

**Syllabus Cover Sheet for US Government & Politics – Eureka Campus**

<b>Semester &amp; Year</b>	Summer, 2018	
<b>Course ID and Section #</b>	E 6265	
<b>Instructor's Name</b>	Gary Sokolow	
<b>Day/Time</b>	M-Th 9:00 AM – 12:20 PM	
<b>Location</b>	AJ 108	
<b>Number of Credits/Units</b>	3.0	
	<i>Office location</i>	AJ 108
	<i>Office hours</i>	In Class or by appointment
	<i>Phone number</i>	707-476-4540
	<i>Email address</i>	Via Canvas
<b>Textbook Information (2)</b>	<i>Title &amp; Edition</i>	<ol style="list-style-type: none"> <li><i>American Government - Your Voice, Your Future – 6<sup>th</sup> Edition</i></li> <li><i>California Politics: A Primer – 4th Edition, ISBN: 978-1483375595</i></li> </ol>
	<i>Author</i>	1. Kerbel 2. Van Vechten
	<i>ISBN</i>	1. 978-1942041450; 2. 978-1483375595
<b>Course Description</b>		
<p>A course addressing both the philosophic roots and the contemporary operation of American national, state, and local government. Specific topics include constitutional development, federal-state relations, and the rights and obligations of citizens under both the federal and the California constitutions.</p>		
<b>Student Learning Outcomes</b>		
<ul style="list-style-type: none"> <li>• Explain the history and philosophy of the Constitution, politics, and government in the United States.</li> <li>• Identify the major provisions of the US and California constitutions.</li> <li>• Compare the three branches of California and US Government, and related political institutions.</li> <li>• Outline the relationship between the states and national government (i.e. federalism).</li> <li>• Analyze contemporary issues facing California and the US system of government.</li> </ul>		
<b>Special Accommodations</b>		
<p>College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request at least one week before the first test so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will be made. If you have a disability or believe you might benefit from disability related services and may need accommodations, please see me or contact <a href="#">Disabled Students Programs and Services</a>. Students may make requests for alternative media by contacting DSPS at 707-476-4280.</p>		
<b>Academic Support</b>		
<p>Academic support is available at <a href="#">Counseling and Advising</a> and includes academic advising and educational planning, <a href="#">Academic Support Center</a> for tutoring and proctored tests, and <a href="#">Extended Opportunity Programs &amp; Services</a>, for eligible students, with advising, assistance, tutoring, and more.</p>		

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### Academic Honesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at: <http://www.redwoods.edu/board/Board-Policies/Chapter-5-Student-Services>, and scroll to AP 5500. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the college catalog and on the College of the Redwoods website.

### Disruptive Classroom Behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process a disruptive student may be temporarily removed from class. In addition, he or she may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at: <http://www.redwoods.edu/board/Board-Policies/Chapter-5-Student-Services> and scroll to AP 5500. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the college catalog and on the College of the Redwoods website.

### Emergency Procedures for the Eureka campus:

Please review the campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). The Eureka **campus emergency map** is available at: (<http://www.redwoods.edu/aboutcr/Eureka-Map>; choose the evacuation map option). For more information on Public Safety, go to <http://www.redwoods.edu/publicsafety>. In an emergency that requires an evacuation of the building:

- Be aware of all marked exits from your area and building.
- Once outside, move to the nearest evacuation point outside your building:
- Keep streets and walkways clear for emergency vehicles and personnel.
- Do not leave campus, unless it has been deemed safe by the Incident Commander or campus authorities. (CR's lower parking lot and Tompkins Hill Rd are within the Tsunami Zone.)

**RAVE** – College of the Redwoods has implemented an emergency alert system. In the event of an emergency on campus you can receive an alert through your personal email and/or phones at your home, office, and cell. Registration is necessary in order to receive emergency alerts. Please go to <https://www.GetRave.com/login/Redwoods> and use the "Register" button on the top right portion of the registration page to create an account. During the registration process you can elect to add additional information, such as office phone, home phone, cell phone, and personal email. Please use your CR email address as your primary Registration Email. Your CR email address ends with

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“redwoods.edu.” Please contact Public Safety at 707-476-4112 or [security@redwoods.edu](mailto:security@redwoods.edu) if you have any questions.

*College of the Redwoods is committed to equal opportunity in employment, admission to the college, and in the conduct of all of its programs and activities.*

**COURSE SYLLABUS****M-Th 9:00 AM-12:20 PM (6/18/18-7/12/18)****AJ 108**

Professor Gary A. Sokolow

Office: AJ 106

Office Hours: By Appointment

Telephone: 444-8630 (home)\*

E-mail: via Canvas webpage

**COURSE HOME PAGE:*****instructure.redwoods.edu*****ESSAYS/EXAM SUBMISSION PAGE:*****turnitin.com*****AFTER SUCCESSFUL COMPLETION OF THIS CLASS, YOU SHOULD BE ABLE TO:**

- Explain the history and philosophy of the Constitution, politics, and government in the United States.
- Identify the major provisions of the US and California constitutions.
- Compare the three branches of California and US Government, and related political institutions.
- Outline the relationship between the states and national government (i.e. federalism).
- Analyze contemporary issues facing California and the US system of government.

**WEB SITE/CLASS PARTICIPATION/ASSIGNMENTS**

The essays and exam will both contain detailed instructions for their completion and the electronic submission of them to the Turnitin.com website. All assignments are “paperless”. I will grade the essays and exam in the Turnitin.com site, where you can then see both your grade and my assignment comments. *If any assignment (except the cards) is turned in late, they will be assessed a late grade penalty of my choosing. Employment issues, child care, computer issues, etc. are **not** excuses for the submission of any late work. Plan ahead.*

**If you use mobile devices, download and use the Canvas and Turnitin apps for those devices. I strongly advise you, however, to submit all assignments (cards, essays, and the exam) via a desktop/laptop computer.** If you are experiencing computer glitches or problems with the Canvas site, either contact me at my home phone number\* listed above or E-mail me directly and/or the College of the Redwoods help desk – [its@redwoods.edu](mailto:its@redwoods.edu) or call them at **707.476.4160**. Before contacting me however, I suggest you first try to solve the problem with the help of the guides posted in our Canvas Help folder or the help menus.

Under the “Files>Documents” section of our website, you will find several documents which will guide you in the use of the Canvas and Turnitin websites. Please note that once you log in to Canvas, there is a fairly extensive on-line help menu using the search feature therein. I will help you with computer/technical issues if I can, but my main expertise is in teaching the course, not computer issues.

\* I spend very little time in my office. I am available before and after class, or by appointment. Other than this, I work from my home. Therefore, the best way to reach me is usually via e-mail through the “inbox” tool of our Canvas course webpage. By

E-mailing me through our Canvas website, rather than sending me a direct E-mail via the main CR website, I can better keep track of all of your e-mail messages. When you E-mail me, leave me a contact phone number as well. If the matter is too urgent or complicated to be handled via E-mail, than by all means call me at home and leave a call-back number where I can call you as soon as possible. Generally, I will respond to e-mails within 24 hours (except on Sundays).

**REQUIRED TEXTBOOKS:**

1. *American Government - Your Voice, Your Future – 6<sup>th</sup> Edition*, Kerbel; Academic Media Solutions; ISBN: 978-1942041450
2. *California Politics:A Primer – 4th Edition*, Van Vechten; Sage/CQ Press; ISBN: 978-1483375595

**COURSE GRADE:** The course grade\*\* will be composed of the following four parts:

- |                                   |              |
|-----------------------------------|--------------|
| ✓ One Exam                        | 60% of grade |
| ✓ Short Essays                    | 15% of grade |
| ✓ Daily Discussion Question Cards | 10% of grade |
| ✓ Class Attendance/Participation  | 15% of grade |

Instructor-Initiated Drop/Withdrawal Policy: -- “Excessive Absences” – defined as missing *more than two* class sessions. If the student misses more than two class sessions, the instructor may drop/withdraw the student from the class.

\*\*A failing grade (<61%) on the exam **or** the essays category **or** the question cards category **or** the class attendance/participation category may result in an “F” grade for the entire course.

**GRADING SCALE:**

A	= >95% - 100%
A-	= >90% - 95%
B+	= >85% - 90%
B	= >82% - 85%
B-	= >80% - 82%
C+	= >75% - 80%
C	= >70% - 75%
D	= 61% - 70%
F	= <61%

An “incomplete” grade will not be assigned except under extraordinary circumstances.

**ASSIGNMENTS:**

A full semester’s material is presented in just **four weeks**. **Every day** there will be a reading assignment and homework in the form of writing a question card, which will be discussed in class the day they are due. On Thursdays of the first three weeks, a short essay assignment will be posted and due the following Monday. On the fifteenth (and last) day of class, the one and only exam will be posted and due in one week. The daily class work will consist of discussion of your question cards, the assigned readings, and small group work.

## Code of Conduct

### Preface:

The purpose of this code is to ensure that both the instructor and students are mindful of the rights and responsibilities of each other. Additionally, adherence to this code will help ensure that the class experience is both meaningful and interesting to all concerned.

### Instructor Expectations:

- *Punctuality* -- Students should make every effort to arrive several minutes before class. Tardiness disrupts the learning and teaching process both for the instructor and students. It is rude to habitually be late for class.
- *Leaving Early* -- Students should stay for the entire class. Often, important material is covered at the end of the class period and assignments for the following class period may be made at that time.
- *Attentiveness* -- Students should stay awake and be attentive for the class period. If one is too tired to attend class, it is best not to come. Drowsing off is embarrassing both for the student concerned and the instructor.
- *Talking in Class /Cell Phones & Pagers*– The passing of notes or continuous talking to other students outside of class discussion is both disruptive to the learning process and rude to other students and the instructor. Turn off or set on “silent”, all cell phones and pagers.
- Plagiarism – Plagiarism is defined as claiming any work of another person as your own without attribution to the true author. It also includes taking a substantial portion (approximately 25% or more) of your assignment from another source, whether or not credit is given to that source. This includes the work of fellow students. *If a student is found to have plagiarized the work of another, the penalty which the instructor may impose ranges from a failing grade for the assignment to a failing grade for the entire course.*
- Netiquette - In participating in an on-line format, it is expected that all students treat each other with respect. This includes no personal attacks on any other class member or the instructor. I expect that you may disagree with the views of your classmates from time to time, but such disagreements may be expressed in a respectful manner. It is good to remember that we all bring to the class a broad array of life experiences and much of it is valuable.

### Student Expectations:

- Punctuality – Students have every right to expect that the instructor will offer timely feedback to the discussion questions, crime scenarios, and the grading of exams. The instructor will respond to phone calls and E-mails within 48 hours, sooner if possible.
- Civility – Students have a right for the instructor to treat them with respect both in and out of the classroom and to ensure that all students have an opportunity to express their opinions on relevant matters.
- Classroom environment – The instructor will make every attempt to make the virtual classroom experience useful, comfortable, and interesting.

*In compliance with equal access laws, I am available to discuss appropriate academic accommodations that you may require as a student with a disability. Students are encouraged to contact Disabled Students Programs and Services (DSP&S) , 707-476-4280, for disability verification and for determination of reasonable academic accommodations.*

***Syllabus subject to change upon advanced notice***