I. Course Information

Instructor: Crystal J. Bustillos

Email: cbusti26@epcc.edu

(Mention your full name, course name, class day & time when emailing).

Office Hours: Benedict Hall 308; available by appointment or via telephone.

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

II. Text & Required Materials

Required Text:

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.

III. Course Requirements

Exams:
There are four (4) throughout the semester and a Final Exam for a total of 5 exams.

The Final Exam is mandatory, no makeup exams will be given.

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

Students are required to download Respondus Lockdown Browser in order to take each exam. You can find more details on Respondus in the “Course Information” folder on Blackboard.

Course Work: Students are required to work through the assignments within each weekly folder. Examples of assignments in the coursework category are discussion posts, How it Works, What do the Numbers Say, and other assignments. All assignments are open as of the start of the course for you to work
ahead but must be completed by their listed deadline. **No late work will be accepted.**

Work completed in class falls in this category. A variety of assignments will be assigned in class and will have varying due dates. Not all of these assignments are listed on the syllabus. It is the student’s responsibility to keep up with their due dates and submit them on time.

**InQuizitives:** InQuizitive assignments are required for each chapter. They are guided reading assignments with questions tied in. In order to access these assignments you are required to purchase an access code.

> 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.

**Failure to complete assignments will result in an overall loss of points for the course. These assignments are essential to gage your understanding of the material.**

Grading:

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<thead>
<tr>
<th>Percentage</th>
<th>Description</th>
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<tbody>
<tr>
<td>30%</td>
<td>Coursework</td>
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<tr>
<td>15%</td>
<td>InQuizitive Assignments</td>
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<tr>
<td>40%</td>
<td>Unit Exams (1-4)</td>
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<tr>
<td>15%</td>
<td>FINAL EXAM</td>
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<td><strong>100%</strong></td>
<td>TOTAL</td>
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<tr>
<th>Grade Range</th>
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<td>90-100%</td>
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<td>70-79%</td>
<td>C</td>
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<td>65%-69%</td>
<td>D</td>
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<td>64% and below</td>
<td>F</td>
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IV. **Instructor Policies**

Attendance: Attendance will not be formally taken since the course is entirely online. That being said, students are required to keep on top of their work when absent, especially online work. No exceptions. Involvement in extracurricular activities that take you out of class or off campus will not affect due dates.

Behavior: It is expected that each student treat their classmates with courtesy, dignity and respect. All students should feel comfortable expressing their opinions so long as their opinions are expressed respectfully and without the intent of offending other students. (This applies to any discussion forums within Blackboard or in class).

Behavior in violation of this or the Netiquette policy will NOT be tolerated, and persons continually engaging in such behavior will be given one warning, should the behavior continue, that student will be dropped from the class.

**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.