



## I. Course and Instructor

**Format:** Web

### Instructor Information:

Name: Melody D. Massih  
Phone: (970) 928-9100 (Office)  
Fax: (970) 928-9600 (Office)  
E-Mail: [mmassih@coloradomtn.edu](mailto:mmassih@coloradomtn.edu)

Email is the easiest way to communicate with me. I strongly encourage you to email to this address for correspondence with me. We can use email for your questions and my feedback, as it is a quick and immediate way to correspond. You are also always welcome to call with any questions and concerns; I am at my office during the weekdays.

### Course Information:

Course Title: <b>American Government</b>	Synonym Number: 71371
Course Code: POS-111-DS21	Credits: 3
Semester: Spring 2013	Prerequisite: College Level Reading
Start Date: 1/14/13	End Date: 5/3/13
Refund Date: 1/30/13	Withdraw Date: 4/7/13

*\*Orientation Note:* I will contact students via email regarding orientation for this course, and will be emailing a welcome letter.

### **Computer Access:**

Online courses require frequent computer use and access to the internet. It is highly recommended that students have a personal computer for use in online courses. If you need to use a computer at your local Colorado Mountain College location, you will be able to do so during open lab hours. Please check with your local site for times. Labs will not be available for Collaborate web conferencing sessions, if included as part of your course, due to the verbal interaction involved.

If you have general questions about online learning, please contact **Colorado Mountain College Online Learning** at 800-621-8559, extension 8341 or [virtual@coloradomtn.edu](mailto:virtual@coloradomtn.edu).

**No-show reporting and financial aid:** You must post an introduction about yourself in Canvas no later than September 5, 2012. **If you have not completed your introductory post in Canvas by Wednesday, January 23 at midnight you will be reported as a no-show and dropped from the course.** The resultant loss in credit hours may cause a

reduction and/or cancellation of your financial aid award. Neither financial aid awards nor class reinstatement can occur after this point without significant documented extenuating circumstances.

If you have questions or concerns about this please contact your campus financial aid specialist. ([www.coloradomtn.edu/web/departments/financial\\_aid](http://www.coloradomtn.edu/web/departments/financial_aid))

## **II. Course Description:**

Includes the background of the U.S. Constitution, the philosophy of American government, general principles of the Constitution, federalism, and civil liberties. Examines public opinion and citizen participation, political parties, interest groups, and the electoral process, and the structure and functions of the national government.

## **III. Course Objectives:**

- A. Identify and evaluate competing theories of American democracy.
- B. Analyze theoretical, historical and legal background of American democracy.
- C. Examine the Constitutional Convention and relevant historical events of the era.
- D. Identify basic principles and philosophy of the Constitution and examine the impact of these principles on the political system.
- E. Examine the constitutional, historical, legal basis of federalism and cover recent issues of controversy in the federal system.
- F. Identify major controversies and important Supreme Court rulings, based on the Constitution and its Amendments, which affect civil rights and civil liberties, including problems of women and minorities.
- G. Examine the nature of public opinion, political socialization, changes in American democracy, methods of measuring public opinion, and the media's impact on public opinion.
- H. Analyze the roles and structures of the party system and evaluate the development of the American two party system.
- I. Identify the types, functions, and operations of interest groups in the American political system.
- J. Examine the purpose and process of the American electoral system.
- K. Describe and evaluate the structure, powers, and functions of Congress.
- L. Describe and evaluate the structure, powers, and functions of President.
- M. Describe and evaluate the structure, powers, and functions of Judicial System.
- N. Describe and evaluate the structure, powers, and functions of Federal Bureaucracy.
- O. Identify the interrelations among the three branches of government.
- P. Describe and evaluate the content of selected foreign and domestic policies and the role of institutions in shaping policy.
- Q. Write and speak clearly and logically in presentations and essays about topics related to American Government.
- R. Demonstrate the ability to select and apply contemporary forms of technology to solve problems or compile information in the study of American Government.
- S. Read, analyze and apply to new situations, written material related to the study of American Government.

## **III. IDEA Student Ratings of Instruction:**

1. Learning fundamental principles, generalizations, or theories.
2. Developing skill in expressing oneself orally or in writing.

3. Learning to analyze and critically evaluate ideas, arguments, and points of view.

#### **IV. Methods and Class Management:**

A. **WEEKLY LESSONS:** There are chapters and some supplemental reading that you must complete over the semester in weekly sessions. See the weekly course outline below and follow the order listed below on this syllabus.

Start each week by consulting your syllabus and performing the required readings and tasks. *Be sure to use the syllabus as your assignment outline.*

I have created an “Instructor Study Guide” for your benefit. This study guide will assist you in identifying the key concepts for each chapter. This study guide is organized to follow each week of class. At the bottom of each page, there will either be: (1) a question to think about and do on your own (not to turn in) or (2) a written assignment to turn in (see below).

B. **WEEKLY ASSIGNMENTS:** As you can see from the weekly syllabus outline below, you will have 5 assignments to complete and turn in throughout the semester. There are only 5 assignments due throughout the semester; no other assignments will be required to be turned in to me. I may also include an optional extra credit assignment later in the semester.

**Each assignment will be worth 25 points, for a total of 100 points.** After you have read the required text for any week you will find the written assignment at the bottom of the Study Guide for that week, and you write a three (3) page essay (using 12 point font, and 1.5 spacing) on each question assigned on the syllabus for that week.

There are **two ways you can send each assignment to me:**

1. The CMC **Canvas** Web site, the most preferable option; or
2. Direct **e-mail** to my address listed above. **If you use e-mail**, either create a word document (Word Perfect or Microsoft Word) and attach it to the e-mail message, or use the copy-paste function to copy-paste your document directly into the body of an e-mail. That second option is for those of you who do not have Word Perfect or Microsoft Word as a word processing option on your computer.

Please carefully read the “Welcome Letter” you will receive from me after you have registered. No matter what method you use, please be sure that each weekly assignment is complete and on time- **late assignments are not accepted.** The due dates for the assignments are listed on the weekly outline below.

**Grading Criteria for Essays** - You will be graded on the extent to which you:

- 1) Completely answer the question(s) in your own words. I do use safeassign or other anti-plagiarism program to check for plagiarism. **DO NOT** copy or closely paraphrase the text or other sources unless you indicate that you are quoting or give credit to your source(s). If you do, I will give you a zero on the assignment. If it happens a second time, you will receive a failing grade in the course.
- 2) Show your knowledge of pertinent course concepts by citing text material or other

outside sources (i.e. internet resources) using the page number or title of the source. This is crucial for success in college.

- 3) Show your knowledge of pertinent research findings by citing examples, page numbers, data, quotes or charts from the text or outside sources (i.e. internet resources).

\*\*\* Assignments will be graded and comments will be posted via blackboard or email (depending on which method you have chosen to send the assignment in) within 10 days after the due date of the assignment. For example, all assignments are due by Friday, and the grades will usually be posted by the Monday following the week after the assignment is due.

C. EXAMS: You will be also be given **3 exams**. Each exam will be worth approximately 125 points (as stated below, I do grade on a curve so this point total will likely change based on the highest score on the exam). The exams will be closed-book, will consist mainly of true/false and multiple choice questions, and will include a few short essay questions. The weekly course outline specifies what material each exam will cover. **The Exams will be taken on Canvas, but will be proctored, so you will need to make sure to schedule a time to go into your CMC center well in advance of the date you want to take the exam (schedule at least a week in advance) and take the exam during the dates that are specified on the weekly course outline below.**

*No late Exams will be accepted unless you have a documented emergency and contact me in advance to get permission to take the Exam at a different time.*

Please carefully read the “Welcome Letter” you will receive from me after you have registered. As stated above, you must schedule a time to go into your CMC center during the dates scheduled for each exam. If you wait until the last day of the testing period, do NOT put off the test until late in the day. Find out ahead of time when the site closes – they are not expected to extend their regular hours of operation to accommodate testing.

\*\*\* Exams will be graded and grades and grading scale will be posted via blackboard within approximately 10 days after the last date to take the Exam.

Please do not hesitate to contact me with questions regarding assignments, exams, or for any other clarification regarding the syllabus or course materials.

#### D. WEEKLY COURSE OUTLINE

The following is the listing of the required reading, assignments, and exam dates.

This weekly course outline will list the textbook chapters or pages which you should read each week. The “Instructor Study Guide” will assist you in identifying the key concepts for each chapter. This study guide is organized to follow each week of class. At the bottom of each page, there will either be: (1) a question to think about and do on your own (not to turn in) or (2) a written assignment to turn in (see below). This Study Guide will be published on Canvas and emailed with the Welcome Letter.

There are also written assignments listed under certain weeks. *There are only 5 written assignments due over the course of the semester, please see above for details.* These assignments

will be due no later than the date listed on the weekly outline.

COURSE OUTLINE:

<b>WEEK</b>	<b>DATE</b>	<b>ASSIGNMENT</b>
Week 1	1/14- 1/18	Chapter 2, The Constitution NO WRITTEN ASSIGNMENT DUE- See Study Guide for “Something to Think About” question, to be done on your own
Week 2	1/21- 1/25	Chapter 3, Federalism NO WRITTEN ASSIGNMENT DUE- See Study Guide for “Something to Think About” question, to be done on your own
Week 3	1/28- 2/1	Chapter 4, Civil Liberties WRITTEN ASSIGNMENT #1 DUE- Listed on Study Guide ( <b>Due by 2/1</b> )
Week 4	2/4- 2/8	Chapter 5, Civil Rights NO WRITTEN ASSIGNMENT DUE- See Study Guide for “Something to Think About” question, to be done on your own
Week 5	2/11- 2/15	EXAM I- OVER CHAPTERS 2, 3, 4 and 5. Schedule to take your test at your CMC Center during <b>Monday 2/11 through Friday, 2/15</b> (See IV.C. above for discussion of proctored exams).
Week 6	2/18- 2/22	Chapter 8, Political Parties WRITTEN ASSIGNMENT #2 DUE- Listed on Study Guide ( <b>Due by 2/22</b> )
Week 7	2/25- 3/1	Chapter 6, Public Opinion/Political Socialization Chapter 11 Media and Cyberpolitics, ONLY pp. 374-388 (through the “Investigative Reporting” Section) NO WRITTEN ASSIGNMENT DUE- See Study Guide for “Something to Think About” question, to be done on your own
Week 8	3/4- 3/8	Chapter 9, Voting and Elections WRITTEN ASSIGNMENT #3 DUE- Listed on Study Guide ( <b>Due by 3/8</b> )
Week 9	3/11 – 3/15	Chapter 10, Campaigning For Office Chapter 7, Interest Groups, ONLY pp. 245-257 (through the “Foreign Governments” Section). NO WRITTEN ASSIGNMENT DUE- See Study Guide for “Something to Think About” question, to be done on your own
Week 10	3/18 – 3/22	EXAM II- OVER MATERIALS COVERED IN CHAPTERS 6, 7 (pages specified), 8, 9, 10, 11 (pages specified). Schedule to take your test at your CMC Center during <b>Monday</b>

**3/18 through Friday, 3/22** (See IV.C. above for discussion of test procedure).

Week 11	3/25- 3/29	Chapter 12- The Congress NO WRITTEN ASSIGNMENT DUE- See Study Guide for “Something to Think About” question, to be done on your own
Week 12	4/1- 4/5	Chapter 13- The President Chapter 14- The Bureaucracy, ONLY pp. 486-495 (Begin with the Section “The Organization of the Federal Bureaucracy” and ending before the “History of the Federal Civil Service”) WRITTEN ASSIGNMENT #4 DUE- Listed on Study Guide ( <b>Due by 4/5</b> )
Week 13	4/8- 4/12	Chapter 15- The Courts NO WRITTEN ASSIGNMENT DUE- See Study Guide for “Something to Think About” question, to be done on your own
Week 14	4/15 – 4/19	Chapter 16- Domestic Policy Chapter 17- Economic Policy, ONLY pp. 595-603 WRITTEN ASSIGNMENT #5 DUE- Listed on Study Guide ( <b>Due by 4/19</b> )
Week 15	4/22 – 4/26	Chapter 18- Foreign Policy and National Security NO WRITTEN ASSIGNMENT DUE- See Study Guide for “Something to Think About” question, to be done on your own
Week 16	4/29 – 5/3	EXAM III- OVER MATERIALS COVERED IN CHAPTERS 12, 13, 14(pages specified), 15, 16, 17(pages specified), 18. <b>You will only have 3 days to take this exam due to timing with the end of the semester.</b> Schedule a time to take your test at your CMC Center during <b>Monday 4/29 through Wednesday, 5/1</b> (See IV.C. above for discussion of test procedure).

E. GRADE BREAKDOWN FOR THE COURSE

The point totals for the course are as follows:

Exam I	125 points*
Exam II	125 points*
Exam III	125 points*
5 Weekly Assignments, 25 points each	125 <u>points</u>
Total points	500 points

\* This point total is approximate, as all exams will be curved based on the highest score on the exam, and the highest score will be counted as 100%. Following each exam, a breakdown of the grading scale (with point totals, percentages, and letter grades) based on the curve will be posted on Blackboard.

## NOTICE:

A student judged to have engaged in academic misconduct as defined in the “Academic Policies and Requirements” section of the Colorado Mountain College Student Handbook will, at a minimum, receive a “zero” for the work in question. The student may also be removed from the class, resulting in a failing grade. All student course material may be submitted to Turnitin (or another anti-plagiarism program) at the instructor’s discretion. “Academic Expectations,” the “Student Code of Conduct and Judicial Process” and more information about academic misconduct can be found in the Student Handbook, online version at: [www.coloradomtn.edu/File/student\\_handbook.pdf](http://www.coloradomtn.edu/File/student_handbook.pdf).

Students are responsible for course materials from assigned text(s) and reading, lectures, labs, and other assignments as required.

The instructor may alter any, or all, of this syllabus during the semester as the learning environment requires. Students will be notified of changes in the Canvas course shell.

If you have a disability protected by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act and feel you may need classroom accommodations based on the impact of your disability, please contact the Disability Services Coordinator on your campus.

- Edwards and Steamboat Springs: Deb Farmer at 970-870-4450
- Aspen, Carbondale, Glenwood Springs (including Spring Valley), and Rifle: Dr. Anne Moll at 970-947-8256
- Breckenridge, Dillon, Leadville, and Chaffee County: Sandi Conner at 719-486-4200

Students wishing to withdraw from this course must INITIATE the course withdrawal/drop process at the site Registration Office.

This class could be cancelled one week prior to the census date if a sufficient number of students are not enrolled by that date.

## V. Grading System & Options:

Information about grading is available in the Colorado Mountain College catalog. You will receive a grade report for current semester courses at the end of each term. This grade report is mailed to your permanent mailing address. Reports are mailed approximately two weeks after the end of the academic term. Additional information is available at:

[http://catalog.coloradomtn.edu/content.php?catoid=3&navoid=620#Grading\\_System\\_and\\_Options\\_](http://catalog.coloradomtn.edu/content.php?catoid=3&navoid=620#Grading_System_and_Options_)

## VI. Required Course Materials

American Government and Politics Today. Schmidt, Shelley, Bardes, Ford, 2011-2012 Edition, Wadsworth/Cengage Learning.  
ISBN: 978-0-495-91066-4

## ORDERING BOOKS

Colorado Mountain College has chosen to partner with Follett Virtual Bookstores to operate textbook services. You will find the official textbook list at [www.coloradomtn.bkstr.com](http://www.coloradomtn.bkstr.com). If you ever have any online bookstore questions, you can email [coloradomtn@fvb.follett.com](mailto:coloradomtn@fvb.follett.com) or call 800-621-4088.

Students can sell back books anytime online or in-person at Follett's CMC buyback events. Sign up for the online store's email list at [www.coloradomtn.bkstr.com/email](http://www.coloradomtn.bkstr.com/email) for more information on future buyback dates/times and to receive other important messages from Follett.

### Ordering Textbooks with Financial Aid:

Students wishing to use their Financial Aid to purchase their textbooks from the Colorado Mountain College Online Bookstore (Follett) may be set up with a *CMC Flex Pay account*. Contact your local CMC Accounts Manager for instructions and your specific username and password information. If you are not close to a CMC site contact CMC Online Learning at 970-947-8341 or [virtual@coloradomtn.edu](mailto:virtual@coloradomtn.edu).

## VII. Other Information:

### Canvas

Canvas by Instructure is the online learning management system (LMS) used by Colorado Mountain College. You access Canvas via your web browser, i.e.: Mozilla/Firefox, Internet Explorer, Opera, etc. Students, faculty and staff members use the CMC Canvas site to access course announcements, documents, research links and library resources, to receive and deliver completed assignments, take tests, and to communicate with each other via email, discussion boards and chat.

For instructions on How to Access your Canvas Account, Canvas How To's, and who to contact for all your Canvas questions and support needs, please visit: [www.coloradomtn.edu/web/departments/faq-for-students](http://www.coloradomtn.edu/web/departments/faq-for-students).

### Student Email

All CMC students enrolled in a credit-based class (0.5 hour credit class or more) will be assigned a CMC student email address through Google mail (Gmail). Please allow at least 48 hours after you register for this account to be activated. For more information on your CMC student email account, please visit the Student page of the MyCMC Portal: [mycmc.coloradomtn.edu](http://mycmc.coloradomtn.edu).

### Proctored Exams

All exams in this course will be proctored. Students taking proctored exams at a Colorado Mountain College location need plan ahead and adhere to campus hours when taking tests. **Appointments should be made at least one week before you would like to take the exam.** You must start the exam with enough time to finish before the location closes. Students living outside the physical CMC service area may take

proctored exams at alternate test sites. Students needing this option must arrange for an appropriate testing location. Contact the Online Learning office at 970-947-8341 in advance of the desired testing date for more information.

### **A Few Words About Microsoft Word**

Microsoft Word is the standard word processing program for the majority of CMC instructors. Students without Microsoft Word may use the free software from [www.OpenOffice.org](http://www.OpenOffice.org) to create Word-compatible documents. The program also includes spreadsheet, presentation, drawing, and database applications. The program is available for Windows, Macintosh, or Linux operating systems. Microsoft Word is installed on computers available in computer labs at CMC locations.

### **Virtual Library Information**

<http://library.coloradomtn.edu/content.php?pid=349163&sid=2891178>

The Virtual Library has its doors open 24/7, providing access to thousands of online journals and newspapers, books and art images, downloadable videos and audio books, career resources and practice tests.

If you need help with the Virtual Library, email [reference@coloradomtn.edu](mailto:reference@coloradomtn.edu) or call us at 800-621-8559, extension 2926.

### **Colorado Mountain College Online Learning**

Information is available at: [http://www.coloradomtn.edu/online\\_learning/](http://www.coloradomtn.edu/online_learning/).