Instructor Information

Instructor: Samantha Staggs
Office: 442 CHARTS
Mailbox: CHARTS 452
Hours: Monday-Thursday: 8:20am-9:20am
       Friday: By appointment
Phone: 501-812-2263
Email: sstaggs@uaptc.edu

*All emails and telephone calls will receive a response within two business days.

Chair: Michael Loya 501-812-2776 mloya@uaptc.edu
Dean: Christy Oberste 501-812-2869 coberste@uaptc.edu

*If your emails and telephone calls do not receive a response within two business days, the appropriate chain of command is above.

Course Information

POLS 1310: American National Government
Monday and Wednesday
Sec. 03: 9:25am-10:40am (223 CHARTS)
Sec. 05: 10:50am-12:05am (302 CHARTS)
Tuesday/Thursday
Sec. 19: 9:25am-10:40am (405 CHARTS)
Sec. 21: 10:50am-12:05am (302 CHARTS)
Sec. 60: Online

Catalog Description

POLS 1310. American National Government ACTS # PLSC 2003
This course is an introduction to the principles, structure, processes and functions of the United States federal government and other related political activities. (3 credit hours)
Course Materials

Required textbooks:
The textbook is Ginsberg, et. al., We The People (11th Essentials Edition)
ISBN-10: 039328364X

Mission Statement

University of Arkansas – Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

Institutional Learning Outcomes and General Education

UA-PTC supports a college-wide institutional learning assessment program which concerns effective instructional methods and promotes student learning achievement by assessing:

1. Communication
2. Critical Thinking
3. Cultural Awareness
4. Information Literacy
5. Professionalism
6. Quantitative Literacy
7. Technology Literacy

For more information, please consult the following website: https://uaptc.edu/sla

Department / Program Learning Outcomes

The Social Sciences Department, consistent with the College's mission and the Division's objectives, encourages the success of its students in all technical fields and academic disciplines by promoting:

PLO #1
Students are prepared for active citizenship and demonstrate an ongoing interest in national and global politics

PLO #2
Students will critique arguments concerning state and federal policy.

PLO #3
Students will demonstrate substantive knowledge of institutions, processes and values that shape politics within and among states and national government.
Student Learning / Course Outcomes

PLSC 2003: American National Government
General Description:
The introduction to the principles, structure, processes and functions of the United States federal government and other related political activities.
Expected Student Learning Outcomes:
The student will be able to explain, discuss, recognize, and/or apply knowledge of the following topics:
· Three branches of the American government (Executive, Judicial, Legislative)
· Constitution
· Political Parties and interest groups
· Campaigns and elections
· Civil liberties and civil rights
· Federalism
· Public opinion

Policies

Report a Complaint or Concern

UA-PTC takes very seriously complaints and concerns regarding the institution. Most complaints or concerns of a specific nature should be initiated and resolved at the campus level through normal college processes whenever possible. UA - Pulaski Technical College receives and resolves complaints using a variety of methods. To report a complaint or concern, please follow the link below.

https://www.uaptc.edu/report-a-concern-complaint

UA-PTC Attendance Policy

Education at UA-PTC requires students' active involvement in the learning process. Thus, students are expected to attend all classes and actively engage in all learning assignments and/or opportunities provided in their classes. Class attendance should be treated as mandatory by all students as attendance will be taken by all instructors during the first two weeks of class. Additionally, a written policy on student attendance that is tied to course objectives and included in a course syllabus will be provided for each course by instructors.
Departmental Attendance Policy

Any student who does not login to class within the first two weeks of class will be considered a “no show” according to the campus attendance policy and will be reported as such and dropped from the class. If you do not log into Blackboard and/or complete the course agreement form within the first week of class you may be administratively dropped by your instructor. If that happens the instructor will not allow you back into the class.

Although you have a certain amount of freedom in deciding when you will complete the assigned materials, there is a timetable and deadlines for their completion and for responding to the discussion questions posted on the discussion board. **Weekly assignments, aside from the final exam, are always due on Sundays at 11:59pm.** If you experience significant personal difficulties that prevent you from meeting these deadlines, you will need to contact your instructor *prior* to the deadline for assignments and quizzes. There are *no* late assignments accepted and *no* make-ups for missed quizzes.

**Attendance** and **Participation** should be treated as mandatory for this class and are tracked using course login records and assignment and/or test submissions.

Course Policies

The UA-PTC Catalog rules and regulations will be enforced in this course at all times. Please consult the following website for more information: [https://www.uaptc.edu/catalog](https://www.uaptc.edu/catalog)

Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the paragraph below.

Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.

**Expectations:** Students are expected to be active participants in the class by engaging in class discussions and activities. In this course, we will discuss things that make you downright uncomfortable. We will talk about things that you have been taught to avoid discussing in polite company. That’s a good thing! Learning is about getting out of your comfort zone. However, you are expected to be respectful to your instructor and classmates at all times. Your fellow students are going to disagree with you about things that you hold dear to you heart. You can always disagree but make sure you do it respectfully and you will have a great time in this class.

Cell phones should be on silent. It is disrespectful and distracting to check your phone during lectures. If you are caught using your phone in class (unless you’ve spoken to me first) I will deduct half of your participation points for the day.
Email policy:

The best way to contact me is through email. If you want to receive a reply, please make sure to 1) put an informative subject in the subject line, 2) address the email to Sam Staggs and 3) close with your name and phone number. Please feel free to ask me any questions about the course, but out of courtesy please check the syllabus or blackboard to see if the answer is already available.

If you want to make any special arrangements or for any reason want me to remember something, please send it in an email. If I don’t have it in email, it never happened.

Please sign up for Remind. Directions are on blackboard under Course Content. Remind allows us to text one another without sharing personal details. It’s a fantastic app.

Grading Policy

Letter grades will be based on the following scale:

- 90 to 100%   A
- 80 to 89%    B
- 70 to 79%    C
- 60 to 69%    D
- 0 to 59%     F

This course will cover most of the textbook (depending upon time limitations). You will be required to read the text. There will be weekly quizzes on blackboard based on the readings, lectures, and current events. You will be responsible for obtaining notes of missed class material.

Assignments and point values (subject to change)

See Course schedule for due dates

1. Weekly discussions: 20 points
2. Weekly quiz: 10 points
3. Midterm: 60
4. Final: 60 points
5. Short Answers: 30 pts. (we may not have a short answer question every week)
6. Freedom of Speech Project: 50
7. Political Party Project 100
8. Branches of government essay: 50 points
* Instructors have one week to provide feedback and post grades for all assignments unless otherwise noted by a departmental policy that has been approved by the Dean of the School.

In an online class, eligibility for Financial Aid is based on student participation. Logging into the course does not constitute participation. For purposes of roster certification, students must complete a gradable attendance artifact.

**Academic Integrity**

It is expected that all students who attend UA-PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The UA-PTC catalog states, "The gaining of knowledge and the practice of honesty go hand-in-hand."

The catalog also states, “The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.”

The complete Academic Integrity Policy is in the UA-PTC code of conduct.

"It is important for all scholars to acknowledge clearly when they have relied upon or incorporated the work of others. ... It is expected that all homework assignments, projects, lab reports, papers, theses, and examinations and any other work submitted for academic credit will be the student’s own. Students should always take great care to distinguish their own ideas and knowledge from information derived from sources. The term ‘sources’ includes not only primary and secondary material published in print or online, but also
information and opinions gained directly from other people. Quotations must be placed properly within quotation marks and must be cited fully. In addition, all paraphrased material must be acknowledged completely. Whenever ideas or facts are derived from a student’s reading and research or from a student’s own writings, the sources must be indicated.”

- If you have plagiarized you will not be given credit for the assignment. If you plagiarize more than once you will be reported to the Dean of Students.
- If you aren’t sure if you’ve plagiarized, please send me a copy of your writing assignment in advance of the due date and I will look it over with you and we can fix any issues that arise before you turn in the paper or assignment. You can always run your assignments through Safe Assign before you submit them.
- Once you’ve turned the paper into me, it will be checked for plagiarism using Safe Assign.

Accommodation Policy

Services for Students with Disabilities: UA-PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the American with Disabilities Amendments Act (ADAAA) of 2008. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Disability Services Office (Main Campus: 501-812-2738 or South Campus: 501-812-2862) and must provide current and relevant documentation.

Students requesting accommodations should inform the instructor at the beginning of the course or as soon as accommodations are approved. It is the student’s responsibility to provide their Accommodation Letter to the instructor. Accommodations are not retroactive and will only be provided once your instructor receives the Accommodation Letter.

Student Code of Conduct

All students are expected to abide by the UA-PTC Student Code of Conduct. For the full Student Code of Conduct, access the most current version of the UA-PTC Academic Catalog.
http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2

Sexual Misconduct

1 https://handbook.fas.harvard.edu/book/academic-integrity
No person at Pulaski Technical College will, on the basis of gender, be excluded from participation in, be denied benefits of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity. All college administrative policies and procedures regarding sex discrimination, sexual harassment, and sexual misconduct are in compliance with Title IX. Students who feel they are victims of sexual misconduct should contact the UA-PTC Title IX Deputy Coordinator for Students:

Michelle Anderson, Director of Student Life and Leadership
Campus Center Building Room 216
501-812-2756
manderson@uaptc.edu

**Course Evaluations**

Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

**Information Literacy**

UA-PTC is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives.
# Tentative Course Schedule

<table>
<thead>
<tr>
<th>Assignment/Activity</th>
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<tbody>
<tr>
<td>01/06-12 Introduction to the course</td>
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<tr>
<td>01/13-19 Chapter 1- The Citizen and the Government Pgs. 2-27</td>
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<tr>
<td>01/20-26 Chapter 2- The Founding and the Constitution pgs. 28-60</td>
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<tr>
<td>01/27-02 Chapter 3- Federalism pgs. 62-90</td>
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<td>02/3-9 Exam I over chapters 1-3 50 questions, multiple choice and short answer</td>
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<td>02/10-16 Chapter 4: Civil Liberties pgs. 97-116</td>
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<td>02/17-23 Chapter 4: Civil Rights pgs. 118-135</td>
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<tr>
<td>02/24-03/02 Freedom of Speech Project</td>
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<td>03/3-9 Chapter 6: The Media Pgs. 174-201</td>
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<tr>
<td>03/10-16 Chapter 7: Political Parties, Participation, and Elections 202-243</td>
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<tr>
<td>03/17-23 Spring Break!</td>
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<td>03/24-30 Political Party Project Due</td>
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<tr>
<td>03/31-04/1-6 Exam II: Chapters 4, 6, and 7. Due by 11:59 pm on the 4th.</td>
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<td>04/08-13</td>
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<td>04/21-27</td>
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<td>04/28-05/06</td>
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**Final Exam: Due by May 15th at 11:59pm.**

Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Samantha Staggs’ American National Government class at Pulaski Technical College, and I understand its content. I also understand the rules for the class, and I will follow and abide by these rules, including those relating to attendance, assignments, grading criteria, plagiarism, and behavior.

________________________________________________________________________

Semester

________________________________________________________________________

Date

________________________________________________________________________

Print name

________________________________________________________________________

Signature

________________________________________________________________________

UA-UA-PTC Email address

________________________________________________________________________

Telephone