

IOWA WESTERN COMMUNITY COLLEGE

COURSE SYLLABUS

POL111-OL01: AMERICAN NATIONAL GOVERNMENT

TERM: WINTERIM 2020

I. FACULTY INFORMATION:

Instructor: Cathy Trecek, JD	Office: See Division Sec'y
Phone: email only	Student Assistance Hours: By Appointment
E-mail: ctrecek@iwcc.edu	

II. COURSE INFORMATION:

POL 111-OL01	American National Government	Credits 3	Lecture 3	Lab 0
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COURSE MEETING TIMES:

Course shells are available online 24/7.

COURSE DESCRIPTION:

American National Government examines the fundamentals of democracy and the basic principles of the United States Government, including an examination of the United States Constitution, civil liberties and civil rights, intergovernmental relations, the political process of policy-making, and the bureaucratic system.

The three branches of national government are emphasized.

PREREQUISITES:

As presented in the catalog.

REQUIRED TEXTBOOKS: Bessette and Pitney. *American Government & Politics: Deliberation, Democracy, and Citizenship*. 2nd Edition. Wadsworth ISBN 9781133587903

Some, but not all, courses at Iowa Western require a subscription to an online textbook service such as Pearson MyLab or Cengage Unlimited. When this type of subscription service is required in a course, a flat fee is charged to the student's account when the student registers for the course. Students have the option to "opt-out" of this service within the first week of classes. By opting out, the student is responsible to obtain the required course materials on their own from a source outside the College Store. For information on how to opt-out,

students should contact the Brandon Keller in the Business Office at 712-325-3226 or bkeller@iwcc.edu.

SUPPLEMENTAL MATERIALS:

Students can download the free version of Office 365 Suite from their ROC Portal Page for use in their courses. Students are responsible for protecting their own computer equipment through use of anti-virus and anti-malware tools for work within their IWCC courses; they may consider [these free options](#) (click on link). Students using computers in labs and other facilities on campus are further held to the standards of [IWCC Acceptable Use Policy](#) and the [Computer Ethics and Use Policy](#). Both are located on the ROC Student Portal Page under the *Technology* menu button FAQ area.

COURSE LEARNING OUTCOMES:

Upon successful completion of this course, the student will be able to:

- A. Identify the unique features of the United States Constitution.
- B. Examine the legislative branch of the federal government.
- C. Examine the executive branch of the federal government.
- D. Examine the federal judicial branch of the federal government.

COURSE PRACTICES:

Attendance will be taken for each class session. All course work must be submitted through the ROC LMS. Emailed work will not be accepted without prior instructor approval.

PARTICIPATION REQUIREMENTS FOR ONLINE COURSES:

Online courses require a clear pattern of participation for all students. The attendance standard for IWCC is that each student logs in and participates in meaningful ways, i.e. assignment completion, forum discussion, quiz completion, etc., within the course outline a minimum of one time each week. A week is measured from Monday through Sunday. If this standard is not met for any week within the course term, points for the specific activity will be deducted/forfeited.

COMMUNICATION WITH INSTRUCTOR:

Should you need to contact Mrs Trecek, you must do so via email using your IWCC email. Students and faculty must use their IWCC email when contacting the instructor about matters related to the course. Email queries or comments will typically be answered within 24 hours during the week, Monday-Friday at noon and often times during the weekend as well. Feedback for assessments will not be graded until after the due date; once due, assessment feedback will

be found in the appropriate Dropbox, gradebook or within the course itself as general feedback.

SOCIAL DISTANCING IN RESPONSE TO COVID-19:

Students in an online class may choose to meet with their instructor during student assistance hours on campus or at a center location. Faculty, staff, and students are expected to take reasonable precautions while in an office setting to ensure the safety and wellbeing of all parties. Whenever possible, students should stay a minimum of six feet apart from other parties. Where seats and standing room is designated off limits, students should respect boundaries. All parties (faculty, staff, and students) are required to supply their own face covering that they are required to wear at all times during a face-to-face meeting. Individuals who arrive to the meeting without a face covering will be turned away. Students exhibiting symptoms of illness will be asked to leave the office and not return until they are symptom-free or can provide a note from a physician clearing them to return. Students will also be asked to leave if they fail to comply with social distancing practices. Students who refuse to leave will be escorted out of the building by Security.

GRADING:

Tests: There are eleven chapter quizzes. All will be taken online and all are timed, open-book, open-note. Quizzes are objective (multiple or multiple-multiple choice, true-false etc). Quizzes are not open for post-test review – ever . . . think of this as similar to the ACT or SAT tests. This is a measure to insure quiz integrity and is not open to negotiation.

Written Assignments: There are seven written assignments. They must be submitted through ROC/Canvas. All assignments should be attached to their respective assignment as a Microsoft Word document or a rich text file. DO NOT use Google docs. Do NOT use “zipped files.” Do NOT use OneDrive. Do NOT email, you are required to use the Dropbox. This is a college class; grammar, spelling and punctuation are important and will be assessed. Assignments will be graded after the due date only, again this is an integrity measure. Written assignments are 10 points each. Files should be labeled (or named) Last Name (YOUR last name) Week 1 etc

180 point total

- 7 written assignments at 10 pts. each = 70
- 11 quizzes at 10 pts each = 110

FINAL GRADE SCALE: 180-162: A / 161-144: B / 143-126: C / 125-108: D / 107—Below: F)

FINAL GRADES:

Final grades are viewable on ROC the Tuesday after the end of the semester: Self-Services Menu, Students, and Academic Profile.

IMPORTANT DATES:

Please see the "Academic Calendar" in ROC. Specific dates are noted in the College Academic Calendar for the last day to withdraw from the course, holidays, in-service days, student development hours, last day to apply for graduation, etc.

PROBLEM RESOLUTION:

Students with concerns about the course or the instruction are advised to discuss those concerns with the instructor. If this does not resolve the issue, contact Ambe White, Dean of Social Sciences and Business, Lewis Hall Room 112, 712-325-3371 or awhite@iwcc.edu.

NOTICE OF CLASS CANCELLATION:

Emergency closing of entire campus such as for weather – Students will be notified through the Reiver Alert system. Students must register for this service; find Reiver Alert on your ROC homepage under College Services.

Emergency cancellation of a class session such as for faculty illness – Students will be notified through an announcement to iwcc.edu email address, on the ROC course page and/or a posted note on the classroom door.

COURSE TOPICAL OUTLINE AND SCHEDULE:

Students should refer to the full course topical outline and schedule which concludes this document.

III. INFORMATION/COLLEGE POLICY

RESET PASSWORD:

Students can reset passwords by accessing the password central page through ROC. The password central page can be found by clicking the menu tab in the upper left hand corner and opening the technology tab, then clicking on password central.

CYBER-LIBRARY:

Students can access books, magazines, journals, newspapers, films and audio books 24/7 through the Cyber-Library by clicking on the Cyber Library under Academics in ROC. Students may contact the library for assistance with research and citations. Check out the help features on the Cyber Library page in ROC. For questions about finding information at your campus or center, email cyberlibrary@iwcc.edu (click on link) or call 712-325-3247 for the Council Bluffs

Campus or 712-542-5117 for the Clarinda Campus. The library hours are posted on ROC.

ACADEMIC SUPPORT:

FREE tutoring and academic assistance for a variety of core, general FREE tutoring and academic assistance for a variety of core, general requirement classes are available through the Tutoring Center, located on the second floor of the Student Center on the Council Bluffs campus. One-on-one assistance is available on a drop-in basis. FREE online tutoring is available through Canvas or ROC. To access online tutoring click on the Online Tutoring tab next to My ROC Classes on your ROC home page or Online Tutoring in the left hand menu in Canvas. For more information about tutoring services or help in your classes, email tutoring@iwcc.edu or call 712-388-6841.

DROPPING CLASSES:

While we encourage you to do everything you can to complete your classes, it is always better to drop a class than to fail it. If it becomes necessary for you to drop a class you can drop a class online through ROC up to the last day to drop. We recommend that you always talk to your advisor and a financial aid department representative before you drop a class. For more information on dropping classes see the Advising Information Site in ROC under the Academics tab.

PERSONAL ELECTRONIC DEVICES:

To provide an environment conducive to learning, Iowa Western Community College requires that cellular phones, pagers, and other personal electronic devices be turned off or set to vibrate when entering classrooms, computer labs, library, offices, auditoriums, or arena areas. Cellular phones with picture taking capabilities are not allowed in bathrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Faculty members do have the right to prohibit the use of any electronic device in their classroom.

HONOR CODE – ACADEMIC HONESTY:

Upon enrolling at Iowa Western Community College, each student assumes an obligation to conduct her/his academic affairs in a manner compatible with the standards of academic honesty established by the College and its faculty. If this obligation is neglected or ignored by the student, disciplinary action will be taken. Please refer to the Student Code of Conduct for the Academic Dishonesty Policy.

FERPA:

Student rights concerning access to education records are spelled out in Federal Public Law 98-380 as amended by Public Law 93-568 and in regulations published by the Department of Education. The law and regulations require educational institutions to limit the disclosure of information from the student's record to those who have the student's written consent or to officials specifically permitted within the law. Students who wish to grant access to their education (class schedule, transcript of final grades, and progress reports) or financial

records (grants, loans, financial aid documents, statements and billing) may do so by submitting an Access to Student Information Consent Form to the Records and Registration Office. Access to information is only given at the Records and Registration Office or Financial Aid and Cashier Offices. For more information, including the full Access to Student Information policy, refer to the Iowa Western Community College General Catalog or contact the Records and Registration Office.

DIVERSITY STATEMENT:

Iowa Western Community College values diversity and supports learning experiences that promote intellectual growth and human enrichment.

AMERICAN WITH DISABILITIES ACT STATEMENT:

If you are an individual with a disability who requires an accommodation to fully participate in academic programs or campus activities, please email disabilityservices@iwcc.edu or call 712-325-3299. Accommodations are arranged through the Disability Services Office, on the second floor of the Student Center on the Council Bluffs campus. Please allow adequate time to implement your accommodations. Accommodation testing must be scheduled 24 hours in advance. Any student with mobility impairments should prepare for an emergency ahead of time by instructing faculty and/or classmates on how to assist in case of an evacuation.

PREGNANT AND PARENTING STUDENTS:

Iowa Western does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor, and students will be given the opportunity to make up missed work. Students needing accommodations can seek assistance with accommodations from the Coordinator of Disability Services.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION:

It is the policy of Iowa Western Community College to provide equal educational opportunities and not to discriminate on the basis of race, color, creed, religion, national or ethnic origin, ancestry, genetic information, physical or mental disability, age, sex, sexual orientation, gender identity or expression, pregnancy, marital status, veteran status, AIDS/HIV status, citizenship, or medical condition, as those terms are defined under applicable laws, in its educational programs, activities, or employment practices.

Questions or complaints? Contact Title IX and Equity Coordinator, Reanna Helm, or ADA Coordinator, Samantha Larson, equity@iwcc.edu, 712-325-3200, or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, (312)-730-

1560, OCR.Chicago@ed.gov. More information at <https://www.iwcc.edu/about/statement.asp>.

IV. COURSE TOPICAL OUTLINE AND SCHEDULE

All work is due by 23:55 of the listed date using Central Time.

Date	Topic	Readings	Assignment
December 2-3	Constitution	Chapter 2	Introductory Assignment – Due Dec 2 Constitution Assignment – Due Dec 3 Chapter 2 Quiz Due 12/3
December 4-5	Federalism	Chapter 3	Federalism Assignment – due Dec 5 Chapter 3 Quiz Due 12/5
December 6	Civil Liberties	Chapter 5	Chapter 5 Quiz Due 12/6
December 7-8	Civil Rights	Chapter 6	Chapter 6 Quiz – Due 12/8 Civil Liberties/Rights Assignment due 12/8
December 9-10	Interest Groups	Chapter 8	Chapter 8 Quiz – Due 12/10
December 11-12	Political Parties	Chapter 9	Chapter 9 Quiz – Due 12/12 Political Parties Assignment – Due 12/12
December 13-14	Elections	Chapter 10	Chapter 10 Quiz – Due 12/14 Election Assignment – Due 12/14
December 15-16	Congress	Chapter 12	Congress Assignment – Chapter 12 Quiz – Due 12/16
December 17-18	Presidency	Chapter 13	Chapter 13 Quiz – Due 12/18
December 19-20	Agencies	Chapter 14	Chapter 14 Quiz – 12/20 Agencies Assignment – Due 12/20
December 21-22	Judiciary	Chapter 15	Judiciary Assignment – Due 12/22

Date	Topic	Readings	Assignment
			Chapter 15 Quiz – 12/21