

Reading your College Syllabus

J.M. Hanks Early College High School
Spring 2023

As soon as you receive the course syllabus...

- **Print your syllabus.**
- **Keep it in the front of your class binder/notebook.**
- **Highlight important information.**

If you don't have a syllabus yet.....

Look for it here: [EPCC Faculty Information](#)

Syllabi are uploaded by the end of week one.

If you don't get a syllabus, contact us at HHS immediately.

Every syllabus tells you....

- 1. Professor contact information**
- 2. How grades are earned and calculated.**
- 3. Assignments, deadlines, instructions.**

El Paso Community College Syllabus
Instructor's Course Requirements
Govt. 2306, Sec 55, CRN 25395, via Blackboard–Texas
Government–Spring 2021

Course Name and
Section

Instruction Method

I. Instructor Information

Professor
Contact
Information and
OFFICE HOURS

Instructor: William J. Corbett, MPA, JD	Phone Messages: (575) 522-1372
Email: wcorbett@nmsu.edu (but use Blackboard email function in our course)	Class Time: None—course conducted via Blackboard
Office Hrs: TR from 2 to 3:30 p.m. are live office hours by telephone. Virtual office hours are conducted anytime via Blackboard or voicemail.	Class Location: None—this is a distance education course

IMPORTANT: The syllabus will also include instructions on how to access digital textbooks.

IMPORTANT

This tells you when and how to contact your professor for help.

Contacting the Instructor

Please use email within our Blackboard course to contact me instead of external email. Office hours are conducted live TR 2 to 3:30 p.m. by telephone. Virtual office hours are conducted anytime via Blackboard or voicemail.

Blackboard Help Desk-Technical Support: 1-888-296-0862. Available 24 hours a day, 7 days a week.

II. Text and Materials

Rottinghaus, Brandon, *Inside Texas Politics: Power, Policy, and Personality of the Lone Star State*, 2nd Edition, Oxford University Press, Customized, Loose-leaf format, ISBN: 978-0-190-92839-1.

Course Description and Objectives: See attached Syllabus Course Official Description.

Textbooks and other required materials.

III. Course Requirements

Course Structure

Each student is required to complete the course reading before the beginning of the relevant week.

Special instructions about course homework

Course Grading: This course consists of a total of 250 points as follows:

Exam 1	30 points
Exam 2	30 points

All assignments and how much they are worth.

Exam 3	30 points
Exam 4	30 points
7 Assignments	70 points (10 points per assignment)
6 Discussions	60 points (10 points per discussion)
Total Course Points	250 points

The grading scale for the course:

Points	Percentage	Grade
224-250	90-100	A
199-223	80-89	B
174-198	70-79	C
149-173	60-69	D
0-148	0-59	F

S/U Grades: Students taking this course under the S/U option must earn 174 or more points to receive an “S” grade.

Extra Credit: None. There is no extra credit for this class.

IV. Instructor’s Policies

This is a Blackboard course that is conducted via distance education. Assigned reading material is to be read before the relevant week. Students will be tested on the reading material.

Grades During the Semester: Students should keep track of their points throughout the course. In addition, students may check their grades anytime by clicking on the My Grades icon on the homepage for this course.

Exams

There will be four exams entailing 30 multiple choice and true/false questions. The exams must be taken during the 24-hour period of each scheduled exam day. The exams will not be available before or after the scheduled exam dates. **Exams will be conducted on Wednesdays.**

One may miss an exam only for extreme and documented circumstances. Make-up exams will be allowed only for documented emergencies, and then, only at my discretion. Do not rely on being able to make up an exam if you miss the exam. If a make-up is allowed, the make-up exam will be given the first day that the student is able to return to our distance education class.

Students have 45 minutes to complete exams. Take the exam as early on exam day as possible to prevent last-minute problems. While exams are open-book exams, I do not recommend that students refer to their written materials during the exam since the exams are strictly timed. Students may not collaborate on examinations. Use a landline with your computer to take exams;

Information about how the professor will grade your assignments and any extra credit.

Exams

- When they will happen.
- Type of questions.
- Number of questions.
- What happens if you miss an exam.

Assignments

- How to submit them.
- When they are due.
- What they must contain.

do not use a wireless connection with Blackboard, since it may cause problems.

Assignments

There are 7 assignments to be completed during the course. Assignment issues will be made available during the Monday and Tuesday of the week they are due. Students must complete the assignments and submit them no later than 11:50 p.m. of the Tuesday that the assignment is due. I recommend submitting assignments on the Monday, not the Tuesday, they are due to prevent last-minute problems. Your assignments are to be submitted on the dates indicated in our course schedule.

Each assignment that a student submits is to be at least two full pages in length and not to exceed three full pages in length (no more, no less), with double-spacing, MS Word's default margins, and 12 pt. Times New Roman font in MS Word format that is then saved as ".pdf format," which will have a .pdf extension. **Assignments must be .pdf format** before submitted to the instructor as an attachment.

At the top of the first page, the student is to provide his or her name as it appears on the class roster with the assignment number and the date of the submission, e.g.:

John Sanchez, Assignment 1, October 17

The first double-spaced paragraph then follows below. Please use at least three paragraphs per page. Points are deducted for assignments that are not responsive to the topic that I ask you to discuss in each assignment, do not follow directions, contain poor punctuation, syntax, grammar, or spelling, or are not an accurate and thorough analysis of the topic. Students are not to collaborate with or receive help from anyone else in these assignments. See the discussion regarding academic misconduct below.

Each assignment is worth a maximum of 10 points. Late assignments are not accepted unless there is a reason that I have approved. See "Makeups" below.

Discussions


There are 6 discussions to be completed during the course. Discussion topics will be made available during the Monday and Tuesday of the week they are due. Students must complete the discussions and submit them no later than 11:50 p.m. of the Tuesday that the discussions are due. Your discussions are due on either Monday or Tuesday as indicated in our course schedule, but I recommend that you post your original posting as well as your reply to a classmate's posting on the Monday, not the Tuesday, they are due to prevent last-minute problems.

Each discussion requires exactly two postings per student (no more, no less): an original discussion posting by the student in response to the discussion topic that the instructor posts and a reply to the discussion original posting of another student. Therefore, each week, exactly two discussions are to be posted by each student: an original discussion posting by the student and a reply posting to the original discussion posting of another student. Reply postings provide

Discussion Board

- How often you should post.
- What your post should include.

Policy for Make-Up work



scanned email attachment in order to take an exam or submit an assignment or discussion late.

Examples of absences in which a makeup may be possible; note that there are no early exams, assignments or discussions given:

Attending a documented funeral of a family member;
Visiting a doctor or hospital in the event of a medical emergency or hospitalization involving the student and documentation is provided;
Attending a mandatory university-sponsored activity and documentation is provided by the sponsor; and
Extraordinary circumstances beyond a student's control if documented and approved by the instructor.

Examples of absences in which a makeup will not be possible:

Missing a due date to fulfill a moving, work, travel, or job commitment—even an unexpected one;
Missing a due date to visit, transport, supervise, or care for someone, including family members;
Missing a due date due to a failure of transportation;
Missing a due date for a permissible reason and failing to provide documentation upon returning to class; and
Computer hardware, software or ISP problems.

Withdrawing from Class: It is the student's responsibility to drop the class if circumstances warrant. The EPCC class schedule for this semester indicates the following:

See EPCC Catalog: Add/Drop Registration
April 16: Deadline to Drop with a "W"

Disability Services

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices are located at: VV Rm C-112 (831-2426); RG Rm B-201 (831-4198) NWC Rm M-54 (831-8815) and MDP Rm A-125 (831-7024). <http://www.epcc.edu/CSD/Pages/default.aspx>

Links to Academic Support Services and Student Resources

Admissions and Registration <http://www.epcc.edu/Registration/Pages/default.aspx> (915) 831-2150

Blackboard Help: (888) 296-0863

Blackboard Tutorials <https://help.blackboard.com/Learn/Student>

Help

- Blackboard
 - Registration
- 

or on a grade sheet or report; or unauthorized access to computer records; and
6. non-disclosure or misrepresentation in filling out any request for information, application, or other university record in, or for, any academic departments or colleges.

Class Guidelines

1. Complete Assignments Timely: I require that students complete the required readings prior to the relevant week that the material is assigned, that students submit their assignments and discussions on time, and that students not miss exams. It is best to read one week ahead.
2. Do Not Engage in Academic Misconduct: Students may not cheat on exams, submit written work that is not their own, plagiarize, or keep or copy examinations or examination questions or answers.

V. Calendar

A course schedule is below.

Calendar

- What is due every week of the semester.
- What the professor expects you to read before every class.

Govt. 2306 Course Schedule--Spring 2021			
Class Week	Topic	Exams, Assignments, and Discussion Due Dates	Reading Due For This Week
1/18-1/22 (Course Content Page)	Course Introduction	Review syllabus, all homepage links; obtain textbook; go to the ungraded Discussion Board Ice Breaker Introductions and post an introduction about yourself, your future academic and career plans, and the reason for your interest in the course); No class on 1/18: College Holiday	

Make it happen....

- 1. Transfer due dates from the syllabus to your calendar.**
- 2. Set alarms/notifications if using a digital calendar.**
- 3. Take a photo of each calendar page and save it in your gallery.**

Reflection....

- 1. What information can we learn about the college class even before the semester begins?**
- 2. How can you use this information to earn a good grade in class?**