



Self-Paced Degree Program

PS 230-WA State and Local Government |

Web-Based General Education Course Syllabus

INSTRUCTOR INFORMATION

Instructor Name: Michael Spurlock |

UIU faculty email: spurlockm183@uiu.edu |

Telephone Number: (404) 769-3531 |

Availability: 6:30 am – 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 6:30 am – 9:00 pm daily (EST). During that time, I am available to chat with students who may need additional support.

If you need to contact Upper Iowa University, please call the toll free number: (800)553-4150 |

COURSE DESCRIPTION

Course Meeting Place: uiuLearn

Credits: 3 semester credits

Catalog Course Description: A survey of the basic principles, organizations and functions of government on the state, county, municipal, township and district levels. Meets the social science requirement. |

Prerequisites: None. |

COURSE OBJECTIVES

1. Identify the structure and daily functioning of state and local government.
2. Identify how political, economic, social, and cultural influences affect government process.
3. Recognize the political, economic, social, and cultural effects of government action on the economy.
4. Analyze the nature of political participation and political parties.
5. Identify the major policy responsibilities of state and local governments.
6. Describe the constitutional basis and structure of American federalism.
7. Contrast urban and rural government systems. |

COURSE MATERIALS

As a student, it is solely your responsibility to make sure that you have access to all required course materials by the start of the term.

Ordering Textbooks

You may purchase your textbooks through MBS Direct: Toll free: (800) 325-3252. Please refer to this website for specific textbook information <http://bookstore.mbsdirect.net/uiu.htm>

Required Textbooks

Dye, T.R. & MacManus, S.A. (2015). *Politics in states and communities* (15th ed.). Upper Saddle River, NJ: Pearson Prentice Hall.

ISBN: 9780205994724.

Required Resources

- None.

COURSE EXPECTATIONS

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

Email: You are required to use your official UIU issued email account.

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.

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

According to our Text (Chapter 16), "The primary responsibility for American public education rests with the fifty state governments and their local school districts. It is the largest and costliest of state functions. Today, about 56 million pupils are in grade schools and high schools in America. About 50 million are in public schools, and 6 million in private schools. About 22 million students are enrolled in institutions of higher education: community colleges, colleges, and universities."

In that you all are one of those 22 million students, enrolled in an institution of higher learning, it is essential that you understand the role of the Federal, state and local government in the education process.

Your assignment to create a paper on the politics of education to the class. Using your local (city/county) school system, you will present to the class an overview of your local system including:

- Overview of the system, including number of students, schools, and annual budget.
- Political control of the school system e.g. school board, commissioner, etc.
- Ranking of your state in education and your local system.
- Your reasons for continuing your own education.

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 attachment to the appropriate Dropbox. Your paper will be graded both on Writing Mechanics and Content, and must be in APA format. Your paper is due in Unit 6.

GRADES & 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..

COURSE REQUIREMENTS AND GRADING CRITERIA

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. 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 Assignment and a Summary/Current Event assignment for each unit, details of these assignment will be posted in uiuLearn. There are 4 Papers due throughout the course, in Units 2, 4, 6, & 8. Instructions on how to complete these 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.

Use of 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 Dropboxes.

Turnitin will be used for each of the Short Answer Assignments, Analysis Assignments, and Paper Assignments.

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

This course will use +/- grades.

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

COURSE SCHEDULE

Unit	Topics of Study	Activities	Assessments
Unit 1	Politics in States and Communities And Democracy and Constitutionalism in the States	<ul style="list-style-type: none"> • Review Course Syllabus • About the Instructor • Chapters 1 & 2 • Unit 1 Introduction 	<ul style="list-style-type: none"> • Complete Student's Autobiography • Short Answer Assignment • Analysis Assignment • Summary/Current Event • Quiz
Unit 2	States, Communities, and American Federalism And Participation in State Politics	<ul style="list-style-type: none"> • Read Chapters 3 & 4 • Review Introduction to Unit 2 	<ul style="list-style-type: none"> • Short Answer Assignment • Complete Paper Assignment • Analysis Assignment • Summary/Current Event • Quiz
Unit 3	Parties and Campaigns in the States And Legislators in State Politics	<ul style="list-style-type: none"> • Read Chapters 5 & 6 • Review Introduction to Unit 3 	<ul style="list-style-type: none"> • Short Answer Assignment • Analysis Assignment • Summary/Current Event • Quiz
Unit 4	Governors in State Politics And Bureaucratic Politics in States and Communities	<ul style="list-style-type: none"> • Read Chapters 7 & 8 • Review Introduction to Unit 4 	<ul style="list-style-type: none"> • Short Answer Assignment • Complete Paper Assignment • Analysis Assignment • Summary/Current Event • Quiz
Unit 5	Courts, Crime, and Correctional Policy And Governing America's Communities	<ul style="list-style-type: none"> • Read Chapters 9 & 10 • Review Introduction to Unit 5 	<ul style="list-style-type: none"> • Short Answer Assignment • Analysis Assignment • Summary/Current Event • Quiz
Unit 6	Participation in Community Politics And Metropolitcs: Conflict in the Metropolis And Community Power, Land Use, and the Environment	<ul style="list-style-type: none"> • Read Chapters 11, 12, and 13 • Review Introduction to Unit 6 	<ul style="list-style-type: none"> • Short Answer Assignment • Complete Paper Assignment • Analysis Assignment • Summary/Current Event • Quiz

Unit	Topics of Study	Activities	Assessments
Unit 7	The Politics of Taxation and Finance And Politics and Civil Rights	<ul style="list-style-type: none"> • Read Chapters 14 and 15 • Review Introduction to Unit 7 	<ul style="list-style-type: none"> • Short Answer Assignment • Analysis Assignment • Summary/Current Event • Quiz
Unit 8	The Politics of Education And The Politics of Poverty, Welfare, and Health	<ul style="list-style-type: none"> • Read Chapters 16 and 17 • Review Introduction to Unit 8 • Prepare for Final Exam 	<ul style="list-style-type: none"> • Short Answer Assignment • Complete Paper Assignment • Analysis Assignment • Summary/Current Event • Quiz • Final Exam

LIBRARY RESOURCES

See the *Library Resources* section in the online classroom course home widget.

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 (D2L) Technical Support for technical questions regarding your web-based course. You may call 1-877-325-7778 or email helpdesk@d2l.com.

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 term 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 <http://www.uiu.edu/support/disability-services.html> 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 term 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 Development, Room 229.

WRITING PROFICIENCY

All sources used in your papers must be cited where appropriate in the text of your work and in a reference list at the end of your work. Visit the Writing Resources link in the course home widget.

CHEATING, ACADEMIC DISHONESTY AND PLAGIARISM

Because cheating, academic dishonesty and plagiarism constitute a denial of the University's and the offender's own integrity, they will not be tolerated.

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 any 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.

Detected cheating or plagiarism will result in consequences that may, at the professor's discretion, include course failure. In addition, an offender can be reported to the Faculty/Student Conduct Board for possible further disciplinary action. Refer to the Student Handbook at <http://www.uiu.edu/support/handbooks.html>.

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.

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.

The fee for a self-paced extension is \$99 per course. To request an extension, the “Self-Paced Course Extension Request” form must be completed and returned to the Self-Paced department. The form can be found at <https://my.uiu.edu> (Academics Tab under Student Forms). The request for an extension and payment 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. Please see page 40 of the Academic Catalog for more information regarding the Incomplete/Extension guidelines. **If you do not request and pay for an extension, a final grade will be issued for the course based on coursework received by the original course end date.**

If you do not wish to use the extension option and will not be able to finish your Self-Paced class by the original six-month end date, you can submit a course withdrawal form before the course end date if you wish to withdraw from the course. The amount of the course refund is determined by the number of lessons submitted as compared to the total due. Please see page 38 of the Academic Catalog for more information on the refund policy.

COPYRIGHT PROTECTION

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 tentative and subject to change.

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