**Department of Humanities and Social Sciences**

**Intro to American Government & Politics**

**34-102-04 (9:30-10:50 a.m.) and 34-102-06 (11:00-12:20 a.m.)**

**3 credit hours**

**Fall 2021**

**Associate Professor:** Dr. Kimberly Casey

**Email:** kcasey@nwmissouri.edu

**Office hours:**

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| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| 8:00-9:00 | 8:30-9:30 | Not available | 8:30-9:30 | 8:00-9:00 |
| 10:00-1:00 |  |  |  |  |

**Office:** Valk 62

**Phone:** 660-562-1471

**Prerequisites:** There are no course prerequisites

**Textbook and supplementary materials:**

**Textbook:** Morone, James A. and Rogan Kersh. By the People: Debating American Government (New York: Oxford University Press, 2020).

**Supplement:** Study Guide (you will be given a code for this material at no cost to you this semester)

**Course description:** *Attention is directed toward the fundamental principles, institutions, and problems of American Constitutional Government-national, state, and local. Particular stress is given to the Missouri Constitution, as well as to national Constitutional growth.*

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| **Student Learning Outcomes** | **Assessment Methods** |
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| **Communicating:** Communicate through written and oral assignments information about the subject matter | Discussion Assignments, Missouri Constitution Assignments |
| **Critical Thinking:** Apply critical thinking skills to government issues and policies through exercises and discussion formats | Discussion Assignments, Missouri Constitution Assignments |
| **Managing Information:** Interpret and retain terminology pertinent to government and politics | Quizzes, Final Exam, Missouri Constitution Assignments |
| **Valuing:** Connect presented materials with real world applications, particularly citizenship | Quizzes, Final Exam, Missouri Constitution Assignments, Discussion Assignments |
| **Diversity, Equity, and Inclusion:** Connect different situations within a society that encourage or inform about societal diversity, equity, and inclusion | Quizzes, Final Exam, Missouri Constitution Assignments, Discussion Assignments |

**Instructional methods:** Course instruction will revolve around lecture, video, and discussions, in combination with assignments, quizzes, and a cumulative final exam.

**Graded course requirements:**

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| **Requirements: Note: All due date times are 11:59 p.m.** | **Points** | **Out of class hours (Semester total)**  *Note: These are estimates—individual activity may vary, especially if student has accommodations* |
| *Syllabus Quiz (includes Northwest Online course site).* | 20 | Can be taken as many times as needed to optimize score until Syllabus Quiz closes. 20 minutes minimum. |
| *Introductory Discussion Board* | 5 | 5 minutes |
| *Lecture Quizzes* (13 @ 15 points each/drop lowest two scores = 11/13 quizzes =165 points possible)  Lectures 1-13 has a quiz or quizzes devoted to it. The lowest two scores are dropped, but all quiz points are counted towards 165. Any score above 165 constitutes extra credit. | 165 | Preparation time per quiz 2-4 hours of reading and review per quiz. 26-52 hours |
| *Missouri Constitution Assignments (75 points)*  There are two assignments. The first is from Lecture 9 notes; the second part requires using the Missouri Constitution and the U.S. Constitution | 75 | Part 1 of the exercise will be allotted 120 minutes and Part 2 is allotted 180 minutes for completion, but it is unlikely either part will require that time length.  Up to 5 hours |
| *Class group discussions (5 @25 points each)* | 125 | In-class assignment |
| *Final Exam* | 60 | Preparation time 2-6 hours |
| **Total** | **450** | **33.5-63.5 hrs. estimate** |

***Grading is by point total, not percentage. Your point total determines your grade. Points are already rounded up.***

**Points Possible**

***450-405 = A 404-360 = B 359-315 = C 314-270 = D 269-0 = F***

**Course outline/major topics studied:**

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| ***Wk.*** | ***Dates*** | ***Subject*** | **Readings** | **Assignments**  All due date times are 11:59 p.m. on the day due unless otherwise specified in **bold red.** |
| 1 | 8/19 | Lecture 1 Introduction to Government and Politics | Ch. 1 | Take Missouri Civics Achievement Exam. Pass with 70% score by the end Preparation Week 12/2. Worth 5 extra credit points. |
| 2 | 8/24-8/26 | Lecture 1 Introduction to Government and Politics |  | Introductory Discussion Board 1 due 8/26 |
| 3 | 8/31-9/2 | Lecture 2 American Political Thought | Ch. 2 | Syllabus Quiz due 8/31  Quiz 1 Reading Ch. 1 due 8/31  Quiz 2 Lecture 1 due 9/2 |
| 4 | 9/7-9/9 | Discussion session 1 9/7  Lecture 3 The Founding and Constitution | Ch. 3 | Discussion 1 due 9/7  Quiz 3 Lecture 2 due 9/9 |
| 5 | 9/14-9/16 | Lecture 4 Congress  Discussion 2 9/16 | Ch. 13 | Quiz 4 Chapter 3 and Lecture 3 due 9/16  Discussion 2 due 9/16 |
| 6 | 9/21-  9/23 | Lecture 5 Presidency | Ch. 14 | Quiz 5 Chapter 13 and Lecture 4 due 9/23 |
| 7 | 9/28-  9/30 | Lecture 6 Judiciary | Ch. 16 | Quiz 6 Chapter 14 and Lecture 5 due 9/28 |
| 8 | 10/5-10/7 | Lecture 7 Bureaucracy  Discussion 3 10/7 | Ch. 15 | Quiz 7 Chapter 16 and Lecture 6 due 10/5  Discussion 3 due 10/7 |
| 9 | 10/12-10/14 | Lecture 8 Federalism  Discussion 4 10/14 | Ch. 4 | Quiz 8 Chapter 15 and Lecture 7 due 10/14  Discussion 4 due 10/14 |
| 10 | 10/19-10/21 | Lecture 9 Civil Liberties | Ch. 5 | Missouri Constitution Assignment 1 due 10/19  Missouri Constitution Assignment 2 due 10/21 |
| 11 | 10/26-10/28 | Lecture 10 Civil Rights | Ch. 6 | Quiz 9 Chapters 4 and Lecture 8 due 10/26 |
| 12 | 11/2-11/4 | Lecture 11 Parties | Ch. 11 | Quiz 10 Chapters 5-6 and Lectures 9 and 10 due 11/4 |
| 13 | 11/9-11/11 | Lecture 12 Elections | Ch. 10 | Quiz 11 Chapter 11 and Lecture 11 due 11/9 |
| 14 | 11/16-11/18 | Lecture 13 Interest Groups  Discussion 5 11/18 | Ch. 12 | Quiz 12 Chapter 10 and Lecture 12 due 11/16  Discussion 5 due 11/18 |
| 15 | 11/22-11/24 | **Thanksgiving Break** |  |  |
| 16 | 11/30-12/2 | Lecture 14 Media | Ch. 9 | Quiz 13 Chapter 12 and Lecture 13 due 11/30  Missouri Civics Exam due 12/2 |
| 17 | 12/6 | Monday: Final Exam Period is **12/6 from 9:40 a.m. to 11:40 a.m.** |  | **In class: Cumulative Final Exam** |

**UNIVERSITY POLICIES**

**Attendance:**

Students are expected to attend all classes as specified in the course syllabi for each course. Please refer to the university policy on attendance at [https://www.nwmissouri.edu/policies/ academics/Attendance.pdf](https://www.nwmissouri.edu/policies/%20academics/Attendance.pdf). See “Attendance” under course policies for the course-specific policies.

**Final exams:**

If an emergency occurs that prevents the administration of a course scheduled final examination, the final course grades will be calculated based on the work in the course completed to that point in time and the faculty member’s considered judgment. Final exams will not be rescheduled, and a grade of “I” will not be given as a result of an institutional cancellation of a final examination. This final exam policy does not apply to online courses.

**Administrative drop:**

An instructor may request the Office of the Registrar delete a student from a course roster if the student has not met the prerequisite for the course as stated in the catalog, or as a result of non-attendance in the course. See “administrative drop” under course policies for course specific actions related to the university policy.

**Academic Administrative withdrawal:**

When it is in the best interest of Northwest Missouri State University for a student to withdraw, a student will be given a W, put on administrative hold, and given notice that they are about to be withdrawn. This action will result in removal of all credits associated with courses that have yet to be completed in the semester in question and the student will be administratively withdrawn from the University. An Administrative Withdrawal does not affect the student’s grade point average. Please refer to Northwest Missouri State University’s Academic Administrative Withdrawal Policy at:

<https://www.nwmissouri.edu/policies/academics/Adding-Dropping-Withdrawals.pdf>

**University Communications:**

Students are expected to use their Northwest student email account for any electronic correspondence within the university. Students are also strongly advised to check their email and CatPAWS accounts on a regular basis.

**Academic Integrity Policy:**

The students, faculty, and staff at Northwest endeavor to sustain an environment that values honesty in academic work, that acknowledges the authorized aid provided by and intellectual contributions of others, and that enables equitable student evaluation. Please refer to Northwest Missouri State University’s Academic Integrity Policy at <http://www.nwmissouri.edu/policies/academics/Academic-Integrity.pdf>

**Learning or Living Accommodations Request Process:**

Northwest Missouri State University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 [ADA] and the ADA Amendments Act of 2008 [ADAAA]. If a student has a documented disability that qualifies under the ADA/ADAAA and requests accommodations, they should review the Accessibility and Accommodations webpage at [https://www.nwmissouri.edu/titleixequity/accessibility/index.htm](https://www.nwmissouri.edu/titleixequity/accessibility/index.htm%20) for guidance, including the accommodations application and supporting documentation requirements. Contact ada@nwmissouri.edu or 660.562.1873 for further assistance. For the university policy on disability accommodation refer to <http://www.nwmissouri.edu/policies/student/Disability-Accommodation.pdf>

**Non-Discrimination and Anti-Harassment Policy:**

Northwest Missouri State University is committed to maintaining an environment for all faculty, staff, students, and third parties that is free of illegal discrimination and harassment. Please refer to the Non-Discrimination and Anti-Harassment Policy at <https://www.nwmissouri.edu/TitleIXEquity/titlevi/>

**Family Education Rights and Privacy Act (FERPA) Policy:**

Family Educational Rights and Privacy Act of 1974, as amended (commonly known as the Buckley Amendment), is a federal law which provides that colleges and universities will maintain the confidentiality of student education records. Please refer to the Family Educational Rights and Privacy Act (FERPA) Policy at <http://www.nwmissouri.edu/policies/academics/Family-Educational-Rights-and-Privacy-Act.pdf>

**COVID-19 Classroom Mitigation:**

Northwest is committed to the health and safety of the University community. Face coverings are required for non-vaccinated students and faculty and are optional for those who are fully vaccinated. Should a non-vaccinated faculty member or student make close contact with a symptomatic, COVID-19 positive student, they will be asked to quarantine and not enter University facilities (unless otherwise instructed by University Wellness) or attend class until that quarantine period is over. Faculty will provide means for students missing class because of COVID-19 quarantine or isolation to keep up with course work, but students must communicate with faculty and adhere to the quarantine/isolation start and end dates. All other illnesses or absences for personal reasons will be handled as they were before the pandemic. Northwest further asks all students and faculty to practice good hygiene and not enter University facilities or attend face-to-face classes when they feel sick. Students who do not comply with these requirements will be subject to standard disciplinary procedures according to the Northwest Student Code of Conduct (i.e. verbal and written warnings followed by a hearing, if necessary). We thank you for doing your part to maintain our learning environment and to protect the health of fellow Bearcats.

**Change in Course Delivery:**

It is our goal as a University to continue all courses as planned on campus.  However, due to unforeseeable impacts of COVID-19 and its variants, faculty and students must be prepared to adjust course formats or mitigation strategies anytime during the semester, either permanently or for a short term. The University and faculty will communicate with students in the event such action is deemed necessary to preserve the health and safety of students and employees.

**Quarantine checklist:**

YOUR to do List:

☐ Call 911 if you experience difficulty breathing or a change in your level of consciousness.

☐ Contact Wellness Services at 660.215.8573 with questions. You may text or call between 7 a.m. and 7 p.m. If you have an emergency outside of these hours, contact UPD at 660.562.1254.

☐ Notify all of your instructors of your absence and predicted date of return. They will assist you in your coursework by providing information on their strategies for distance learning. Please ensure that you have your laptop, notes, textbooks, and other necessary course materials when you enter into quarantine. Lack of engagement in your coursework during quarantine will likely result in lower grades or failure. When communicating with your instructors, you may provide them with the reason you cannot be in the classroom, but you are not required to do so.

☐ Stay away from all people.

☐ You must talk with a Wellness Services staff member every few days, either by phone, text, Zoom or Skype. If you develop COVID-19 symptoms, you MUST notify Wellness Services immediately. It is important for your wellbeing that Northwest maintains contact with you. We want to know you are doing okay, answer any questions you have, check for symptoms and assist with your needs.

**Behavior and Wellness:**

Northwest focuses on student success—every student, every day. The Wellness Center, 660.562.1348, offers free counseling for students coping with depression, anxiety, alcohol or drug misuse, relationships, and other emotional, social, and academic stressors. In addition, faculty, staff, and students who are concerned with student wellbeing can report their concerns, including anonymously, to the Behavioral Intervention Team, so that the student can be offered relevant support, at this link: [Concerning Behavior Reporting Form](https://cm.maxient.com/reportingform.php?NorthwestMOStateUniv&layout_id=5). If you are concerned about the immediate safety of a student, please call the University Police, who have specialized training in intervention, at 660.562.1254.

**Missouri Civics Achievement Examination:**

The **State of Missouri** requires that all undergraduates pass a Civics Achievement Exam with **a 70% or higher score (35 points out of a 50 points Missouri Civics Achievement Examination)** ***in order to graduate from a Missouri institution of higher education.***

* This is an institutional requirement for graduation at NWMSU, **but not a requirement to pass the course.** As a service to students, this exam is provided in the Introduction to American Government courses, but is not a part of its curriculum.
* **Your degree audit will indicate whether or not the Missouri Civics Exam is required for your graduation.** 
  + To meet the institutional requirement, you will need to correctly answer at least 35 questions on the 50-question exam in order to fulfill the requirement.
    - The exam will not necessarily be directly related to the course content and has its own study guide.
  + Failure to achieve a 70% score on the exam will not result in a failure of POLS 34-102 but the Civics Exam must then be retaken through Office of Assessment if it is not passed while taking the course.
    - The point total on the exam is not directly related to the graded requirements in the remainder of the course but is based upon a pass/fail standard (70% or 35 questions correct is a “pass” on the exam and below 70%/ 35 points is a “fail” in on the exam to fulfill the state requirement).
  + You may take the exam as many times as it takes for you to achieve the 70% or higher threshold mandated by the State of Missouri.
  + The grade on the Missouri Civics Exam has no bearing on the course grade, but students will receive 5 extra credit points for completing the exam and achieving a 70% (35/50 questions) score.
    - The due date for the exam will not be extended.
    - The extra credit score must be added to the system manually and will not automatically show up—please allow Dr. Casey time to record your extra credit (checked every three weeks).
  + Students who drop the class will lose the credit for taking the exam, and will need to retake it when then retake the course.

**COURSE AND CLASSROOM POLICIES**

**Attendance:**

* Students are expected to attend all class sessions. The following exceptions apply:
  + University event/participation with letter from faculty or staff overseeing participation (such as athletic events).
  + Military service with letter
  + Illness, hospitalization, or doctor’s appointment with supporting evidence
  + Covid-related isolation or quarantine
  + Court-summons or participation
  + Pregnancy-related absence
* Excused absences must be reported via email or in person at least two hours prior to class time to be considered for excuse. Events that are known in advance should be reported in advance.
  + Exceptions would be car accident or like emergency with documentation.
* Students with excused absence that has been approved by Dr. Casey that occur on discussion days must request a make-up assignment.
  + Students with an unexcused absence may not make up work completed in class, submit coursework completed in class, and will receive a zero for the assignment.
* See extra credit chart below for benefits associated with attendance.
* Students who have two or more non-excused absences will be flagged in NW 360 as a reminder.

**Administrative drop:**

* Students who have missed more than two class sessions without an excuse (see above) will be flagged in NW 360. This is not a penalty, but the prescribed university means for communicating this information. Reporting via NW 360 is required of instructors by the university.
* Students will be notified in advance of a pending administrative drop with a list of possible options for the course. Students who fail to respond via email or by returning to the course will be dropped from the roster.

**Technology:**

* Note: The professor can access NW Online and see what you have and have not accessed, the amount of time you spent on a given assignment, etc. Please do not fabricate stories as such information could leave you liable for academic integrity issues.
* Students are responsible for accessing course materials in a timely manner. Technology issues are subject to review by the professor if the professor is informed in advance of the issue, but a review of the situation is granted only once.
* Technology issues on the day an assignment is due is the responsibility of the student. All technology issues are subject to review by the professor, based upon the data available.

**Use of Electronics:**

* Cell phones should not be in use for telephoning purposes in the classroom. Disruptive use of cell phones may result in being asked to put cell phone away or further action if requests are ignored or repeated, such as losing attendance extra credit opportunities.
* Use of computers for notetaking is encouraged, but abuse of this privilege may be suspended if computers are not being used for this purpose. Computers are required on discussion days and student may be dismissed if they do not have their computers with them and usable (either charged or with a charger) if they are not prepared, resulting in a zero for the assignment and an unexcused absence.

**Professor Contact:**

You should use only your university email account for class communication. I will answer emails as promptly as I can, however, note that I am not always working when you are; therefore, I cannot send messages back as soon as you send them. Please consider this delay when you are contacting me. Emails during weekdays will not go unanswered for more than a 24-hour period unless I am away from class for professional reasons; expect emails sent on Friday after noon will be answered on Monday. Emails during holidays will be answered after school is in session.

**Announcements:**

The Announcement feature in NW Online (Canvas) is used frequently in this course. You are responsible for this information.

**Academic Integrity:**

Is strictly upheld in this course and will be addressed on a case-to-case basis. The Town Hall assignment must be submitted via Turnitin for this purpose.

**Assigned Seating:**

To facilitate taking role quickly, students will be asked to choose a seat in the second week of classes that will be assigned to them the remainder of the semester. The professor, due to needs based upon accommodation, mitigation, spacing, or behavioral issues, reserves the right to adjust seating accordingly.

**Course Work:**

The following assignments are due in this course. Note, the Missouri Achievement Exam is not a course work requirement, but is required for graduation, and is eligible for course extra credit if taken in the course. Otherwise it must be taken through the Assessment Center if required on your degree audit.

* Introductory Discussion Board: 5 points. A brief introduction of yourself is required.
* Syllabus Quiz: 20 points. Students will be quizzed on information in the syllabus and course web site (via Northwest Online). This quiz should be passed with a 20 out of 20.
* Quizzes: 165 points/15 points each.
  + 13 quizzes are offered at 15 points each (two quizzes are not counted in total).
    - Each quiz is 15 points, with 15 minutes allowed to complete the quiz.
    - Questions from the study guide can be used to prepare for the quiz.
    - Only one quiz attempt is allowed, but the study guide allows for studying quiz questions.
  + Students are accountable for 165 of 195 points possible or 11 out of 13 two quizzes are not counted in the total). This allows students to miss two quizzes without affecting your grade.
  + Students retain points gained on all 13 quizzes, thus allowing for a maximum of 30 possible points of extra credit.
  + Examples:
    - You attempt 12 out of 13 quizzes. You score 163 points on the twelve quizzes. Your quiz grade would be 163/165.
    - You attempt 9 out of 13 quizzes and score 108 points on the nine quizzes. Your point total would be 108/165.
    - You attempt 13 quizzes and score 183 points on the 13 quizzes. Your point total would be 183/165 points. The eighteen points would be retained as extra credit.
* Missouri Constitution Assignments: Two assignments worth 38 and 37 points each (75 points total).
* Course Discussions:Five assignments worth 25 points each. These involve being assigned to a group, answering questions based upon a specific topic, and responding to the answers of others in class. Participating in these discussions require in class attendance.
* Final Exam:The final exam is cumulative over the information during the semester. For students who have already achieved a 405-points prior to taking the final exam, the final exam is optional.
* Course work issues will be flagged in NW 360 as a reminder, not a penalty.

**Extra Credit:**

Maximum 65 points including events. Extra credit options are available via quizzes (you get the credit if you earn points by taking 12 of 13 quizzes) and for taking the Missouri Civics Exam (5 points). There may also be extra credit allowed for attending events if they are applicable to the course. Details on such possibilities will be posted in the Announcements.

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| **Quiz Extra Credit**  **(30 points maximum)** | **Missouri Civics Exam**  **(5 points maximum)** | **Attendance (maximum 15 points)** | **Events**  **(Maximum 10 points)** |
| **30 points maximum** (depends on student scores). | **5 points** for completing Missouri Civics Exam | **10 points for perfect attendance** (no absences for any reason).  **9 points for university participation absences only** (can be combined with the next two items if applicable).  **8 points for excused absences only** (either absences not related to university events or combination of excused absence types).  **3 points for students who miss no discussion sessions** for any reason (can be added to perfect or university absence attendance points).  **2 points for no more than three absences of any kind** (can be added to any of the above categories as applicable). | **10 points** for event attendance and report (Events to be announced as they are added to our course in the Announcements) Limited to one event. |

**Late Work:**

* Late submissions are permissible on the following assignments as indicated in the chart below.
* Late work will be deducted 10% of the point total for each 24-hour period assignment is late.
* Late work is not accepted on Quizzes (one quiz is dropped so missing one quiz does not penalize you other than losing extra credit points) and the Missouri Constitution Exercise Part 1.
* The professor reserves the right to consider each case based upon Covid necessity. Please contact the professor in case of isolating or infection as soon as possible.
* Late work is graded after work that is submitted on time in all my classes and when I can clear time for grading, so there may be some delay in when the work is returned.

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| Assignment | Late Work Allowed? | Penalty |
| Introduction Discussion Board | Allowed | .5 points for each 24-hour period late |
| Quizzes | Not allowed | Not applicable |
| Missouri Constitution  Assignment 1 | Allowed, but student must request to Dr. Casey via email to submit assignment late. | 2.5 points for each 24-hour period late. Maximum 5 days late. |
| Missouri Constitution  Assignment 2 | Allowed, but student must request to Dr. Casey via email to submit assignment late. | 5 points for each 24-hour period work is late. Maximum 5 days late. |
| Discussions | Only with an excused absence—student must request opportunity if excused absence is approved to do alternative assignment. This is the student’s responsibility. | Work is not late if allowed alternative assignment. Submission may not lag beyond allotted time to complete. |
| Final Exam | Not allowed |  |