



COURSE SYLLABUS

PS 100 – WB U.S. Government Self-Paced Degree Program

Instructor Information

Instructor Name: Michael Spurlock

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Telephone Number: (404) 769-3531

Availability: 4:00 pm – 9:00 pm (EST)

I read messages daily and will respond within 24 hours at least to acknowledge receipt of your message even if I do not have an immediate answer or resolution to the inquiry.

My office hours (virtual) are from 4:00 pm – 9:00 pm daily (EST). During that time, I am available to chat with students who may need additional support.

Course Description

Semester Credits: 3 semester credits

Catalog Course Description: A survey of the basic constitutional principles, political institutions and public policies of American national government. Meets the social science requirement.

Prerequisites: None

Credit Hours:

As a requirement of HLC Accreditation, all UIU courses, regardless of meeting schedule or instructional mode, follow the Federal Credit Hour Definition. As such, each credit hour earned at UIU is equivalent to a minimum of 45 hours of student engagement.

For more information on how specific instructional modes meet this requirement, please see *UIU's Policy Guidelines for Instructional Time Expectations*: [UIU Policies](#).

Course Materials

It is the student's responsibility to make sure she/he has access to all required course materials by the start of the session.

Required Textbooks

James A Morone and Rogan Kersh, *By the People: Debating American Government* (Brief Fourth Edition), Oxford, 2016 [ISBN: 10: 0-19-092872-7]

Recommended Resources:

American Psychological Association. (2010). Publication manual of the American Psychological Association (6th ed.). Washington, D.C.: Author. ISBN: 978-1-4338-0561-5.

Ordering Textbooks

Purchase your textbook through the online university bookstore, [MBS Direct](#), or by phone at (800) 325-3252.

Course Objectives

1. Identify the structure and daily functioning of the federal government.
2. Identify how political, economic, social, and cultural influences affect government process.
3. Define the individual's economic and political rights in the constitutional context of due process.
4. Demonstrate understanding of the individual's role in the legislative process.
5. Recognize the political, economic, social, and cultural effects of federal government action on the economy.
6. Demonstrate understanding of the judicial system's role in federal governance.

General Education Task

Task Statement

Students will use a theory or set of concepts to analyze a feature or consequence of a social institution, an interpersonal process, or an intra-personal state. A student will complete this task either in each of two separate disciplines or in sequence within a single discipline.

Task Assignment

When you hear the word "Lobbyist", it conjures up negative images of smoke-filled rooms, with politicians and business fat-cats making deals at what cost to the public? Is that image correct? Special interest groups influence our government in many different ways and as you discover through the course, can be positive or negative. Early in the course, you chose a special interest group that you feel has had an effect on our culture and or community. Through your research and analysis of the interest group, your paper will address at a minimum the following:

- History of the group.

- The role of your group in local, state, or national politics.
- Your analysis of the effect this group has had on your community or government.
- A brief analysis of contributions to political candidates and causes. (This may be difficult for a local interest group, affecting your local community. You will have to call the organization to obtain this information.)
- Why you chose this group.

Your paper will be a minimum of 800 – 1000 words, in APA format. Your paper should include at least two sources other than the course text and must follow APA style guidelines. Your paper will be submitted to me as a MS Word Doc. Your paper will be graded both on Writing Mechanics and Content, and must be in APA format. Your paper is due in Unit 6.

Course Requirements and Grading Criteria

Course Requirements

The course is completely developed in uiuLearn and consists of 8 units. All course materials will be available and all work should be completed in uiuLearn. Completion of a unit will release the subsequent unit. Even though you do not attend a regular classroom in the traditional sense and keep up with a set schedule of assignments, it is important to maintain a regular schedule, if possible, to complete all course work. It is too easy to set work aside and decide to do it later.

Student Autobiography

Student Autobiography is the first assignment in Unit 1. Student Introductions is the first submitted item. Since we may never have the opportunity to meet face to face, please introduce yourselves. Please provide the following information and tell me about yourself (i.e. - your educational aspirations, employment, family, hobbies). Submit this autobiography as an MSWord document to the Student Autobiography Dropbox under Unit 1 in uiuLearn.

Assignments

There are 8 Short Answer assignments – one for each unit. Each short answer assignment is comprised of questions supported from the readings for that unit and responses should be expanded with outside appropriate academic reference from the web. Each question response should be at least one paragraph (a minimum of 4 – 5 complete sentences) and must be prepared in a word processing program (i.e. Microsoft Word, Microsoft Works). Please use APA formatting and a reference to support your post. Submit your assignment to the Turnitin enabled 'Short Answer' assignment Dropbox for that unit.

You will have an Analysis Assignments and Summaries/Current Event assignments for each unit, details of these assignment will be posted in uiuLearn. The requirements for each of the 4 Papers will also be posted in uiuLearn.

Quizzes

There are 8 quizzes – one for each unit. The quizzes in units 1 - 8 consist of 15 multiple choice questions; and are timed at 30 minutes.

Final Assessment

There will be a 100-point comprehensive final exam. More details will be provided in uiuLearn.

Participation

Course Policies

Grading Criteria

The course letter grade will be based on the following grading criteria.

Activity	Points
Student Autobiography	0
Short Answer Assignment from each unit (8 x 15pts).	120
Paper Assignments (4 x 125pts)	500
Analysis Assignments (8 x 10pts)	80
Summary/Current Event (8 x 10pts)	80
Unit Quiz (8 x 15pts)	120
Final Assessment	100
Total	1000

Grading Scale

Letter Grade	Percent	Points
A	93-100%	930 – 1000
A-	90-92%	900 – 929
B+	87-89%	870 – 899
B	83-86%	830 – 869
B-	80-82%	800 – 829
C+	77-79%	770 – 799
C	73-76%	730 – 769

C-	70-72%	700 – 729
D+	67-69%	670 – 699
D	63-66%	630 – 669
D-	60-62%	600 – 629
F	0-59%	0 – 599

Grades and Feedback

Unit grades and feedback will be posted in the gradebook in the online classroom. As each unit is completed I will provide you feedback on graded assignments and your progress. Individual assignment feedback will be provided through the Course Drop Box. Overall course feedback will be provided through the Course Gradebook module. In most cases feedback will be provided within 4 days. In all cases, if you have questions of your progress, please send me a note.

Turnitin

In your writing in this course you will be asked to both cite and reference in APA format in much of the written work you submit. Part of your grade will be based upon this, thus I want to make sure that you are clear on what citing and referencing entails. Turnitin will be required in your course. I use the Turnitin plagiarism prevention & education tools which is fully integrated into the classroom assignment Drop boxes.

Extension

Students will be allowed to request an extension and receive an 'X' (-extension grade) at the end of their original six-month enrollment period if:

- A minimum of one assignment has been received for grading per guidelines **AND**
- All course units and exams are not completed and submitted **OR**
- A course withdrawal has not been initiated.

Note: The fee for a self-paced extension is \$99 per course. The request for an extension must be submitted no earlier than one month before the end of the course and no later than a week before the end of the course.

Extension grade details

- When the extension is granted and an "X" grade is issued, the student will receive a four-month enrollment period to complete the course.
- Students do not have the option to withdraw from a course after the initial six-month enrollment period.
- An 'X' grade posted to the student's official record will be replaced with a final letter grade; however, the extension will remain on the official transcript as a notation.

- If the course is not completed by the end of the extension period, the instructor will assign a final grade (A-F) based on work completed in relation to the total course requirements.
- If credit is not earned by the end of the extension period, students can reenroll and repeat the entire course for credit.

Note: Students are not reported as enrolled during the extension period and are not eligible for student loan deferment. No more than one extension will be granted.

Course Schedule

Unit	Topics of Study	Activities	Assessments
Unit 1	Chapter 1: Ideas that Shape American Politics Chapter 2: The Constitution	Review <ul style="list-style-type: none"> • Course Syllabus • About the Instructor • Chapters 1 & 2 	Complete <ul style="list-style-type: none"> • Student's Autobiography • Short Answer Assignment • Complete Paper Assignment • Analysis Assignment • Summary/Current Event • Quiz
Unit 2	Chapter 3: Federalism and Nationalism	<ul style="list-style-type: none"> • Read Chapter 3 	<ul style="list-style-type: none"> • Short Answer Assignment • Analysis Assignment • Summary/Current Event • Quiz
Unit 3	Chapter 4: Civil Liberties Chapter 5: The Struggle for Civil Rights	<ul style="list-style-type: none"> • Read Chapters 4 & 5 	<ul style="list-style-type: none"> • Short Answer Assignment • Analysis Assignment • Summary/Current Event • Quiz
Unit 4	Chapter 6: Public Opinion and Political Participation Chapter 7: Media, Technology, and Government	<ul style="list-style-type: none"> • Read Chapters 6 & 7 	<ul style="list-style-type: none"> • Short Answer Assignment • Complete Paper Assignment • Analysis Assignment • Summary/Current Event • Quiz
Unit 5	Chapter 8: Campaigns and Elections Chapter 9: Interest Groups and Political Parties	<ul style="list-style-type: none"> • Read Chapters 8 & 9 	<ul style="list-style-type: none"> • Short Answer Assignment • Analysis Assignment • Summary/Current Event • Quiz

Unit	Topics of Study	Activities	Assessments
Unit 6	Chapter 10: Congress Chapter 11: The Presidency	<ul style="list-style-type: none"> • Read Chapters 10 and 11 	Short Answer Assignment <ul style="list-style-type: none"> • Complete Paper Assignment • Analysis Assignment • Summary/Current Event • Quiz
Unit 7	Chapter 12: Bureaucracy Chapter 13: The Judicial Branch	<ul style="list-style-type: none"> • Read Chapters 12 and 13 	Short Answer Assignment <ul style="list-style-type: none"> • Analysis Assignment • Summary/Current Event • Quiz
Unit 8	Chapter 14: Domestic and Foreign Policy Public Policymaking	<ul style="list-style-type: none"> • Read Chapter 14 • Prepare for Final Exam 	Short Answer Assignment <ul style="list-style-type: none"> • Complete Paper Assignment • Analysis Assignment • Summary/Current Event • Quiz • Final Exam

Course Expectations

Refer to myUIU for your official enrollment term and enrollment period.

Computer and Internet: You are responsible for ensuring that you have a reliable up-to-date computer, updated virus protection, and Internet connection to access the course materials and complete course activities. You need to make alternate arrangements in case of unexpected computer and Internet problems.

Backup: Remember to regularly back up course files to avoid data loss in the event of hardware failure or user error.

You have six months from the date of your enrollment to complete this course. You should begin work on the course immediately upon enrollment and start submitting lessons for grading and evaluation in a timely manner. If no course work has been submitted within the first two months, an administrative withdrawal will be processed.

Email

Upper Iowa University employees and students are issued an UIU email account (doej@uiu.edu). University email communications will only be sent to UIU email address.

Faculty and staff are not obligated to respond to students using non-UIU email accounts.

Technology Requirements

Late Work

Professional Writing and Speaking Guidelines

Communications in class and online should follow the Student Conduct and Discipline, Respect for the University Environment, and Code of Student Responsibility in the [Student Handbook](#) (pg. 20 and 21). Respect the opinions of others using appropriate language and communications.

LIBRARY RESOURCES

As a student of Upper Iowa University, library resources (online journal databases, e-books, newspaper access, citation help, etc.) are available. If travel to the campus is not feasible, you can access the library through the University's website. Go to: www.uiu.edu/library. If you need assistance locating information or using the library's resources, please contact the library at library@uiu.edu, Phone: 563-425-5270.

To use any of the materials listed on the site, you can log in using your myUIU username and password. If you need help with your myUIU login credentials, please contact the UIU Help Center Desk at helpdesk@uiu.edu, Phone: 563-425-5876.

TECHNICAL SUPPORT

Contact the UIU IT helpdesk for assistance with your UIU email and myUIU access. You can call 563-425-5876, email helpdesk@uiu.edu or visit www.uiu.edu/helpcenter. You may contact uiuLearn 24X7 support for technical questions regarding your web-based course. Click "uiuLearn Tools" in the upper-right corner of your course and select "Help" in the drop down menu for more information.

ATTENDANCE

Even though you do not attend a regular classroom in the traditional sense and keep up with a set schedule of assignments, it should be pointed out how important it is to keep yourself on a regular schedule. It is too easy to set work aside and decide to do it later. Suddenly, the need to complete assignments and meet deadlines can become stressful and, at times, impossible. The key would be to set time aside on a regular basis and submit work in a timely manner.

Withdrawal (W)

If a student decides to withdraw from a course before the end of an enrollment period, the student's charges, financial aid, tuition assistance, and/or veteran benefits could be affected. All students should consult with the Business Office and Financial Aid Office to understand the financial impact of withdrawing prior to initiating the withdrawal process.

Tuition adjustments are independent from academic and financial aid deadlines. Upon receiving a request for withdrawal, using the number of lessons submitted as compared to the total due, a refund of tuition is made according to the following guideline.

On or before the first day of the enrollment period* 100%

After the first lesson through 10% of the enrollment period 90%
After the first 10% through the first 25% of the enrollment period 50%
After the first 25% of the enrollment period 0%

*Enrollment is measured by the number of assignments to be submitted during a six-month period of time, as determined by the University, during which semester credits are earned toward graduation. The refund/repayments shall be calculated using the percentages noted above as determined using the number of assignments completed and the number of assignments yet to be submitted.

For example, if a student submitted 2 of 17 assignments, they completed 11.76% of the class assignments. The student would be refunded 50% of the tuition cost.

For students from Wisconsin, Maryland, Georgia, Oregon, or Arizona, state laws apply. For students enrolled through the cpacredits.com program, no refund is allowed after the first two weeks.

Students who withdraw from a course prior to submitting the first assignment, or who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee of \$99.

Course withdrawal may impact financial aid eligibility. A financial aid counselor is available to discuss this decision.

Upper Iowa University is required to use a pro rata schedule to determine the amount of Title IV aid the student has earned at the time of withdrawal. If financial aid funds have been released to the student because of a credit balance on the student's account at Upper Iowa University, the student may be required to repay some or all of the amount released to the student. This policy is subject to federal regulations. Contact the Financial Aid Office for details.

Withdrawing from a course in progress may result in significant student account charges. Consult with the Business Office before withdrawing. For more information on financial aid implications, go to uiu.edu/financialaid.

Administrative Withdrawal (AW)

A grade of AW (administrative withdrawal) is recorded for any course from which a student is administratively withdrawn. **At least one complete assignment/unit must be received and verified by the instructor within the first 60 days of the enrollment period or the student will be administratively withdrawn from the course.** Students who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee of \$99.

Students through the cpacredits.com partnership follow the withdrawal policy listed above. Non-Attendance (NA): Never attended grades are not applicable to the Self-Paced Degree Program.

Academic

University Policies

Academic Accommodations

It is the policy of Upper Iowa University to ensure equal access to educational and co-curricular activities to students with disabilities as mandated by the Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act of 1973. A student seeking accommodations should contact the Director of Disability Services (DDS) as early in

the session as possible. In order to receive accommodations, students must disclose their disability to the DDS by completing a *Voluntary Disclosure Form*, as well as providing appropriate documentation. The *Voluntary Disclosure Form* is available in the DDS office or online at [Disability Services](#). Students will be given a *Request for Accommodations Contract* during their initial appointment with the DDS. **This appointment will be in person for Fayette campus students and over the phone for center, online, and self-paced students.** It is the student's responsibility to provide the instructors with a copy of the *Request for Accommodations Contract* (for Center or online students, these contracts are emailed out to instructors by the DDS for the student). Additionally, students should work cooperatively with their instructors throughout the session to make sure that appropriate accommodations are being made. You can contact the DDS at (563) 425-5949, disabilityservices@uiu.edu, or stop by the office in the Student Center, Office of Student Life, Room 229.

Academic Misconduct Policy

Cheating, academic dishonesty, and plagiarism constitute a violation of the offender's own integrity, as well as the integrity of the entire University; they will not be tolerated. Violators will receive sanctions based on the level of academic misconduct.

Cheating includes, but is not limited to:

- The use of unauthorized books notes or other sources in the giving or securing of help in an examination or other course assignments.
- The copying of other students' work or allowing others to copy your work. The submission of work that is not your own or allowing others to submit your work as theirs.
- The submission of the same work for two or more classes without the approval of instructors involved.

Academic dishonesty includes, but is not limited to:

- Sharing academic materials knowing they will be used inappropriately.
- Accessing another person's work without permission.
- Providing false or incomplete information on an academic document.
- Changing student records without approval.
- Obtaining and using texts or other materials intended for instructor use only.

Plagiarism includes, but is not limited to:

- The presentation of another's published or unpublished work as one's own.
- Taking words or ideas of another and either copying them or paraphrasing them without proper citation of the source.
- Using charts, graphs, statistics or tables without proper citation.

Levels of Academic Misconduct and Sanctions

The faculty member teaching the course has the primary responsibility for resolving allegations

of academic dishonesty, though egregious violations will be resolved by the School administration, the Academic Misconduct Board, or some combination thereof. The final decision on the level of a violation rests with the Academic Misconduct Board. Options for resolving an alleged case of academic dishonesty range from dismissing the allegation with no negative sanction to being expelled from the university ([Academic Misconduct Policy: Table 1](#)). A negative sanction is defined as an action taken by the faculty member that affects the student's grade for the assignment or his or her cumulative grade for the course. Anytime academic misconduct is detected, the procedures outlined in [Academic Misconduct Policy: Table 1](#) should be followed. The incident will be maintained in a searchable database maintained by the Office of Academic Affairs.

Copyright Statement

In recognition of the Copyright Law of the United States (Title 17, United States Code), Upper Iowa University reminds both faculty members and learners that a willful infringement of the law may result in disciplinary action. The University library has available materials discussing the "fair use" concept, along with criteria and guidelines for reproduction and use of copyrighted materials.

This syllabus is subject to change.

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