

**State and Local Government   
Fall 2018**

**POS 2112 Online**

**October 1st – December 15th (TWK)   
CRN 17745, 3 Credits**

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| Associate Faculty/Digital Professor: Nicolle Boujaber-Diederichs  Email: **Through Canvas** or at [nboujaberdiederichs@valenciacollege.edu](mailto:nboujaberdiederichs@valenciacollege.edu)  [Valencia Faculty Front Door Website](http://frontdoor.valenciacollege.edu/faculty.cfm?uid=nboujaberdiederichs&CFID=6479534&CFTOKEN=2228428802b301d0-32CDFC1B-9C1F-DF6D-E3C19584F086260A&jsessionid=4A516272525B08278C9E4CE27FCC8E9F.cfusion) | Class times:  Online  https://online.valenciacollege.edu/ |

**Course Note**

This is an online course and will require a significant amount of work. Do not expect to complete the work for each week in a couple of hours right before the deadline. This is a three credit hours course. If we were in class that would mean 3 hours each week in class and then 2-3 hours outside of class for each credit hour (6-9 hours). So a traditional face-to-face class it is expected to commit 9-12 hours on a course. I have the same expectations in this class. An online class is not the easy route out because I have to make up for the face-to-face interaction in the classroom. It is important that you stay on top of this course. That being said I will work really hard to be sure that each student will be successful. I care very much about student success so please let me know if you are having any issues.

**Office Hours:** **If you need to get in contact with me, you should message me through Canvas**.

**Required Text**

Title: Governing States and Localities 6th edition

Author: Kevin B. Smith and Alan Greenblatt

ISBN: 978-1-5063-6026-3

**Course Description**

Prerequisite: ENC 1101 or ENC 1101H or IDH 1110 In-depth study of state, county and municipal government with emphasis on contemporary problems. Gordon Rule course which requires demonstration of college level writing skills through multiple assignments. Minimum grade of C required if used to satisfy Gordon Rule requirement.

**Valencia Student Core Competencies**

This course seeks to reinforce the following Valencia Student Competencies: **Think** clearly, critically and creatively by analyzing, synthesizing, integrating and evaluating symbolic works and truth claims. Reflect on your own and others’ **values** from individual, cultural and global perspectives. **Communicate** by reading, listening, writing and speaking effectively. **Act** purposefully, reflectively and responsibly by implementing effective problem solving and decision making strategies.

**COURSE POLICIES**

**Attendance**

Class attendance is required beginning the first week of the term. If you do not participate in class during the first week, you may be withdrawn from the class as a "no show". In this event you will be billed for the class and a "W" will appear on your transcript for the course.

**Canvas**

This course is 100% online, so access to and comprehension of the Canvas system is critical to your success. You will need to be checking Canvas regularly and need to be aware of all deadlines. For immediate assistance with a Canvas-related problem, please call 407-582-5600 or email [**onlinehelp@valenciacollege.edu**](mailto:onlinehelp@valenciacollege.edu)

[**Canvas Frequently Asked Questions**](http://blogs.valenciacollege.edu/canvas/home/student-faqs/)

**Communication**

My goal is to help you succeed in this course. Therefore I welcome your input, questions, and concerns. If at any time you are experiencing difficulties with class material, I encourage you to contact me through Canvas about it. Also, **please be sure to check your Canvas Messages and Announcements regularly**, as this is a standard communication method I use with students. **When sending me email, please understand that it may take up to 24-48 hours before you receive a response from me.**

**Make-Up Policy**

**All exams must be completed on time.** No makeup exams are available without the explicit consent of the instructor and only in cases of documented extreme emergency. All documentation must be received within 7 business days of the missed assignment to be eligible for make-up. **Students who fail to take a makeup exam by the instructor’s deadline will receive a zero grade for that makeup exam.** Failure to take the final exam will lead in a failing grade in the course. Class assignments are due on the **DUE DATE** listed in the syllabus and in blackboard.

**Withdrawal Policy**

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the withdrawal deadline **November 16th will** receive a grade of “W.” A student is not permitted to withdraw after the withdrawal deadline. A faculty member MAY withdraw a student up to the beginning of the final exam period for lack of participation. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of “W.” Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of “F.” For a complete policy and procedure overview on Valencia Policy 4-07: <http://valenciacc.edu/generalcounsel/policydetail.cfm?RecordID=75>.

**Academic Dishonesty**

All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive. **Any student caught cheating on an assignment or exam in this course will receive a zero grade for that particular assignment and/or exam. Note: I do check all written assignments through detection software.**

**Student Code of Classroom Conduct and Netiquette**

By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty to leave the class. Violation of any classroom or Valencia’s rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook.

I will treat you with respect. I expect the same of you towards me and your classmates. We will all refrain from using inappropriate names or language in our online discussions. During online discussions it is expected that students will acknowledge and appreciate the differing viewpoints of their classmates. If I find your behavior unacceptable, I will send you a message. If the behavior continues, you will receive written notification one time, anything more than that will require a conference with the dean and possible removal from class. Please review the following website to read about the concept of Netiquette, a term coined for either network etiquette or Internet etiquette. [Netiquette Rules](http://www.albion.com/netiquette/corerules.html)

**Students with Disabilities**

Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (West Campus, Student Services Building Room 102, 407/ 582-1523).

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| *IMPORTANT DATES* | |
| October 1, 2018  October 8, 2018  October 9 - 18, 2018  November 16, 2018  December 13, 2018  December 15, 2018  December 18, 2018 | Classes Begin  Drop/Refund Deadline (11:59 pm)  No Show Reporting Period  Withdrawal Deadline - “W” Grade (11:59 pm)  Final Exam Due  End of Term  Grades Posted in Atlas |

**Disclaimer**

This syllabus may be altered, at the instructor’s discretion, during the course of the term. It is the responsibility of the student to make any adjustments as announced.

**COURSE ASSIGNMENTS**

**Evaluation**

Your final grade will be determined by the following components.

Weekly Reading Quizzes: 110 points (11 quizzes worth 10 points each)

Online Discussion Postings: 270 points (9 assignments worth 30 points each)

Weekly Reading Outlines 300 points (11 assignments worth 30 points each)

Exam Assignments 320 points (2 assignments worth 160 points each)

**Total: 1000 points**

The course will follow the following grading structure:

A= 900 – 1000 points

B= 800 – 899 points

C= 700 – 799 points

D= 600 – 699 points

F= Below 600 points

**Reading Quizzes**

Each week you will have to complete a short (10 question) quiz on the assigned chapters. These quizzes make up 120 points of your grade total. There will be 11 (one for each chapter plus a syllabus quiz) and each quiz is worth 10 points. The quizzes are to be sure you are reading, and they are a replacement for having multiple tests in a very short semester. Plus I will use these questions to make up part of your final exam. The questions will not be ‘trick’ questions and should be straight forward if you are familiar with the material. **I will allow you to take the quiz twice, but the last attempt will count towards you grade (not the highest) so please keep that in mind**. They must be completed by 11:59 pm each Sunday night.

**Online Discussion Postings**

Since this is an online course, we are attempting to replicate classroom discussion in an online format. We will be doing this through online discussion postings. The postings are worth 270 points total (30 points each week). Each week I will post a topic/question based on the topics for the week. You will have to post your response to the topic/question by 11:59 pm Saturday night. You will also be required to reply to a classmate before 11:59 pm Sunday night. You have the opportunity to earn 25 points for your original post, and 5 points for your reply.

**Chapter Outlines**

For each chapter you will be required to complete an outline (I provide the template). These outlines make up 300 points of you grade total. Each outline is worth 30 points. You will be required to read in this course. This assignment is intended to assist you in both reading and comprehending the course material. This is my way of verifying that you are in fact reading the chapter since I cannot see you face-to-face. You should complete the assignment as your read. The outlines are organized by the headings in your textbook. Once you complete the section as listed on the outline, please summarize for me the section in 5-6 sentences. This summary should be in your own words and should explain the major points.

**Exam Assignments**

Exam assignments account for 320 points (32%) of your final grade in the course. **These assignments will serve as your midterm and final exam –so be sure to put in the work to turn in high quality assignments.** There will be 2 assignments in total (the due dates are listed below on the class schedule) each worth a possible 160 points. Each assignment must be submitted online by 11:59 pm Sunday night. The assignments are posted in Canvas and the due dates are indicated on the schedule below. These shorts assignments are designed to introduce you to various topics, and to get you engaged in the political process.

These are not meant to be difficult assignments, but I do expect that you do your best in writing these assignments. If you have difficulty writing papers I highly suggest that you give yourself enough time to proof read and ask for help. Valencia College has online tutoring websites for all students (yes, it's FREE!!!). Access [Smart Thinking Online Tutoring](http://valenciacollege.edu/learning-support/smarthinking.cfm) by logging into Atlas and navigating to the Courses tab. Click the Tutoring (online)-Smarthinking link to go to your Smarthinking homepage. Most subjects are available 24 hours a day, 7 days a week. You can submit papers and have your writing reviewed by the tutors, chat with an online tutor, or ask questions 24/7.

**Late assignments will not be accepted.** All assignments must be typed, double spaced, with standard margins and font no larger than 12 point.

**Extra Credit   
Register to vote and scan me proof of registration** or preregistration from your county Supervisor of Elections office (if you’re already registered to vote, send me a screenshot of your registration). This assignment will earn you **20 points to be added to your FINAL GRADE**. For those unable to vote due to age, citizenship, etc., there is an alternative extra credit assignment available for the same number of points. Please contact me as soon as possible if you have questions.

**Monitor the News Media**

A. You will be expected to pay attention to and be informed about news from various media sources for the duration of this class. A simple truth: educated people read. You may get a college education, but if you haven’t developed a habit of reading regularly you will soon be left behind by those who do. There is more to know each day: don’t get left behind. Read. The best source of information about politics is now found on the World Wide Web. If you are not currently online at home I strongly urge you to get connected soon.

B. Listen to National Public Radio 90.7 FM in the mornings and/or afternoons for programs like “All Things Considered”. You can also listen to these programs online at the radio section of [WMFE Radio](file:///C:\Users\nboujaberdiederichs\Downloads\www.wmfe.org).

**COURSE SCHEDULE**

*This* ***course******schedule*** *may be changed at the discretion of the professor*

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| **Class Meeting** | **Topics/Chapters Covered** | **Specific Deadlines in Blackboard** |
| Week #1: 10/1 – 10/7 | Course Introduction | Quiz: Syllabus  Discussion #1 |
| Week #2: 10/8 – 10/14 | Chapter 1: Introduction to State and Local Government | Quiz: Chapter 1  Outline: Chapter 1 Discussion #2 |
| Week #3: 10/15 – 10/21 | Chapter 2: Federalism | Quiz: Chapter 2  Outline: Chapter 2  Discussion #3 |
| Week #4: 10/22 – 10/28 | Chapter 3: Constitutions  Chapter 4: Finance | Quizzes: Chapters 3 and 4  Outlines: Chapters 3 and 4  Discussion #4 |
| Week #5: 10/29 – 11/4 | Chapter 5: Political Attitudes and Participation  Chapter 6: Parties and Interest Groups | Quizzes: Chapters 5 and 6  Outlines: Chapter 5 and 6  Discussion #5 |
| Week #6: 11/5 – 11/11 | Chapter 7: Legislatures | Quiz: Chapter 7 Outline: Chapter 7  Discussion #6 |
| Week #7: 11/12 – 11/18 | **Midterm Assignment Due: Sunday, November 18th** | |
| Week #8: 11/19 – 11/25 | Chapter 8: Governors and Executives | Quiz: Chapter 8 Outline: Chapter 8  Discussion #7 |
| Week #9: 11/26 – 12/2 | Chapter 9: Courts | Quiz: Chapter 9  Outline: Chapter 9  Discussion #8 |
| Week #10: 12/3 – 12/9 | Chapter 11: Local Government: Function Follows Form | Quiz: Chapter 11  Outline: Chapter 11  Discussion #9 |
| **ASSIGNMENTS DUE Thursday, December 13th:** Week #11: 12/10 – 12/13 | **Final Exam Assignment Due: Thursday, December 13th** | |