I. **Course Information**

**Instructor:** Crystal J. Bustillos  

**Email:** cjbustillos@utep.edu  
(Mention your full name, course name, class day & time when emailing).

**Office Hours:** Available by appointment ONLY via Zoom: [https://tinyurl.com/yy5kcvbx](https://tinyurl.com/yy5kcvbx)

**Telephone:** (915) 224-0082 (cell) (Text message is the BEST option for contacting me).

II. **Text & Required Materials**

**Required Text:**  

**Access Code:** You are also required to purchase an access code for the InQuizitive assignments. It can be purchased by clicking on the first InQuizitive assignment in Blackboard and following the prompts. You can also sometimes purchase the book bundled with the code from the bookstore or the publisher. Here is a link to purchase directly from the publisher: [Norton](https://www.norton.com)

III. **Course Overview**

The United States of America is governed under a Constitution that has operated without fundamental change for more than 200 years. This makes the government of the United States one of the most stable and long lasting in human history, and, indeed the very first system of popular government covering a large territory to last for a long time. The people who created that government did so very carefully in the belief that good government does not mean simply popular government or well-intentioned government. More than that, a good government, they thought, is ultimately controlled by the governed, but also is built with a complex structure that enables it to use power to manage the community for the people effectively and without tyranny. This course is about that complex structure: what the institutions of government were designed to do, why, and how the people use them to go about managing their community.

IV. **Course Requirements**

**Coursework:**  
Various assignments will be required and can be found in the “Coursework” tab of Blackboard. They are assigned by unit. You can view a comprehensive list of assignments and their due dates in the “Master Schedule” file in the “Home Page” tab.
Unit Exams:
There are a total of four (4) Unit Exams over material covered throughout the unit (readings, assignments, videos, etcetera). Exams typically consist of multiple choice and true/false questions but may occasionally contain short answer questions. You are allowed two (2) attempts on each Unit Exam with your highest score being recorded. You are allotted two (2) hours for each attempt.

Final Exam:
The Final Exam is comprehensive, meaning it is over material covered throughout the entire semester. The Final Exam will consist of multiple choice/true false questions. You will be allotted three (3) hours to complete the Final and are given two (2) attempts. **The Final Exam is mandatory**

*The Final Exam will open at 12:01 a.m. on Saturday, May 8th and will close at 11:59 p.m. on Friday, May 14th.*

All exams require the use of Respondus Lockdown Browser. Failure to use Respondus Lockdown Browser will result in a score of ZERO. No makeup exams and no late submissions - **no exceptions**! Do **NOT** wait until the last minute to take your exams.

Communication, whether verbal, non-verbal, electronic, or otherwise with other students during exams is prohibited.

Not having internet access at home or technological failures are not an excuse for not turning in work. Free WiFi is available at many locations around town and within the vicinity the UTEP campus, as well as on campus.

Attendance:  Attendance will not be taken as the class is scheduled to be completely online.

Extra Credit: Extra Credit opportunities may present themselves throughout the semester, but a specific number is not guaranteed. Please take advantage of them as they become available. Information will be posted in the “Extra Credit Opportunities” folder on Blackboard, it is your responsibility to check it regularly.

**Failure to complete assigned work will result in a lower grade. These assignments are essential to gage your understanding of the material and are NOT optional.**

Grading:  

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<thead>
<tr>
<th>%</th>
<th>Coursework</th>
<th>Unit Exams (1-4)</th>
<th>FINAL EXAM</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>55%</td>
<td>Coursework</td>
<td>30%</td>
<td>15%</td>
<td>100%</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
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<tr>
<td>B</td>
<td>80-89%</td>
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<tr>
<td>C</td>
<td>70-79%</td>
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<td>D</td>
<td>65%-69%</td>
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<tr>
<td>F</td>
<td>64% and below</td>
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IV. Instructor Policies

Late Work/Makeup Work Policy:
All assignments are open and available for you to work ahead once the semester begins. Therefore, it is my policy not to accept late work because you have the opportunity to work ahead to avoid missing deadlines. Only in extremely rare circumstances, with proper documentation, will exceptions be granted.

Netiquette:
As we know, sometimes communication online can be challenging. It’s possible to miscommunicate what we mean or to misunderstand what our classmates mean given the lack of body language and immediate feedback. Therefore, please keep these netiquette (network etiquette) guidelines in mind. Failure to observe them may result in disciplinary action.

- Always consider audience. This is a college-level course; therefore, all communication should reflect polite consideration of other’s ideas.
- Respect and courtesy must be provided to classmates and to the instructor at all times. No harassment or inappropriate postings will be tolerated.
- When reacting to someone else’s message, address the ideas, not the person. Post only what anyone would comfortably state in a face-to-face situation.
- Blackboard is not a public internet venue; all postings to it should be considered private and confidential. Whatever is posted in these online spaces is intended for classmates and professor only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space.

Accommodations:
The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting an accommodation based on a disability must register with the UTEP Center for Accommodations and Support Services (CASS). Contact the Center for Accommodations and Support Services at 915-747-5148, or email them at cass@utep.edu, or apply for accommodations online via the CASS portal.

Academic Dishonesty
The following summary of the University's policy on academic dishonesty applies to this class:
Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. (Regents' Rules, Ch. 6, section 3.22).
Specifically, in this course, acts of academic dishonesty include but are not limited to, copying on exams or quizzes, making unauthorized use of notes or books on exams or quizzes, seeking or receiving assistance from others in answering exam or quiz questions (when not expressly authorized to do so by the instructor), giving or attempting to give assistance to others in answering exam or quiz questions (when not expressly authorized to do so by the instructor), changing or attempting to change examination answers after the examination has been turned in, putting someone else's name or pad number on an exam or quiz, answering a quiz question for another, accepting credit for a quiz answer when the answer was entered by another, and presenting someone else's writing on an exam or paper as one's own.

Incidents involving academic dishonesty will be forwarded without exception to the Office of the Dean of Students for investigation and appropriate action. Penalties are detailed in section 3.6, Ch. 6 of the Regents' Rules.

**Note:** Any students requesting consideration for a special circumstance should feel free to speak to the instructor within the first week of class (or as soon as the situation arises). *DO NOT WAIT* until the end of the semester to address a concern.

V. **Course Topics**

**Unit 1:** Chapter 1 – Understanding American Politics
- Chapter 2 – The Constitution and the Founding Fathers;
- Chapter 3 – Federalism
- How Texas & El Paso fit into the Federalist system

**Unit 2:** Chapter 10 – Congress
- Chapter 11 – The Presidency
- Chapter 12 – The Bureaucracy
- Texas & the U.S. Governments: How they Match Up

**Unit 3:** Chapter 13 – The Courts
- Chapter 4 – Civil Liberties
- Chapter 5 – Civil Right
- Texas Court System
- Criminal Justice in Texas

**Unit 4:** Chapter 6 – Public Opinion and the Media
- Chapter 7 – Political Parties
- Chapter 8 - Elections
- Chapter 9 – Interest Groups
- Campaigns and Elections in Texas