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| **My information**  A person smiling for the camera  Description automatically generated | **U.S. Government**  **POS 2041**  **Professor Nicole J. Reale**  **Office phone:** (321) 430-6151‬ **(text preferred)**  **Email:  nreale@valenciacollege.edu**  **Office: West Campus** |
| **Course Description** | **POS 2041; Fall 2021; Three credit hours**  **Prerequisites: None.**  **U.S. GOVERNMENT: Analysis of the organization structure and operational dynamics of the U.S. national government, both past and present, and an examination of the U.S. Constitution, including principles and theories supporting it. This course includes learning activity designed to ensure competence in the basic use of computers.** |
| **Valencia Competencies** | Part of your experience in this course will be to develop the core competencies of Valencia College of “Think, Value, Communicate, and Act” TVCA.  Students will consider their role in time, place, and manner with an aim towards understanding their connectedness to the global system. |
| **Core competencies** | This course is designed to meet Valencia College’s core competencies of ethical responsibility and critical thinking. |
| **Course Materials** | **1. We the People, 13th essentials edition. Norton Publishing ISBN: 978-0-393-42702-8. You can get the ebook or the paper text. The traditional text is available for purchase in the West Campus Bookstore.**  **2.  Access to Canvas.**  This entire course, including exams, will take place on Canvas. It is important that you have a reliable internet connection.  **3.** [**Library Guide**](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Flibguides.valenciacollege.edu%2Fpos2112&data=04%7C01%7Cnreale%40valenciacollege.edu%7C581060e8cc474776338b08d8b75d9c1b%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637460959989734329%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Q303DSNY1V%2BFX53yzTtDK5hpqIZH2TAeL2C8mQTE368%3D&reserved=0) |
| **Grading scale used in this course** | |  |  |  |  | | --- | --- | --- | --- | | **Grading Scale used in this course:** | 90 – 100  80 – 89.99  70 – 79.99  60 – 69.99  59.99 and below | A  B  C  D  F | “mastery of content”  “above average”  “average”  “marginal – yet passing”  Failing |   **At the end of the semester, please do not email me and ask for your grade to be rounded.  There is ample opportunity to do well in the course.  Your final grade will be a reflection of the points you earned throughout the semester.** |
| **How your grade will be determined** | |  |  | | --- | --- | | Weekly Modules | 35% | | Discussions | 25% | | InQuizitive Exams | 10% | | Mid Term Exam | 15% | | Final Exam | 15% | | Total | 100% | |
| **Weekly Modules** | * **ALL ASSIGNMENTS MUST BE COMPLETED USING MICROSOFT OFFICE APPLICATIONS. I cannot accept any files done in Pages. All Valencia students have free access to Word, PPT, etc. through their Office 365 account in Atlas.** * Most weeks you will have multiple components of a module. Make sure to complete all requirements listed under each week. * You will have one week to complete the assigned work. D**ue dates are typically Sundays at midnight.** You will always have until 5pm of the day following the due date to submit assignments with no penalty.  Work submitted after the 5pm grace period will not be accepted. * Follow your course schedule for specific due dates * Quizzes will vary in nature based on topics and needs of the class. Quizzes may include, but are not limited to: multiple choice, fill in the blank, multiple answer, true/false, questions written by me, and questions from the text. * Make up work is not accepted.  You will have an opportunity to earn up to twenty points extra credit that will help you make up points should you miss a quiz. |
| **Discussions** | There will be several discussion questions posted throughout the course. You will be responsible for answering the initial question and then responding to two of your classmates. Directions for discussions will be posted in the assigned forum. You can also find some tips in the **Protocols for the discussion forums** section of this syllabus. There are no make ups for discussions. |
| **Midterm and Final Exams** | The midterm and final exam will consist of multiple choice and short answer question. Both will be timed and given online. There are no make ups for the exams. Make sure you do not miss these deadlines. |
| **Extra Credit** | Throughout the course of the semester, you will have the opportunity to earn approximately twenty points extra credit toward your module grade.  Extra credit will be released in the extra credit module.  If you want to earn extra credit, you must do so when the opportunities are presented.  No exceptions. |
| **Attendance** | Activity in canvas is considered your attendance in the course. You must complete at least a portion of the assignment posted for the first week or you will be dropped from the class as a “no show.”  From catalog:  “Students who are not actively participating in an online class and/or do not submit the first assignment by the scheduled due date must be withdrawn by the instructor at the end of the first week as a "no show". If you are withdrawn as a “no show,” you will be financially responsible for the class and a final grade of “WN” will appear on your transcript for the course.” |
| **Withdrawal Policy  (Please read carefully)** | Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the withdrawal deadline (April 3, 2020) will receive a grade of “W.”  **A student is not permitted to withdraw after the withdrawal deadline.  Students who stay in the class after this deadline are responsible to complete all work required for the course; e.g., homework, projects, tests, etc. If you choose to stop attending the class after the withdrawal deadline, you will be held responsible for all work missed, including the final. Any work that is not completed by the appropriate deadline will receive a zero. Hence, the final grade for the course will be determined by taking into consideration the percentages obtained by work that was turned in and the zeros given to work that was not turned in on time.**Students can still be withdrawn by the college for violations of the college’s code of conduct policies. 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 please go to: [Valencia Withdrawal Policy](http://valenciacc.edu/generalcounsel/proceduredetail.cfm?RecordID=75).  **I do not withdraw students from the course for attendance violations. Please make sure you withdraw yourself if you so choose. Failure to attend (virtually or otherwise) will result in zeros but not a withdrawal. For more information, please go to** [**Valencia Withdrawal Attendance Policy.**](https://catalog.valenciacollege.edu/academicpoliciesprocedures/courseattemptscoursewithdrawal/) |
| **Incompletes** | As per college policy, an incomplete may be assigned if you are progressing satisfactorily and, for valid, well documented, reasons (emergencies such as serious illness requiring hospitalization), cannot complete the work of a course within the term. You should be aware that I rarely give incompletes; they are reserved for only the most exceptional circumstances. Proper documentation must be provided upon request. Please go to [Valencia Incomplete Policy](https://catalog.valenciacollege.edu/academicpoliciesprocedures/incompletes/) . |
| **Students with Physical or Learning Disabilities** | Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form 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. Contact information: West Campus SSB, Rm. 102 Ph.: 407-582-1523 Fax: 407-582-1326. [Student Services with Disabilities](https://catalog.valenciacollege.edu/studentservices/officeforstudentswithdisabilities/) |
| **Acquainting yourself with Canvas for POS 2041** | Most classes at Valencia implement Canvas in unique ways.  The following is a mini glossary of how I will be using the tab menu on the left hand side of the page this semester. I will make every effort to update this list as needed.  **Modules**: You will find your weekly Chapter Quizzes and assignments here.  On the Modules page, you will find a schedule of due dates. Please be sure to refer to this regularly.  **Announcements:**To communicate with the entire class, I will post weekly announcements. These announcements may include such things as updates or changes to the schedule or reminders about the exam or clarification on points the entire class seems to be struggling with. It is your responsibility to check these announcements.  On your Canvas homepage (not the course, but when you log into Canvas), you should see notifications of such updates as announcements, messages, assessments, etc. If you do not, check your settings.  **Grades:** Your grades ☺ Check your progress here regularly.  **Student Feedback on Instruction (SFI):**  Here is where you will complete your evaluation on the course.  This link takes you to a secure website that will record your response.  I will not be able to see your reviews until after grades have been issued.  Your feedback is always helpful as it lets me know which areas of the course are working well and where I can make improvements.  **Technical Support**:  If you have any problems with Canvas, please contact tech support via this link or call 407-582-5555. |
| **Protocols for the discussion forums** | **What to do to receive a good grade on your discussions:**   * Make sure you post on time. * Post should be meaningful and answer all parts of the questions. * Be original and thoughtful. * Avoid responses that do not contribute to the conversation. “I agree” or “I think the same as so and so” do not contribute. Back up your ideas with substance and incorporate information from the text. * Here is an example of what **NOT** to do:   Common courtesy and good manners will apply in this course, and as we are dealing with political topics, it is important to remind everyone of what this means. We will be discussing what can be considered controversial topics in this course and they must be approached from an academic viewpoint.  I believe we benefit from the free flow of ideas in an open market place. However, that will only work when those ideas are articulated in a logical and well-supported manner.  This is not a venue for conspiracy theories. Hate speech will never be tolerated and will likely result in punishment consistent with the college policy for violation of the student code of conduct.  In an online class, it is always more important to make sure we are taking an extra bit care in our posts as the typed word fails to show emotions such as humor or sarcasm. Some tips for civil engagement on discussion boards:   * Avoid making declarative statements. If something is your opinion – and it is pertinent to the discussion – state that it is your opinion. * Acknowledge the validity of posts of other students. Even if you disagree for the most part, try to find an area of agreement. Perhaps you have to think about the post for a while before responding. Even if you still do not find any common ground, treat their thoughts as valid while respectfully disagreeing. * Avoid statements that read simply “I agree” or “yep” - if you want points for them anyway. If you have already earned your points and are just chiming in, fine. * Avoid all caps. This is considered shouting.  Remember as well that sarcasm and humor can sometimes be difficult to detect in messages.  Think about how others will receive your post. * Please do not use text/chat language. * Again, no hate speech. No political rants. Stick to the questions asked. * Post by the deadlines noted in the modules. Points will not be earned for late posts. * Follow the instructions in your modules for the discussions posts to earn points. Longer is not always better. You will have specific questions to answer. Make sure that question is answered. Clear and concise is fine as long as the question is answered well. * Interact often with your group. Be courteous. Good group interaction will be duly rewarded. |
| **What I expect of the students** | * You are expected to log into Canvas at least three times a week. * You are expected to read the weekly announcements posted in the course. * You are expected to read your Canvas and Atlas email. * You are expected to read the modules in the course content in their entirety. * You are expected to keep track of release dates and deadlines through the course calendar. * You are expected to show initiative regarding your learning. * You are expected to complete several activities in one week (this can vary). * You are expected to spend anywhere from five to ten hours a week on the course. This course is worth three credit hours; I assume you spend three times that per week on the course. |
| **What you can expect from me** | * I will usually check email messages throughout the workday (9am – 5pm, Monday through Friday) and respond to your emails sent during that time within twenty-four (24) hours. * I will post modules by Monday mornings.  Modules may be released early. This class is not self-paced, but you are invited to work ahead if the work is posted. * I will not accept late work beyond the 5pm grace period. It is important to stay current with assignments. However, if you find yourself falling behind, please contact me as soon as possible. I understand that life happens. * The final will be posted for at least a five-day period. You will have a study guide of topics, not actual questions. * I may or may not to participate in the student discussions in the discussion boards. I will observe and guide, if needed, but students are expected to take leadership and collaborate. I will offer insight as I see fit.  It is your forum. * I will return feedback on assignments within 1 week of the due date. * If at any time you have a question on an ungraded assignment, I will answer your query via email.  Please do not feel you have to wait for me to grade it if you are confused on a particular point. |
| **Grade inquiries/Assignment Revisions** | Once an assignment is graded, you will have five days after the grade is posted to resubmit your assignment for a better grade. Please make sure to carefully review my feedback and make the appropriate changes before resubmitting. I believe in second chances. If you are willing to take the time to revise and resubmit, I am glad to provide you with the opportunity for mastery. You may only resubmit once per assignment. This does not include discussion posts, chapter quizzes, midterm or final. |
| **Personal Conduct** | I will uphold all of Valencia College’s policies regarding academic dishonesty and classroom conduct as per the Valencia College catalog section 6HX28:10-16 and 6HX28:10-18 and violation of Student Code of Classroom Conduct shall result in disciplinary action as prescribed in the Valencia College Catalog:  [Valencia Code of Conduct](http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-03-Student-Code-of-Conduct.pdf)  All assignments are automatically run through Valencia’s plagiarism checker. If your work is matched to plagiarism, you will be asked to revise the assignment and schedule a phone call with me for your first offense. On your second and all subsequent offenses, an automatic zero will be given and referred to the dean for further action including possible withdrawal from the course as well as other legal/college penalties.  See catalog for details:  [Valencia Code of Conduct](http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-03-Student-Code-of-Conduct.pdf)  This class will deal with topics that may be considered sensitive in nature to some students.  In order to benefit from the “marketplace of ideas”, various academic viewpoints will be given equal time and consideration.  Always be considerate and listen to other students.  Embrace the opportunity to experience different points of view at college.  Per Valencia policy, hateful or intimidating speech of any nature will not be tolerated and will result ejection from the virtual classroom. |
| **Disclaimer** | This syllabus is subject to change.  Due notice will be provided to students via announcement |