

Final Exam: There will be a final exam at the end of semester.

Research Papers: A semester research presentation will be assigned in addition to classroom essays and other writing assignments.

News Discussions:

1. We will have daily/weekly news discussion groups that will be student-led. You will need to discuss recent events in American politics and the implication of those events as well as create challenging questions that can be discussed by the group as a whole. Some good sources online are: factcheck.org, nytimes.com, “first read” at msnbc.com, the daily political “note” at abcnews.com, latimes.com, washingtonpost.com, pollingreport.com, politicalwire.com, cnn.com, foxnews.com. You are required to examine several of these sites and will be graded on your participation.

2. You will also need to take part in the online component for this class. Whether the requirement is opinion reading and discussion, factual summaries, or learning from a video clip, it will be your responsibility to check the site and add your information using the expectations established in the discussion rubric.

Government Interaction Project:

Choose 1 of the following 3 options to be completed before Christmas break:

1. Attend and report out on a local government meeting (signatures required).
2. Analyze sources of information on a political topic, send a letter with your opinion to our senators and representative, and report out and/or establish a class discussion.
3. Study the candidates or an issue and report out and/or establish a class discussion.

Completion of a second choice is worth up to 25 points of extra credit.

Instruction: lecture, research activities, class discussion, news discussion, supplemental reading, essay writing, D2L online articles/news/discussion forums

Materials: textbook American Government and Politics Today: The Essentials, 2013-14 edition, by Bardes/Shelley/Schmidt, 3 ring binder or folder, notebook, highlighter

Grading: will be based upon

- 2 quizzes
- 4 unit exams
- 3 essays
- 1 government interaction
- 1 research presentation
- 1 final exam
- discussion participation

Grading Scale:

94-100 = A
93-90 = A-
89-87 = B+
86-84 = B
83-80 = B-
79-77 = C+
76-74 = C
73-70 = C-
69-67 = D+
66-64 = D
63-60 = D-
59- 0 = F

Syllabus Change: This syllabus may be subject to change as the course progresses. Any changes will be announced to students.

Late Policy: No late work is accepted. You must be present for all quizzes, tests, and due dates. If you know you will be gone, you must turn in the work ahead of time. If you are ill, send me an email or give me a call.

Mondays: will [generally] be established as your study or work day and my time for office hours as in any typical college situation; however, if this time is abused or unused, class work will commence as usual.

Emergency Procedures: Emergency information and procedures are found in the classroom as well as the school handbook.

Need for Assistance: Special needs students are to self-advocate by informing the instructor of their disability, necessary accommodations, and the case manager name. Harassment is against the law and CLC policy.

Statement of Accommodation – ADA: As an affirmative action, equal opportunity employer and educator, Central Lakes College is committed to a policy of nondiscrimination in employment and education opportunity and works to provide reasonable accommodations for all persons with disabilities. Accommodations are provided on an individualized, as-needed basis, determined through appropriate documentation of need. The accommodations authorized in your plan should be discussed with your instructor. All discussions will remain confidential.

For details specific to CLC, please contact Andria Belisle, Disability Coordinator, abelisle@clcmn.edu or 218-855-8175, office E138.

Affirmative Action Statement: Central Lakes College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation..

Academic Integrity:

Academic integrity is one of the most important values in higher education. This principle requires that each student's work represents his or her own personal efforts and that the student acknowledges the intellectual contributions of others. The foundation for this principle is student academic honesty.

Central Lakes College expects all students to uphold the highest standards of academic integrity and acts of dishonesty will not be tolerated. See the student handbook for more detailed information.

Professional Conduct and Communication are expected.

Formal and professional conduct is expected of you at all times in lecture, lab and on campus. Your practice of study, communication, politic, inter-personal and group interaction skills, generally accepted and expected of a medical-professional, begins and / or continuously improves in this class. Pro-actively shared, cooperative assistance is highly valued in the professional setting because it is a critical factor in providing quality health care and quality science. Because unprofessional, disruptive, and / or rude behavior demonstrated by you is harmful to the quality of health care in the professional setting to which you aspire, its demonstration in this educational setting toward anyone, including me, is unacceptable and

will result in your immediate discharge from the classroom / lab. Your grade and your continued membership in the course will be negatively affected based upon the severity of the offense.

Cheating / Plagiarism - *Cheating / Plagiarism are not tolerated in any form.*

Cheating defined:

- Copying, in part or in whole, from another's test or other evaluation instrument or obtaining answers from another person during the test.
- Submitting work previously presented in another course, if contrary to the rules of either course.
- Using or consulting, sources or materials not authorized by the instructor during an examination
- Altering or interfering with grading or grading instructions
- Sitting for an examination by a surrogate, or as a surrogate
- Any other act committed by a student in the course of his or her academic work, which defrauds or misrepresents, including aiding or abetting in any of the actions defined above
- Talking or consulting during the test with another person
- Giving / providing in any way, information to other students that allows the student an undeserved advantage on an exam or quiz, such as telling a peer what to expect on a make-up exam or prepping a student for a test in another section of the same class.

Plagiarism defined:

- The act of incorporating the ideas, words, sentences, paragraphs or parts thereof, or the specific substance of another's work, without giving appropriate credit, and representing the product as one's own work
- Representing another's artistic/scholarly or similar works as one's own
- Plagiarism may either be deliberate or unintentional, but it must be avoided with all due diligence

Consequences of academic dishonesty, un-acceptable behavior:

Upon the first infraction of academic dishonesty, the instructor may do one or more of the following:

- Give a lower or failing grade on the assignment or exam
- Give a lower or Fail grade in the course
- Refer the student to the Vice President of Student Services for student disciplinary action.

Helpful Hints for Reading

1. Keep up with the reading. Read the chapter material *before* it is covered in class and be prepared to discuss it. Set a schedule for yourself and discipline yourself to stick to it.
2. Learn to read more effectively.
 - a. Read actively; don't just look at the words. Read for understanding. That is, stop occasionally and ask yourself: Does it make sense? What concepts is the author trying to impart? If you got it, great, move on. If you didn't, then re-read or skim for the concepts you missed.
 - b. Remember, reading a college level text requires much more effort and concentration than other types of reading.
 - c. Do not read the entire chapter at once. Keep your reading to one section at a time.
 - d. Do not ignore the diagrams, pictures, inserts, tables, etc. These elements were added to the text for a reason. Learn from them.
 - e. Take notes as you read in order to condense the information into usable concepts and details.
(adapted from Kent Korek, "Survival Guide")