



COURSE SYLLABUS

Please read the following course syllabus carefully, especially the course dates, times and location. If you have any questions, please do not hesitate to communicate with the IDEAL Program office, your academic advisor, or the instructor.

The IDEAL degree-completion program is designed with the adult learner in mind. Adult learners approach learning with specific goals, want to be able to directly apply new learning to their work and personal lives, and tend to learn best when the coursework is problem-centered so that they are actively engaged in the learning process. In addition, adults bring rich and varied experience to the classroom, which becomes a valuable learning resource for other students.

The IDEAL Program assumes joint responsibility in the learning process. The activities and assignments in the courses build on the shared experience of all learners in each class. This is why each student's preparation, participation and interaction in class activities and discussions are critical to the success of each course. The accelerated format of each course requires a significant amount your time outside the classroom to prepare for and complete the course assignments. This varies between students and courses; however, students typically spend nine-twelve hours per week on course material.

To participate in the IDEAL Program, it is expected that you will do the following:

1. Attend every class session. Be on time.
2. Obtain the required course materials prior to the first class session.
3. Complete the first assignment prior to the first class session and all subsequent assignments to the best of your ability.
4. Participate in the class discussions and demonstrate respect and consideration to the instructor and other students when they express themselves in discussion.

If you cannot perform these four expectations, it is recommended that you drop the course. We look forward to your academic success in each course and the ultimate completion of your degree.

Course No. & Title: PSCI 101 ID2 - American Government
Semester and Term: Summer 2014
Day and Dates: 6/19/2014 – 7/17/2014
Time: Thursdays 6pm – 10pm
Campus Location: Bridgeport

Course Description: The Constitution, structure and function of the national government: proper citizenship, civil rights, elections, and party organizations.

Prerequisite Courses: None

Course Code: LA, SS, SsC

Instructor & Contact Information: Dawn Bradanini

Email: dbradani@bridgeport.edu

Required Textbook:

Government by the People, Alternate Edition by David B. Magleby 25th edition 2012 Pearson Publishers ISBN 9780205966271 or ISBN 9781269117128

To order textbooks, go to the bookstore website at <http://bridgeport.textbooktech.com/>
Select IDEAL Campus and login to the bookstore. Select the course and follow instructions.

Learning Outcomes:

Upon completion of this course the student should be able to:

- Identify key components in the U.S. Constitution, including separation of powers and checks-and-balances
- Understand American Federalism and its evolution over time
- Differentiate between political parties, interest groups and individual thoughts and ideologies
- Recognize the importance of public opinion, voting and political activism
- Understand the role the media plays in U.S. elections and governance
- Identify the key players in and primary functions of the Executive, Legislative and Judicial Branches of the federal government
- Recognize the role both the federal bureaucracy and the federal judiciary plays in American governance
- Identify, understand and appreciate the evolution of basic Constitutional civil rights and liberties

First Assignment Prior to the First Class:

Read the chapters assigned for the first class. Prepare a two page summary of anything you choose - discussed in any of those chapters. You must email and/or bring your assignment to the first class session and be prepared to discuss in class. If this is not completed by due date you will receive a 0 – no exceptions!

Assignments:

NOTE: THE COURSE OUTLINE HAS A HUGE AMOUNT OF INFORMATION. MANY TIMES WE COVER A LARGE AMOUNT OF MATERIAL IN A SHORT PERIOD OF TIME.

*******Chapters should be “reviewed” PRIOR to each class.*******

WEEK 1: June 19

Introduction. Course Overview. Distribution of Materials. ******SEE ASSIGNMENT PRIOR**

PART I – CONSTITUTIONAL PRINCIPLES

➤ Reading Assignment:

- Introduction: Government by the People
- Ch. 1 Constitutional Democracy
- Ch. 2 Constitutional Foundations
- Ch. 3 American Federalism

WEEK 2: June 26

PART II THE POLITICAL PROCESS

➤ Reading Assignment:

- Ch. 4 American Political Landscape
- Ch. 5 Interest Groups
- Ch. 6 Political Parties

WEEK 3: July 3

THE POLITICAL PROCESS – continued

➤ Reading Assignment:

- Ch. 7. Public Opinion, Participation, and Voting
- Ch. 8. Campaigns and Elections
- Ch. 9. Media and US Politics –

WEEK 4: July 10

PART III POLICY MAKING INSTITUTIONS

➤ Reading Assignment:

- Ch. 10 Congress
- Ch. 11 The Presidency
- Ch. 12 The Federal Bureaucracy
- Ch. 13 The Judiciary

WEEK 5: July 17

PART IV RIGHTS AND LIBERTIES

➤ Reading Assignment:

- Ch 14 Civil Liberties
- Ch. 15 Civil Rights

****The instructor reserves the right to adjust dates/chapters to compensate for any unforeseen changes.**

Description of Weekly Sessions:

Class sessions will be devoted to reviewing assigned reading materials, examining key concepts and involving constructive participation for the in class discussions. Important material, not always presented in the textbook, will be incorporated into class lectures. Electronic devices such as cell phones must be turned off before entering the classroom.

Grading Criteria: Your final grade will be comprised of several quizzes worth 40 points, class participation worth 20 points which will include the **Discussion Board** on Canvas and combination of homework/in-class assignments, presentation worth 20 points and a writing assignment worth 20 points (see breakdown below).

Late Work Policy: Certain works will not be accepted late regardless (listed on syllabus). Otherwise the policy is the following: One day late reduces grade by 10%, two days late by 20%, after two days late grade is zero. One day, two day does not refer to classes. I will calculate the days immediately following the due date. In today's day and age of technology there is no excuse for late work!

Grading: Point System

Quizzes:	40 points (10 points x 4 = 40 points)
Participation:	20 points (4 points per class x 5 = 20 points)
Presentation:	20 points (20 points)
Writing Assignment:	<u>20 points (20 points)</u>
	100 points*

*5 points will be added directly to your lowest quiz if you write a summary on a current news article that discusses a topic related to our course material. You then should be prepared to discuss the article in class.

Letter Grading Scale:

% of Points Earned	Letter Grade	% of Points Earned	Letter Grade
100-94	A	76-74	C
93-90	A-	73-70	C-
89-87	B+	69-67	D+
86-84	B	66-64	D
83-80	B-	63-60	D-
79-77	C+	Below 60	F

Quiz Format: The quizzes may be “closed book” or “open book” which will require you to incorporate the material discussed in class. The quiz format may consist of essay, multiple choice, true/false or any combination. Generally, at the start of each class session, you will be given a quiz covering the subject matter for the prior session. The final quiz of the term will be more in depth covering all the material from the term.

Class Participation:

Class participation is 20 points of the overall grade. See breakdown above. Class participation will be derived from an assessment as to involvement in the course material. It is not solely based on speaking in class. Hopefully students will feel comfortable to speak, since the class will only benefit from various perspectives. However, students will have other means of demonstrating involvement in the course objective, including:

- Regular Class Attendance;
- Involvement in Group Discussions and/or Discussion Board;
- Satisfactory completion of in-class exercises; and
- Completion of Homework Assignments

Presentations: Each student will be required as a group to present a topic to the class utilizing one visual aid. During the first day of class, groups will be formed and topics will be chosen. You will be required to present on a topic and engage in a question/answer session. Details to follow.

Writing Project: Each student will be given the opportunity to choose a topic and write a paper. This is NOT a research paper. The paper will be 20 points of your final grade. Details of the assignment will be provided during the first day of class. No LATE papers will be accepted – No Exceptions – even for good cause!

Course Expectations: Success in the classroom is based upon the same behavior, which is expected of individuals employed in the work environment. Each instructor is expected to deliver a meaningful instruction and each student is expected to commit with honesty and preparation. The instructor's responsibility will include, class preparation; respect; student assistance; meaningful, clear and concise assignments; and prompt return of grades/assignments. The student's responsibility will include, class preparation; completion of assignments on time; respect towards the instructor as well as others; honesty and appropriate business behavior. Specifically:

- Spend a minimum of ten-twelve hours per week on course material. This is required by the Ideal Program and is essential due to the nature of the accelerated format.
- Attend all classes (Required pursuant to IDEAL policy)
- Arrive on time and stay until class ends.
- Do the assigned readings and assignments and be prepared to participate in class discussions.
- Work in collaborative learning teams on specific projects during class time.
- Always think critically, engage with the subject, and contribute to the positive learning experience of the class.

CANVAS: All the information required for the class is posted on Canvas. The students may use the materials posted to assist in the understanding of the coursework. An overview of the site conducted on the first night of class. It is the student's responsibility to learn how to navigate Canvas.

Canvas Student Tutorial: <https://bridgeport.instructure.com/courses/985903>

If you need help using Canvas, please click the Help link from inside Canvas or visit Canvas Support here: <https://bridgeport.instructure.com/courses/829447/> to submit a ticket.

ACADEMIC POLICIES

Attendance Policy

Classroom attendance is an integral part of the academic experience; therefore, students are expected to attend all class sessions. If an absence is unavoidable, the student, prior to class, should communicate with the instructor. Arrangements should be made at that time for submission of any missed assignments. It is also expected that students arrive on time and not leave until the class is dismissed. Tardiness will result in a reduced grade for the course. If you cannot attend every class session you should consider dropping the course.

IMPORTANT:

- Missing one class session will drop the final grade by one letter grade (for example if a student earns a grade of “B” in the course, the final grade would be a “C”).
- Missing two or more class sessions will be cause for a failing grade.
- Note: For 15-week courses; missing two class sessions will result in a letter grade drop and three or more will cause a failing grade.

Drop Procedures

To drop a course, you must complete and submit a Schedule Change Request Form. The form can be accessed at the IDEAL Course Schedule webpage:

<http://www.bridgeport.edu/academics/continuinged/ideal-academic-degree-programs-and-certificates/ideal-course-schedule/>.

Please print and complete the form and fax the form to the IDEAL Office: 203-576-4537. Prior to dropping a course, the student should contact their IDEAL Academic Advisor to understand the implications to financial aid and/or degree plan progress.

Please review the drop fees and tuition refunds at the Academic Calendar; accessed at the IDEAL Course Schedule webpage (same link above).

Cell Phones

Cell phones must be turned off (or placed on “vibrate”) while in the classroom. A cell phone call is disruptive and disrespectful to the other students in the class.

Academic Dishonesty

The IDEAL program prohibits all forms of academic dishonesty. Academic dishonesty is normally defined as, but not limited to, the following two categories:

Cheating – Using inappropriate sources of information in an assignment or on a test. The following are examples of cheating taken from real student experiences:

Case #1: A student is enrolled in an introductory psychology course. He has co-workers who have taken the same course. As the end of the course approaches, he wonders how he will find the time to get the research paper finished, and asks one of his co-workers for help. His co-worker hands him a research paper that he submitted in a similar course. The student makes minor modifications to the paper, and submits it under his own name.

Case #2: A student enrolled in a humanities course is unsure about how to structure an essay. She is doing research on the World Wide Web, and comes across an essay

written by a student from another university. Using her computer mouse, she copies and pastes the essay into her word processor. She goes to great lengths to re-word the paper in her own style, but essentially leaves the content and organization the same.

Plagiarism – Intentional as well as unintentional failure to acknowledge sources as well as the use of commercially available so-called “research papers” without full recognition of the source. Presenting as one’s own, the ideas, words, or products of another. The following are examples of plagiarism taken from real student experiences:

Case #3: A student is conducting research for a Civil War research paper. He has reviewed work on the Internet. Finding helpful information, he has summarized his findings without citing his sources. He believes that minor paraphrasing is all that is necessary.

Case #4: A student is writing a paper that requires her to address specific topics and problems in the assigned course textbook. She takes the information directly from the textbook with slight modification, without giving any citation. She thinks that since it is the course textbook, she doesn’t have to use quotations or citations.

Academic dishonesty applies to all courses, assignments or exams completed by students and submitted as their own original work, whether in person or by electronic means. The University does not tolerate cheating in any form. It is a serious breach of conduct with serious consequences. Instructors have the right to determine the appropriate penalty for academic dishonesty in their own courses; generally, however, such acts will result in a failing grade for the assignment and/or the course. The penalty for subsequent acts of academic dishonesty may include expulsion.

More information on how to recognize plagiarism can be found at this site:
http://www.indiana.edu/~istd/plagiarism_test.html

Ethics Statement of Confidentiality

An integral component of an IDEAL course is student and faculty expression of personal experiences for the purpose of facilitating coursework. Students enrolled in the program are expected to honor confidentiality as it pertains to student disclosure. Shared information, comments, or opinions expressed by another student or the faculty member during the course of classroom discussion should never be used in a manner which is intended to humiliate, embarrass, harass, damage, or otherwise injure other students in their personal, public, or business lives. In addition, confidentiality must be upheld by not disclosing any information that would identify any particular individual.

ACADEMIC RESOURCE CENTER

The Academic Resource Center is available for IDEAL students seeking help in their studies. The Center is staffed by writing professionals and peer tutors. More information can be found at: <http://www.bridgeport.edu/pages/2209.asp> The Center is located on the 5th Floor of the Wahlstrom Library. Make an appointment or walk-in: Telephone: 203-576-4290. **Online Tutoring** is available at: www.etutoring.org. To use this free service you must have a UBNet account.

Obtaining a UBNet Account

Every registered student should obtain a UBNNet Account. The account allows you to access MyUB; the portal for grades, library services, Canvas online learning system. Also, the account allows you access to computers in the Library and computer labs, and provides an email account in which the University sends out information. Go to: <http://www.bridgeport.edu/ubnet> - Click on "New UBNNet Account" and follow the instructions.

The @bridgeport.edu email address is the official email the University uses to send information to you. You can have your bridgeport.edu email forwarded to any other private email account you use. Following the activation of your UBNNet account (takes 24 hours), login at: <http://www.bridgeport.edu/email> and click on "forwards" at the top of the page. Follow the directions to forward email messages to your other account.

Accessing Your Grades & Schedule Online

The WebAdvisor online information system allows students to search for available classes, check grades, view semester class schedule and verify your personal profile. Grades are generally posted 2-3 weeks following the end of a course. To access WebAdvisor, login in to MyUB and follow the WebAdvisor menu on the right. If you are carrying a financial balance, access to WebAdvisor will be restricted.

Using the Library

Access to the Digital Library is through MyUB. On the MyUB home, in the central column, click on "myEureka Digital Library." Research tools available:

- Search for books held at the library.
- Search the online databases for your academic field; business, counseling, human services, psychology, etc.
- Send questions to the Reference Librarian for assistance in research topics and searching strategy.

Using Computers

Open access computer labs are available at three locations:

- Bridgeport – 1st floor of the Wahlstrom library. Check library hours of operation at: <http://www.bridgeport.edu/library>.
- Stamford – Room D; Check open hours at: <http://www.bridgeport.edu/stamford>
- Waterbury – Computer Lab; Check open hours at: <http://www.bridgeport.edu/waterbury>

Course Cancellations

Any emergency necessitating the canceling of courses will be announced by the University through the Emergency Notification Telephone Line, (203) 576-4159. Please call this number for information on course cancellations. Also, information will be posted under "Latest News" on the UB home page, (www.bridgeport.edu). Canceled classes will be made up either the week following the end of the course or in consultation between the instructor and the students as to day and time availability. Course cancellations are also announced on television and radio stations.

IMPORTANT CONTACT INFORMATION

Office	Telephone	Email
Bridgeport Campus Security	(203) 576-4911	ubsecurity@bridgeport.edu
Bursar	(203) 576-4692	bursar@bridgeport.edu

Cashier	(203) 576-4682	cashier@bridgeport.edu
Financial Aid	(203) 576-4568	sfs@bridgeport.edu
Registrar	(203) 576-4635	registrar@bridgeport.edu
Emergency Notification Phone	(203) 576-4159	
IDEAL Office	(203) 576-4800	idealinfo@bridgeport.edu

CAMPUS CONTACT INFORMATION

Campus	Address	Telephone	Email
Bridgeport	126 Park Avenue Bridgeport, CT 06604	(203) 576-4800	idealinfo@bridgeport.edu
Stamford	5 Riverbend Drive Stamford, CT 06750	(203) 358-0700	ubstamford@bridgeport.edu
Waterbury	84 Progress Lane Waterbury, CT 06705	(203) 573-8501	ubwaterbury@bridgeport.edu

Directions to IDEAL Campus locations	http://www.bridgeport.edu/pages/2260.asp
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To fill out your financial aid report to the Federal Government, please go online to www.fafsa.ed.gov. The school code for the University of Bridgeport is **001416**.
Federal Student Aid Information: 1-800-433-3243