the Student Center on the Council Bluffs campus. One-on-one assistance is available on a drop-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](mailto:tutoring@iwcc.edu) or call 712-388-6841. A full tutoring schedule by subject area is posted 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 a financial aid department representative 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.

### **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 education 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 education (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](mailto: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.

### **EQUAL OPPORTUNITY AND NON-DISCRIMINATION**

It is the policy of Iowa Western Community College to provide equal educational opportunities and not to discriminate on the basis of 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 its educational programs, activities, or employment practices. For more information, please visit <http://www.iwcc.edu/about/statement.asp>

### **IV. COURSE TOPICAL OUTLINE AND SCHEDULE**

This component of the syllabus provides an outline of the topics we will cover in this course. It provides a course structure for the student.

Date	Topic	Readings	Assignment
December 17-18	Constitution in the States	Chapter Two	Syllabus Quiz Due 12/17 Chapter 2 Test Due 12/18 Constitution Assignment Due 12/18
December 19-20	Federalism	Chapter Three	Attendance Recorded on Dec 19 Chapter 3 Test Due Dec 20 Federalism Assignment Due 12/20
December 21-22	Participation in State	Chapter Four	Attendance recorded on Dec 22 Chapter 4 Test Due Dec 22
December 25-26	Legislature	Chapter Six	Attendance Recorded Dec 25 Chapter 6 Test Due Dec 26

Date	Topic	Readings	Assignment
			Legislature Assignment Due Dec 26 Merry Christmas!
December 27-28	Governors	Chapter Seven	Chapter 7 Test Due Dec 28 Attendance Recorded Dec 28 Executive Assignment Due Dec 28
December 29-30	Courts	Chapter Nine	Chapter 9 Test Due 12/30 Judiciary Assignment Due Dec 30 Attendance recorded 12/30
December 31- January 1	Communities	Chapter Ten	Chapter 10 Test Due Jan 1
January 2-3	Participation in Community	Chapter Eleven	Communities Assignment Due Jan 2 Attendance recorded Jan 2 Chapter 11 Test Due Jan 3
January 4	Contemporary Topics	Chapters 13- 17 Choose ONE – or you can take them ALL but ONLY the highest score will count!!	Chapters 13, 14, 15, 16 OR 17 Test Due Jan 4