POLS 136 Introduction to American National Politics

Textbooks

Readings provided in the course.

Expectations

Exams:

Online exams are taken within the range of dates listed on the Schedule and on Blackboard. If you miss taking the exam within the date range, you will not be able to make it up. If you are locked out of an exam notify your instructor immediately. Date ranges are only for quizzes/exam, written assignments have a specific due date.

Discussions:

Discussion topics will be posted approximately every week. You will need to respond to each of the questions. These will be graded. You may respond to classmates' posts as well—responses to classmates are not specifically graded; however, meaningful posts will help your overall participation grade.

Written Assignments:

Written Assignments and rubrics are posted under Learning Units. Written assignments are typically graded within a 710 day turnaround after the due date, sometimes sooner. If you turn in the assignment early, it will be graded after the due date.

Short-answer questions are graded on a points-per-question basis. For example, if a 10 point short-answer question consists of three parts, each part is worth 3.33 points (rounded up). Longer essay questions work the same way: If a long essay is worth 50 points and consists of five parts, each part is worth 10 points. An "A" answer on that part is worth 9 or 10 points depending on the answer. "B" answers are worth 8 points, etc.

Written assignments have a specific scoring rubric attached to the assignment when you view it with the assignment.

Expectations for the Online Student

Take responsibility as an online student:

- Know all class policies
- Understand how to navigate the online classroom
- Understand where items are located and how to submit assignments and communicate via email
- Know due dates and plan your time to meet those due dates
- Accept the consequences of actions or choices made in the online classroom
- Know how to get help if help is needed
- Have a back-up plan if computer issues arise

Study Time: This class may require several hours a week for reading, analysis and writing. A three credit hour course may require six to nine hours each week. Please prepare your schedule to make that time available.

Course Policies: Attendance & Deadlines

Active participation on the part of each student is essential to the success and effectiveness of this course. Your thoughts and insights regarding the material being discussed are critical to success in this course. You will be interacting with your peers and instructor on the discussion board and with your instructor through emails and work submitted for evaluation.

Attendance Verification: Attendance (or lack of attendance) will be verified via the roster system implemented at MCC.

Attendance Policy: The District Student Attendance Regulation requires that if a student fails to initiate a conference or if the student misses 33% of total class time, the instructor may withdraw the student from the class. Since this course is online, your "attendance" in class is based on meeting assignment deadlines. Thus, you have to turn in your assignments before the stated deadline to be counted in attendance and for the assignments to be graded.

Logging in to Blackboard alone does not meet the attendance requirements. You must participate in an academically related activities such as posting in Discussions, turning in assignments, and/or communicating with the instructor about the course.

Missed Deadlines: Assignments are timed and submissions are no longer accepted after a deadline has passed. Late assignments will not be accepted nor graded. Assignments not turned in on time will receive a zero score. There will be NO modifications or exceptions made to the assignment schedule as a result of a student's absence for vacation or extended absence. If you travel during the semester, you are still required to meet all policies and deadlines.

Students must log into this course during the first week of class and complete the assignments by the specified due dates. Failure to do this will result in the student being withdrawn from the course.

Drop Policy: If you, the student, choose to drop the course, you must complete a drop form and submit it to the campus records office. Check myMCCKC > Student Center for the specific dates.

It is your responsibility to withdraw from the course if you decide to stop attending. After the last day to withdraw without academic assessment, the instructor will no longer initiate withdrawals from the course. If you stop attending and fail to withdraw, you will receive a grade based upon submitted coursework.

Any questions or concerns regarding implications to financial aid as a result of withdrawing from a course should be directed to a Financial Aid office.

Need Technical Help? If you need technical help with the online classroom, call Blackboard Student Support (toll free, 24/7) 888-296-6136. The MCC Information Center at 816 604 1000, option 3, can assist with MCC email issues, or connect you with advisors, counselors, the Business Office, etc. The Student Resources tab at the top of the Blackboard window may also have the answers to many questions, under My Support.

Satisfactory Academic Progress: In order to continue your eligibility for financial aid, you must make satisfactory academic progress toward your educational plan by maintaining a minimum grade point average and successfully completing a minimum number of courses throughout your enrollment at MCC. Also, you must accomplish your

educational plan within a reasonable time. Your progress will be reviewed at the end of each semester. More information is available here.

Course Policies: Student Support and Emergencies

Need Technical Help? If you need technical help with the online classroom, call Blackboard Student Support (toll free, 24/7) 888-296-6136. The Information Center at 816 604 1000, option 3, can assist with MCC email issues. Or click on the Student Resources tab at the top of the Blackboard window and the answers to many questions you have about using Blackboard are available under My Support.

Tutoring: Feedback is provided on all of your work, but if you still feel the need for outside tutoring or feedback, here are some options:

E-tutoring is available through Smarthinking; click on the E-Tutoring link in the course menu. Smarthinking support and the student handbook are available in the My Support module on the Student Resources page (a link at the top of the Blackboard screen).

*Note: Give yourself plenty of time to complete an assignment and send it to the e-tutors for help. There is not an immediate turn-around; allow a minimum of 24 hours.

If you have access to an MCC campus, you are welcome to use the Writing Center at any location. You can get tutoring, feedback, or work on your own using their resources. If you want to brush up on basic skills, you can also get practice handouts or use computer software available just for this purpose.

Blue River | Business and Technology | Longview | Maple Woods | Penn Valley |Purdue University's Online Writing Center provides many resources for practice and review.

Students with Disabilities: Metropolitan Community College complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act which prohibits discrimination in admission or access to its programs based on disability. If you need accommodations due to a documented disability, or if you have any emergency medical information to share, please contact the main MCC number, 816 604 1000, and ask to be directed to a Disability Services Office Coordinator, or you can use number 816 604 3318 for TDD.

It is the student's responsibility to seek these accommodations; the instructor is not obligated to provide accommodations until notified by the Disabilities Support Services office that a student has formally requested accommodations through their office.

Emergencies: In case of an emergency

1) Notify your instructor of the situation and

2) Remember the class polices on deadlines and attendance and be prepared to meet them.

Your instructor reserves the right to alter deadlines or not alter deadlines, depending on the nature of the emergency.

If Blackboard goes down at the time an assignment is due, turn the assignment in via an email attachment to your instructor at his or her mcckc.edu email account.

Course Policies: Student Conduct

The same standards for onsite conduct apply to the online classroom. Students will maintain a courteous and respectful tone in all classroom communication. Students will not use profanity in their communication, nor will they belittle the point of view of other students. Students will not display behavior that disrupts the learning environment. A student demonstrating disruptive or inappropriate behavior in this course can be administratively withdrawn from the course.

Code of Conduct: Students are required to follow the Metropolitan Community College's Student Code of Conduct. This link is also provided in the Student Support Services area under the course menu.

Netiquette:

- Proofread and spell check all messages because errors leave a bad impression.
- Do not use all caps because it is not polite to shout.
- Check the discussions daily since time-sensitive information is posted.
- Read prior discussions before posting so you do not repeat anything.
- Consider what people may think when posting messages so you do not hurt anyone's feelings.
- Do not crash a discussion with off-topic posts or enter ones that you are not interested in.
- Help others learn about the Internet because the Internet is a valuable educational tool that creates a better world.
- More information on appropriate online conduct is available The Core Rules of Nettiquette.

Assignments

Discussions – 6

Exams – 8

Presidential Essay

Scavenger Hunt

Grades

90-100%   A

80-89%   B

70-79%   C

60-69%   D

59% and below F

Academic Honesty

Every student is expected to follow the college regulations and guidelines relating to academic honesty. Please refer to the Student Handbook.

Academic Dishonesty includes:

1. Plagiarism - the intentional use of the ideas or words of another as one's own in a paper or other academic assignment.

2. Cheating during examinations, whether by copying from a fellow student or by using information in the form of unauthorized aids brought to the examination.

3. The submission of work for any assignment that has been prepared by another student.

4. Submission of a single paper to fulfill requirements in two courses without prior approval of the instructors in both courses.

5. Using a false name or signing the name of another individual without proper authorization in connection with any course work.

Disciplinary action will be taken for those students suspected of academic dishonesty.

At no point in this course is it acceptable for students to submit someone else's work as their own, or use the ideas of someone else as their own. It is also unacceptable for students to share their own work with another student.

Any incident of cheating (any of the five types of academic dishonesty listed above) may result in an "F" grade in the course.

Grievance Procedures and Sexual Harassment

Questions or concerns about any aspect of this course should be directed to the instructor so the student and the instructor can work together to resolve any problems that may exist. In the unlikely event that the problem cannot be resolved, then the next step is for the student to make an appointment with the Enrollment Manager, Sharon Soares, at 816 604 4487.

Metropolitan Community College is strongly committed to providing workplaces and classrooms that are free of sexual harassment. MCC will not tolerate any behavior, whether verbal or physical, which constitutes sexual harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature are prohibited. To file a complaint, contact the Enrollment Manager, Sharon Soares, at 816 604 4487.