I. **Course Information**

**Instructor:** Crystal J. Bustillos

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

**Office:** Virtually by appointment

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

II. **Text & Required Materials**

Required Texts:

You may choose to buy the book in any format you wish but you must purchase it in some form so you can read the required chapters for each unit/week.

III. **Course Requirements**

**Coursework:** Various types of weekly assignments are posted under the “Coursework” tab.

**Unit Exams:** There will be a total of three (3) exams over material covered each week. Exams typically consist of multiple choice and true/false questions but may occasionally contain short answer questions. You are allowed two (2) attempts per regular exam with your highest score recorded. You are allotted two (2) hours to complete each attempt.

**Final Exam:** The Final Exam is comprehensive, meaning it is over all material covered throughout the semester. The final exam will consist of multiple choice/true false questions. You will be allotted a three (3) hour window for the Final and allowed two attempts.

*The Final Exam will open at 12:01 a.m. on Saturday, August 1st and will close at 11:59 p.m. on Monday, August 3rd.*

**NOTE:** 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 exceptions made! Do NOT wait until the last minute to take your exams.

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

**Grading:**

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<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Coursework</td>
<td>55%</td>
</tr>
<tr>
<td>Unit Exams 1-3</td>
<td>30%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>15%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100%</strong></td>
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</tbody>
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Extra Credit: Opportunities for extra credit may be available throughout the semester which will be worth varying amounts of points. These opportunities will be announced in via announcements in Blackboard. PLEASE take advantage of these opportunities, do NOT wait until the end of the semester to be concerned about your grade. Be sure to check Blackboard regularly as last minute opportunities tend to pop up.

IV. Instructor Policies

Attendance: Attendance is NOT required as this course is scheduled to be conducted entirely online.

Behavior: It is expected that each student treat their fellow classmates with courtesy, dignity and respect. All students should feel comfortable expressing their opinions as long as their opinions are expressed respectfully and without the intent of offending other students. Rude or disruptive behavior will NOT be tolerated, and persons engaging in such behavior will be asked to leave for the day (those asked to leave will not receive attendance credit on that day)

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.

If you have a disability and need classroom accommodations, please contact The Center for Accommodations and Support Services (CASS) at 747-5148, or by email to cass@utep.edu, or visit their office located in UTEP Union East, Room 106. For additional information, please visit the CASS website at www.sa.utep.edu/cass.

**The instructor reserves the right to make changes to the syllabus as well as the following tentative schedule.**

V. 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 Rights
    Texas Court System
    Criminal Justice in Texas

Unit 4: Chapter 7 – Political Parties
    Chapter 9 – Interest Groups
VI. General Course Schedule

Week 1 (July 7th – 12th)
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
Exam 1 (via Blackboard, due 11:59 p.m. Sunday, July 12th)

Week 2 (July 13th – 19th)
Chapter 10 – Congress
Chapter 11 – The Presidency
Chapter 12 – The Bureaucracy
The Government of Texas & the U.S.: How they Match Up
Exam 2 (via Blackboard, due 11:59 p.m. Sunday, July 19th)

Week 3 (July 20th – 26th)
Chapter 13 – The Courts
Chapter 4 – Civil Liberties
Chapter 5 – Civil Rights
The Texas Court System & Criminal Justice in Texas
Exam 3 (via Blackboard, due 11:59 p.m. Sunday, July 26th)

Week 4 (July 27th – 31st)
Chapter 7 – Political Parties
Chapter 8 – Elections
Campaigns and Elections in Texas

FINAL EXAM: Available Saturday, August 1st at 12:01 a.m. DUE Monday, August 3rd by 11:59 p.m.