



Borough of Manhattan Community College
City University of New York

Course Name	Introduction to American Government	Semester	Fall 2020
Code	POL 100	Class hours	This is an online course. You are expected to devote 6-9 hours
Credits	3 credits	Pre-requisites	None
Instructor	Artinian	Email	aartinian@bmcc.cuny.edu

Course Description

The history, development, and intellectual origin of American government are studied and analyzed. Special consideration is given to the structure and operation of the executive, legislative and judiciary branches, and the role of government and politics in a modern industrial society.

Prerequisite: None

Requirements

Prerequisites or Corequisites

NONE

Required Text & Readings

This is a OER/No-Cost course. This means you are not required to purchase materials or a textbook for this course.

Other Resources/Materials

Additional readings will be posted on the class website, on the OpenLab:

<https://openlab.bmcc.cuny.edu/pol-100-introduction-to-american-government-artinian/>

Grading Policy

Classwork represents 50% of the course grade. The midterm and final exam are worth 25% each; totaling 50% of the course grade. The exams and quizzes are **take-home** and **open notes/book**. The Midterm exam **can be rewritten one time for re-grading (and potentially a higher grade)**.

ASSIGNMENT TYPE	How Many?	% OF FINAL GRADE
Discussions	1-4 per module	30%
Reading Responses	1 per module	10%
Quizzes	2 per semester	10%
Midterm Exam	1 per course	25%
Final Exam	1 per course	25%
TOTAL		100%

Late Assignments

Late assignments or make-up assignments are not permitted in my class. If you are planning to be out of town or if you have an emergency, please contact me ahead of times so that we can come to alternate participation methods.

Late Enrollment

If you enroll late in this course, it will be your responsibility to either catch up quickly or receive no points for assignments due before your late enrollment to the class.

Video Participation:

You are not required to participate in any class-related video activities. However, throughout the semester, I will hold **optional** Zoom meetings, where I host a Question & Answer meetings, mostly likely after a few modules have been presented. Such optional QA Zoom sessions will also be held before exams (to answer your questions, as well as review specific points). Note, again, you are encouraged to attend these Zoom meetings, but **you will not be required to do so, your attendance of these video meetings is optional**. All such Zoom meetings will be recorded and made available on our class website for everyone to watch, whenever convenient.

Difficulties with Technology:

You must have a plan for dealing with technical difficulties. It is your responsibility if internet goes out in the middle of submitting an assignment. It is your responsibility to find alternate ways to access content (campus Learning Center offers internet and computers). Reach out to me before assignments are due if you are having emergency issues that prevent you from participating in course.

Online Learning Orientation:

All students must complete the Online Learning Orientation before the course begins. If you have completed the orientation previously, please upload the certificate. If you've lost the certificate, you can take the orientation again or reach out to E-learning Center, they might be able to retrieve it for you.

Office of Compliance and Diversity

BMCC is committed to promoting a diverse and inclusive learning environment free of unlawful discrimination/harassment, including sexual harassment, where all students are treated fairly. For information about BMCC's policies and resources, or to request additional assistance in this area, please visit or call the office, or email olevy@bmcc.cuny.edu, or twade@bmcc.cuny.edu. If you need immediate assistance, please contact BMCC Public safety at 212-220-8080. www.bmcc.cuny.edu/aac, room S701, 212-220-1236.

Accessibility

The office of Accessibility can be accessed at www.bmcc.cuny.edu/accessibility, room N360 (accessible entrance: 77 Harrison Street), 212-220-8180. This office collaborates with students who have documented disabilities, to coordinate support services, reasonable accommodations, and programs that enable equal access to education and college life. To request an accommodation due to a documented disability, please visit or call the office.

Student Learning Outcomes

	You will be able to:	Evaluation:
<p>Course Student Learning Outcomes</p>	<ol style="list-style-type: none"> 1. Describe the history, structures and purpose of fundamental political documents such as the U.S. Constitution, the Bill of Rights, and Supreme Court cases that have significantly shaped American political institutions and practices. 2. Describe and Discuss the functioning of the American political system (the branches and division of government) 3. Demonstrate an understanding of the moving forces of American politics, including the intersection of class, race, and gender, and how they have precipitated important events in United States political history and current events. 4. Discuss ongoing events and controversies in U.S. politics. 	<ul style="list-style-type: none"> - Essay Exams - Essay Papers - Quizzes - Discussion Board posts - Collective annotations of assigned readings
<p>General Education Goals</p>	<p>Social Sciences – Students will understand and apply the concepts and methods of the social sciences.</p> <p>Student behaviors include being able to:</p> <ul style="list-style-type: none"> - demonstrate an understanding of the unique theories and methods of a social or behavioral science - analyze and interpret a social, economic, cultural, political, philosophical, or historical issue. <p>Information and Technology Literacy – Students will collect, evaluate and interpret information and effectively use information technologies.</p> <p>Students will be able to generate pieces of informal writing in response to a variety of prompts, situations, concepts, or reading assignments.</p>	

Reading Requirements:

You are required to do the assigned reading for this class. Class runs on the basis of your participation in the discussion boards. Therefore, active contribution in class is a requirement and will constitute a significant portion of your grade.

Attendance and Participation:

The success of the course is dependent on every student's participation. **More than four missed discussion boards constitutes as failure of the course.**

Participation:

I expect all students to be actively and enthusiastically engaged throughout class. I expect you to listen. I expect you to respond. I expect you to be prepared to answer questions I may ask you.

Tardiness:

Late work will not be reviewed or graded no matter the excuse. I do not accept late work or offer extra credit. **I will, however drop the lowest Discussion Board Grade.**

Requirements and Grading:

50% Exams (25% Midterm and 25% Final Exam)

30% Discussion Board Responses (this represents class discussion and is key for success in this class)

10% Response Papers (these are essentially essays, responding to questions that appear at the end of modules. As such, they serve as reviews for the exams).

10% Quizzes (5% for each of the two quizzes)

Please note: Your grades, feedback, and rubrics are always available by clicking on the Grades & Blackboard Help Tab located on our class Blackboard page. You can also access your grades by visiting the "Grades" page located in the top right corner of our course website on the OpenLab: <https://openlab.bmcc.cuny.edu/pol-100-introduction-to-american-government-artinian/grades/>

There should never be any surprise about your academic standing in this course. You can view the rubrics to see what you scored in each category of assessment. This is also where you will see additional feedback I may leave you regarding your work.

Late work will not be accepted. Failure to produce work on the date it is due will result in a grade of F for that assignment. It is your responsibility to follow instructions on how to submit required work, as well as keep track of assignments.

It is your responsibility to work out all computer/OpenLab and Blackboard-related issues with BMCC's IT department. Keep documented records of all correspondence, as you may be required to provide correspondence if an issue should occur.

All required assignments (Response Papers, Discussion Board Posts, Quizzes and Exams) are always due by 11:59pm on the day they appear on the calendar.

Required Course Material

I will be providing online access for each reading assignment through our course website on the OpenLab, so no purchase of a textbook is required. **Each student will need a BMCC email address. Without a BMCC email address, you will not be able to register and access our class on the OpenLab, which means you will not be able to complete this class.**

All of our course work will take place on the OpenLab, at the following URL:

<https://openlab.bmcc.cuny.edu/pol-100-introduction-to-american-government-artinian/>

You will use Blackboard ONLY to keep track of your grades through the semester.

Policies

College Attendance Policy

At BMCC, the maximum number of absences is limited to one more hour than the number of hours a class meets in one week. For example, you may be enrolled in a six-hour class. In that class, you would be allowed 7 hours of absence (not class days). In the case of excessive absences, the instructor has the option to lower the grade or assign an F or WU grade.

Note: a student has to be active, not just visit, an online course in order to be considered in attendance. Attendance affects student aid, and is reported as required by law. Make sure you are logging into the OpenLab and Blackboard often to complete assignments. Be aware instructors can see how much time students spend in Blackboard and on which tasks.

Students facing challenges with immigration issues, securing food or housing, who believe this may affect their performance in the course please notify me if you are comfortable in doing so [instructor]@bmcc.cuny.edu. If you prefer, you may contact the Office of Student Affairs (Room S350, 212-220-8130, studentaffairs@bmcc.cuny.edu,

<http://www.bmcc.cuny.edu/students/studentaffairs.jsp>), or visit BMCC's Single Stop for help accessing all available services.

Academic Adjustments for Students with Disabilities

Students with disabilities who require reasonable accommodations or academic adjustments for this course must contact the Office of Services for Students with Disabilities. BMCC is committed to providing equal access to all programs and curricula to all students.

BMCC Policy on Plagiarism and Academic Integrity Statement

Plagiarism is the presentation of someone else's ideas, words or artistic, scientific, or technical work as one's own creation. Using the idea or work of another is permissible only when the original author is identified. Paraphrasing and summarizing, as well as direct quotations, require citations to the original source. Plagiarism may be intentional or unintentional. Lack of dishonest intent does not necessarily absolve a student of responsibility for plagiarism.

Students who are unsure how and when to provide documentation are advised to consult with their instructors. The library has guides designed to help students to appropriately identify a cited work. The full policy can be found on BMCC's web side, www.bmcc.cuny.edu. For further information on integrity and behavior, please consult the college bulletin (also available online).

Note: Be aware that Blackboard has antiplagiarism software it uses to automatically detect plagiarism.

CUNY's Definition of Academic Dishonesty

Academic dishonesty is prohibited in The City University of New York. Penalties for academic dishonesty include academic sanctions, such as failing or otherwise reduced grades, and/or disciplinary sanctions, including suspension or expulsion.

Definitions and Examples of Academic Dishonesty.

- Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise. Example of cheating include:
- Copying from another student during an examination or allowing another to copy your work.
- Unauthorized collaboration on a take home assignment or examination.
- Using notes during a closed book examination.
- Taking an examination for another student, or asking or allowing another student to take an examination for you.
- Changing a graded exam and returning it for more credit.

- Submitting substantial portions of the same paper to more than one course without consulting with each instructor.
- Preparing answers or writing notes in a blue book (exam booklet) before an examination.
- Allowing others to research and write assigned papers or do assigned projects, including using commercial term paper services.
- Giving assistance to acts of academic misconduct/ dishonesty.
- Fabricating data (in whole or in part).
- Falsifying data (in whole or in part).
- Submitting someone else's work as your own.
- Read full policy on Academic Integrity [here](#).

Student data and privacy

Your personal data is secure and kept private within the Blackboard learning management system, and BMCC's OpenLab. All digital tools used for this course are compliant with the CUNY policy on protecting student data.

Technology Requirements

Help Desk

- The IT Help Desk installs equipment and provides technical support for Administrative (non Lab use) computers, hardware, software and the network throughout the college. The Help Desk will assist users in resolving their computing problems, or serve as a liaison to other resources such as the Computing Center or CUNY Computing.
- For general technical questions, you can contact the College Computing Center.
- Once you are logged in and no longer have issues with your password, you can contact the E-learning Center for question specific to the use of Blackboard or submitting assignments through Blackboard: 212.220.1243; by eMail : elarning@bmcc.cuny.edu ; or in person: E-learning Center, Room S-510A
- Blackboard Student Tutorials [\(click here\)](#)

Recommended Devices and Operating Systems.

- Operating Systems: Windows 7, Windows 8, Windows 10, Mac OS 10.8, Mac OS 10.9, Mac 10.10, iOS, Android, Windows Mobile, Chrome OS, any Linux-based OS (such as Ubuntu, etc.).
- iOS Devices: iPod Touch, iPhone 4S, iPhone 5S, iPhone 5c, iPhone 6, iPad 2, iPad 3, iPad Mini, iPad Air 2.
- Android Devices: Galaxy S4, Galaxy S5, HTC G1, LG C800 my Touch, HTC One, Galaxy Note 2014, HTC One M8.

Browser Requirements

- Chrome 49 or higher
- Firefox 48 or higher
- Safari 9 or higher
- Internet Access
- Internet access is required to participate in online components of your college courses at Borough of Manhattan Community College.
- An Internet Service Provider (ISP) will provide you with the software and access necessary to use the Internet.
- Your computer should be hooked up to a fast internet connection, such as LAN, DSL or Cable. These type of internet connections are highly recommended for optimal student experience. You want to get the most out of your eLearning courses, and having a fast Internet connection is key to achieving that goal.

System Requirements and Technical Skills

- Familiarity with the OpenLab at BMCC: <https://openlab.bmcc.cuny.edu>
- Blackboard Learning Management System. Tutorials are available on the College's Blackboard website.
- An active BMCC email account. For more information go to
- MS-Office 2010 or higher.