POLS 2306 Texas Politics and Topics
Section D03

Course Description
This course will introduce you to the fundamentals of Texas government as well as exploring concepts within the topic of American Public Policy.

Contact Information
The answers to many questions can be found in Blackboard. Check the home page and Blackboard announcements first to see if your question is addressed. The teaching team will not respond to questions that have already been addressed in Blackboard.

In every email you send, you MUST include your NAME, COURSE, and SECTION NUMBER.

There are several sections of POLS online, and thousands of students. It is imperative when you contact someone for the course, you let us know the course and section in which you are enrolled.

This section will give you guidance on how to contact the teaching team for your course.

For course-related questions...
If you have a question about the course that is not answered in Blackboard, contact the Course Assistants. Any written assignment related questions will be answered by your grader.

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
<th>Office</th>
<th>Office Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Assistant</td>
<td>Ms. Jovita Lektzian</td>
<td><a href="mailto:jovita.lektzian@ttu.edu">jovita.lektzian@ttu.edu</a></td>
<td>HH 123</td>
<td>M - Th 10am-3pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Friday email only</td>
</tr>
<tr>
<td>Course Assistant</td>
<td>Ms. Teresa Kennard</td>
<td><a href="mailto:teresa.kennard@ttu.edu">teresa.kennard@ttu.edu</a></td>
<td>HH 125</td>
<td></td>
</tr>
<tr>
<td>Grader</td>
<td>James Wright</td>
<td><a href="mailto:james.wright@ttu.edu">james.wright@ttu.edu</a></td>
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</tr>
</tbody>
</table>

For other questions...
If your question is not addressed through the above channels, please contact your Professor.

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<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
<th>Office</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Professor</td>
<td>Dr. Sara T. Norman</td>
<td><a href="mailto:Sara.t.norman@ttu.edu">Sara.t.norman@ttu.edu</a></td>
<td>HH124</td>
<td>M: 12:00noon-3:00pm</td>
</tr>
<tr>
<td>Professor</td>
<td>Dr. Lisa Gittner</td>
<td><a href="mailto:lisa.gittner@ttu.edu">lisa.gittner@ttu.edu</a></td>
<td>HH 115</td>
<td>TBA</td>
</tr>
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</table>

For concerns that cannot be resolved by the POLS online course team...
If your question is not addressed through the above channels, please contact the Director.

<table>
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<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
<th>Office</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Director of POLS eLearning</td>
<td>Daniel J. Epstein</td>
<td><a href="mailto:daniel.j.epstein@ttu.edu">daniel.j.epstein@ttu.edu</a></td>
<td>HH 123</td>
<td>W 11am-2pm</td>
</tr>
</tbody>
</table>
Course Rules

1. **You must have a consistent, functioning internet connection to take this course.** As this is an online-only course, you are required to have access to the internet. **It is your responsibility to ensure that your computer and connection are functioning properly.** Technical problems are never an excuse for failed or incomplete work.

2. If you experience a technical or internet issue that affects your graded work, contact the Course Assistant immediately to alert the teaching team and have your issue investigated. However, this does not guarantee or imply an exception from Rule #1 or any accommodation, as technical problems are never an excuse for failed or incomplete work.

3. Always maintain professional and respectful language, both in emails and in your online coursework.

4. Any disruptive or disrespectful behavior will result in a **loss of credit for the assignment** and possibly a referral to the Office of Student Conduct. Racism, sexism, homophobia, or any other forms of bigotry are not acceptable in this class.

5. You are responsible for all information and announcements made in the course. Prepare to log onto Blackboard every day to check for updates, changes, or new information. Read the course home page thoroughly and check announcements daily. Course rules and expectations are subject to change.

6. **Late work will not be accepted for any reason.**

7. Students may not print, save, photograph, or make any record of graded content in this course.

Course Recommendations

These are distinct from the rules above, but should be read and understood for students who want to be successful.

1. Complete all of your work PRIOR to the deadline. There is no late work accepted in this course for any reason. Ever. Do your work well in advance of the deadline – the teaching team recommends working a **week ahead.** The primary reason students do not succeed in this course is missed work.

2. Read and follow all directions. Students who do poorly on assignments have typically not followed all instructions. Read the directions, complete your work, then read the directions again and make sure you’ve followed all of them.

3. As you take quizzes and complete written assignments, base your responses primarily on the content you are being tested on. Do not try to Google the answers or seek information outside of the course. The graded assignments are very straightforward: engage in the course content, and then respond to the questions.

4. Read all content before asking questions. Try to find the answers on your own. The teaching team will not answer questions that can be answered on your own by reading information in Blackboard.

5. Pay close attention to the Academic Integrity policy. Please do not cheat, plagiarize, or lie about having completed an assignment when you haven’t.

6. Take advantage of all resources provided to you in this course. Make sure you have exhausted all opportunities to succeed.

Professionalism

Here is a quick-start on professionalism in your communication with the teaching team:

- Don't ask a question that you could have answered yourself. Read all information and instructions in Blackboard before you send an email.
- Use an appropriate Subject Line that identifies yourself and your concern (don't just say, "HELP")
- Address the recipient by his or her professional title, such as Professor, Dr., Mr., or Ms. (NOT Mrs. or Miss unless instructed otherwise)
- Your first sentence should introduce yourself and include your course and section number.
- Be specific about what your request is. Demonstrate that you have read and understood course information and instructions.
- Use proper grammar and spelling. Punctuate and capitalize. Proofread your emails.
- Allow 24 hours for a response to your email during the week. Do not expect email responses on weekends. Do not send multiple emails on the same topic within a 24 hour period without waiting for a response.
If you send an email that does not follow these guidelines, don't be surprised if you get a response that states, "Please revisit the Professionalism section of your course home page and email again."

**Required Materials**

In order to access the content for your course, you must purchase course materials. This course's content is delivered through McGraw Hill's interactive platform, Connect.

Your materials will come in the form of a printed access code. You will use this access code the first time you access Connect, which you can access by clicking on the "Connect" item in the left hand navigation bar of your Blackboard course and clicking to launch the Connect platform. The access code is one-time use only and cannot be shared.

You may purchase materials for your course from the TTU Barnes & Noble book store, or at the off campus bookstores. There is no alternative to purchasing the materials through a bookstore associated with Texas Tech University, and unfortunately, no temporary access codes are available. If you order the materials online, it may take several days for the printed access card to arrive to your shipping address. If you are unable to go to the book store to purchase your materials in person, you may want to consider calling the book store for assistance, you may be able to receive your code via email.

Please note: You cannot complete any assignments for this course without the access code, which is only available for purchase at one of the TTU book stores. Please purchase materials for this course immediately. **There is no late work accepted in this course for any reason. Not having materials is not an excuse for late work.**

**Course Due Dates**

**Late work will not be accepted for any reason.**

**Note: ALL ASSIGNMENTS ARE DUE on Monday, Wednesday, and/or Friday AT 5PM CT**

**Please note:** The Global Governance PRE-TEST and POST-TEST will be sent to you in an email as a Qualtrics survey. Please keep an eye on your course announcements for more information on this.

<table>
<thead>
<tr>
<th>Content Area</th>
<th>Graded Assignments (NOTE: There are no graded assignments in this week, and you do not need to do anything to demonstrate that you have explored the course)</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Get to Know the Course</td>
<td>No Graded Assignments (NOTE: There are no graded assignments in this week, and you do not need to do anything to demonstrate that you have explored the course)</td>
<td>Week 0: June 5th at 5pm CT</td>
</tr>
<tr>
<td>Unit 1 – What is a state?</td>
<td>What’s the History Quiz Lecture Quiz Graded Lesson Quiz How Can I Get Involved? Quiz</td>
<td>Week 1: June 7th at 5pm CT</td>
</tr>
<tr>
<td>Unit 2 – Texas Origins</td>
<td>What’s the History Quiz Lecture Quiz Graded Lesson Quiz How Can I Get Involved? Quiz</td>
<td>Week 2: June 10th at 5pm CT</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE: Pre-Test Released via Email 6/10 Pre-Test Due 6/17</strong></td>
<td></td>
</tr>
<tr>
<td>Unit 3 – Political Culture</td>
<td>What’s the History Quiz Lecture Quiz Graded Lesson Quiz How Can I Get Involved? Quiz</td>
<td>Week 3: June 12th at 5pm CT</td>
</tr>
</tbody>
</table>
### Unit 4 – Political Representation
- What’s the History Quiz
- Lecture Quiz
- Graded Lesson Quiz
- How Can I Get Involved? Quiz

**Week 4: June 14th at 5pm CT**

### Unit 5 – The Legislative in Texas
- What’s the History Quiz
- Lecture Quiz
- Graded Lesson Quiz
- How Can I Get Involved? Quiz

**Week 5: June 17th at 5pm CT**

**NOTE: Pre-Test Released via EMAIL 6/10; Pre-Test Due 6/17 at 5 PM**

### Unit 6 – The Executive in Texas
- What’s the History Quiz
- Lecture Quiz
- Graded Lesson Quiz
- How Can I Get Involved? Quiz

**Week 6: June 19th at 5pm CT**

### Unit - POLS 2306 Short Answer Assignment
- Short Answer Assignment

**Week 7: June 21st at 5pm CT**

### Unit 7 – The Judicial in Texas
- What’s the History Quiz
- Lecture Quiz
- Graded Lesson Quiz
- How Can I Get Involved? Quiz

**Week 8: June 24th at 5pm CT**

### Unit 8 – Trade & Commerce
- What’s the History Quiz
- Lecture Quiz
- Graded Lesson Quiz
- How Can I Get Involved? Quiz

**Week 9: June 26th at 5pm CT**

### Unit 9 – Global Connectivity
- Discussion Post Assignment
- Post-Test Survey Quiz

**Week 10: June 28th at 5 PM CT**

**NOTE: Post-Test Sent via EMAIL 6/28 at 5 PM; Post-Test due 7/1 at 5 PM CT**

### Unit 10 – Future of Texas Politics
- What’s the History Quiz
- Lecture Quiz
- How Can I Get Involved? Quiz

**Week 11: July 1st at 5 PM**

**NOTE: Post-Test DUE July 1st at 5 PM**

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**Please pay close attention to course deadlines.**

**This course has NO Midterm or Final!**

### Grade Distribution

The grading breakdown for the course assignments is as follows:

- What’s the History Quizzes: 1.5% each (13.5%)
- Lecture Quizzes: 4% each (36%)
- Graded Lesson: 2% each (16%)
- How Can I Get Involved? Quiz: 2% each (18%)
- Short Answer Assignment: 4%
- Unit 9 Pre-Test Quiz: 4%
- Unit 9 Discussion Post: 4.5%
- Unit 9 Post-Test Quiz: 4%

You can use this grade distribution to calculate what is possible for you based on your grades on assignments. Please note the weighting of each assignment and keep it in mind as you complete your work.

### Final Grade Determination

- 90 & above: A
- 80-89.9: B
- 70-79.9: C
- 60-69.9: D
- 59.9 & below: F
We do not have a policy of rounding grades. Rounding and curving decisions are made by the professor after all final grades are calculated. Grades are not assigned based on individual need.

- **Do not** contact the teaching team with a question or request for your final grade to the rounded, curved, or increased.
- **Do not** contact the teaching team asking for extra credit that has not been specifically offered to the whole class via Blackboard announcement.

### Other Grading Policies

- Final grades are final and non-negotiable. If you have a legitimate issue with an individual assignment or grade, we are happy to provide feedback and correct legitimate issues, but we do not bump grades up based on student requests.
- We will never submit a change of grade form for a +/-.

### Late Work Policy

**There is absolutely no late work accepted in this course for any reason.** This policy is unflinchingly rigid and there are no exceptions. Under no circumstances will any component of the course be reopened for students to complete after the deadline, and under no circumstances will any submission be accepted after the deadline.

If a situation arises in which a student has an emergency that involves university confirmed absence for a duration of longer than 2 weeks of this course, the student should contact the Dean of Students office. In which case The Dean of Students will alert your professor. Your professor will then decide what actions should be taken next. However, this is not a guarantee of any consideration of any kind, and only students who are absent from longer than 2 course weeks and who have been confirmed by the Dean of Students office have this option.

### Grade Drop Policy

This course **does not** include a Final Exam or a Makeup option.

Over the course of the semester, the Blackboard Grade Center Application will automatically factor out **ONE of each of the THREE Assignment Types**. Although **ALL** of your grades will show in your Grade Center, the specified grades above will be **automatically factored out** to your Blackboard "**Weighted Average**".

**Assignment Types:**

1. What’s the History Assignment Type, includes *What’s the History* Quizzes
2. Lecture Quizzes Assignment Type, includes *Lecture* Quizzes
3. Graded Lesson Assignment Type, includes *Graded Lesson* Quizzes and *How Can I Get Involved?* Quizzes

**PLEASE NOTE THAT THE FOLLOWING ASSIGNMENTS ARE NOT ELIGIBLE FOR THE GRADE DROP POLICY:**

- Unit 6- POLS 2306 Short Answer Assignment
- Unit 9 QEP Global Connectivity Pre-Test Survey
- Unit 9 QEP Global Connectivity Discussion Post
- Unit 9 (QEP Global Connectivity) Post-Test Survey

**REMEMBER:** It is recommended that you complete **ALL** assignments at least one week BEFORE they are due, because there are **NO EXCEPTIONS** to the "Late Work Policy".

**In Summary:** All work in this course is available to you from the first day of classes. Complete all of your work well in advance of deadlines.
There is no late work accepted in this course for any reason.

The Teaching Team will not respond to emails asking if late work will be accepted.

### Course Content & Assignments

<table>
<thead>
<tr>
<th>Type of Assignment</th>
<th>Which units?</th>
<th>Graded?</th>
<th>Description</th>
<th>How do you complete it?</th>
<th>Approx. how much time will it take?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What’s the History?</strong></td>
<td>All Units, except Unit 9</td>
<td>Yes</td>
<td>A brief video examining the history of the content provided in the unit, followed by multiple choice quiz.</td>
<td>Watch the video, and respond to the multiple choice quiz.</td>
<td>20-30 minutes</td>
</tr>
<tr>
<td><strong>Readings</strong></td>
<td>All Units, except Unit 9</td>
<td>No</td>
<td>You will have readings assigned from the textbook. All readings are available through the course in SmartBook format.</td>
<td>Click the link to read the content in the SmartBook. Consider the question in the probes.</td>
<td>3 hours</td>
</tr>
<tr>
<td><strong>Lecture</strong></td>
<td>Every unit.</td>
<td>Yes</td>
<td>Each unit has a 10-12 minute lecture that highlights an important aspect of the unit. You will watch the lecture and then answer multiple choice questions about it.</td>
<td>Click the link to watch the lecture, and answer the multiple choice questions in the quiz.</td>
<td>30-40 minutes</td>
</tr>
<tr>
<td><strong>Expert Opinions</strong></td>
<td>All Units, Except Unit 9</td>
<td>No</td>
<td>A brief video with an expert in the content area of the unit explaining an aspect of the content.</td>
<td>Click the link to watch the video, and consider how it applies to the unit’s content.</td>
<td>10 minutes</td>
</tr>
<tr>
<td><strong>How Can I Get Involved?</strong></td>
<td>All Units, Except Unit 9</td>
<td>Yes</td>
<td>An interactive assignment in which you can learn more about ways to involve yourself in the unit’s content, followed by a multiple choice quiz.</td>
<td>Click the link, click through the interactive assignment, and then answer the multiple choice questions.</td>
<td>20-30 minutes</td>
</tr>
<tr>
<td>Type of Assignment</td>
<td>Which units?</td>
<td>Graded?</td>
<td>Description</td>
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<tr>
<td>Graded Lesson</td>
<td>Unit 1-8</td>
<td>Yes</td>
<td>A short interactive PowerPoint presentation that explores some content within the unit’s content area.</td>
<td>Click the link, explore the PowerPoint, and then answer the multiple choice questions</td>
<td>20-30 minutes</td>
</tr>
<tr>
<td>Short Answer</td>
<td>POLS 2302 Short Answer Assignment</td>
<td>Yes</td>
<td>A short answer assignment in which you will respond to two questions. Your response should be a TOTAL of 500-600 words, or 250-300 words PER question.</td>
<td>Click the link; respond to prompts that require you to think critically about the content found in your course so far, including content from Units 1 through 5.</td>
<td>3 hours</td>
</tr>
<tr>
<td>Unit 9 Pre-Test Quiz</td>
<td>Unit 9</td>
<td>Yes</td>
<td>A quiz that checks your knowledge and understanding; this quiz is solely graded on completion.</td>
<td>Click the link sent in email to complete the quiz.</td>
<td>20-30 minutes</td>
</tr>
<tr>
<td>Unit 9 Video</td>
<td>Unit 9</td>
<td>No</td>
<td>A short video that explores the issues of global governance and global communication.</td>
<td>Click the link to watch the video.</td>
<td>20 minutes</td>
</tr>
<tr>
<td>Unit 9 Lecture</td>
<td>Unit 9</td>
<td>Yes</td>
<td>Brief recorded lecture on relationship interest, following by multiple choice quiz.</td>
<td>Click the link to watch the video lecture, then answer the multiple choice questions.</td>
<td>20 minutes</td>
</tr>
<tr>
<td>Unit 9 Lessons</td>
<td>Unit 9</td>
<td>No</td>
<td>Two lessons that further explore global governance.</td>
<td>Click the links to access and go through the Power Points.</td>
<td>30-40 minutes.</td>
</tr>
<tr>
<td>Unit 9 Discussion Post</td>
<td>Unit 9</td>
<td>Yes</td>
<td>A discussion post assignment in which you will compose a thread and respond to one other student regarding global governance, relationship interest, and global communication.</td>
<td>Click the link to create your discussion post assignment.</td>
<td>2 hours</td>
</tr>
<tr>
<td>Type of Assignment</td>
<td>Which units?</td>
<td>Graded?</td>
<td>Description</td>
<td>How do you complete it?</td>
<td>Approx. how much time will it take?</td>
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<tr>
<td>Unit 9 Post Test Quiz</td>
<td>Unit 9</td>
<td>Yes</td>
<td>This quiz checks your knowledge and insights. This quiz is checking your understanding of the content of Unit 9 and will be graded for completion.</td>
<td>Click the link sent in the email to complete the quiz.</td>
<td>20-30 minutes</td>
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**TTU Policies**

**Religious Holy Days**
Texas House Bill 256 requires Institutions of higher education to excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day. The student shall also be excused for time necessary to travel. An institution may not penalize the student for the absence and allows for the student to take an exam or complete an assignment from which the student is excused. No prior notification of the instructor is required.

**Disabilities**
Any student who, because of a disability, may require special arrangements in order to meet the course requirements should contact the instructor as soon as possible to make any necessary arrangements. Students should present appropriate verification from Student Disability Services during the instructor’s office hours. Please note: instructors are not allowed to provide classroom accommodations to a student until appropriate verification from Student Disability Services has been provided. For additional information, you may contact the Student Disability Services office in 335 West Hall or 806-742-2405.

**Academic Integrity**
Cheating, plagiarism, or any other act of academic dishonesty will result in at minimum a 0 for the assignment, and up to a 0.0 for the course.

Academic integrity is just as important in an online course as it is in face-to-face classes. Your syllabus states that cheating, plagiarism, or any other act of academic dishonesty will result in a 0.0 for the course.

For the purposes of this course, **cheating is defined as, but not limited to:**

- Working with another student on course content
- Taking pictures, screen shots, or making record of graded content
- Sharing quiz or exam questions or answers with another student
- Using quiz or exam questions or answers provided by another student
- Finding quiz or exam questions or answers online in order to enhance course performance
- Allowing anyone else access to your Blackboard course to view or complete course content

For the purposes of this course, **plagiarism is defined as, but not limited to:**

- Using a copyrighted resource for research without properly citing its use
- Quoting from any source without properly citing
- Paraphrasing from any source without properly citing
- Presenting the work of another person as your own
Please note that lying or misrepresenting facts is a violation of Texas Tech's Code of Conduct. **Claiming that you completed an assignment when you did not is lying and can result in a referral to the Office of Student Conduct.** Blackboard provides extensive records on everything you access when you are in this course. Please do not lie about your course participation.

By entering and completing assignments in this course, you agree you will not cheat or engage in any form of academic dishonesty.

For more information on TTU’s Academic Integrity Policy, see: [http://www.depts.ttu.edu/dos/handbook/](http://www.depts.ttu.edu/dos/handbook/).

**Student Learning Objectives (SLOs)**

At the completion of the course, students will be able to:
1. Explain the origin and development of the Texas constitution.
2. Describe state and local political systems and their relationship with the federal government.
3. Describe separation of powers and checks and balances in both theory and practice in Texas.
4. Demonstrate knowledge of the legislative, executive, and judicial branches of Texas government.
5. Evaluate the role of public opinion, interest groups, and political parties in Texas.
6. Analyze the state and local election process.
7. Identify the rights and responsibilities of citizens.
8. Analyze issues, policies and political culture of Texas.
9. Be able to demonstrate the effects of the US and Texas Constitutions on public policy.

**Core Curriculum Statement**

Students graduating from Texas Tech University should demonstrate an understanding of the organization and functions of the different levels of government in the United States, be able to explain the importance of the United States Constitution and those of the states, and be able to comment on the role of civic engagement in United States politics and culture.

At the completion of this course, students will be able to:
Demonstrate knowledge of the origins and evolution of U.S. and Texas political systems

**PLEASE NOTE:**

This syllabus is tentative and subject to change. All information in Blackboard is equally as binding as information in the syllabus. All information provided by the professor via email, Blackboard announcement, or other communication is equally as binding as information in the syllabus. The syllabus is not a binding contract from which the course & teaching team may not deviate. It is an outline and general guideline.