

POLS 1101 - Introduction to American and Georgia Government

Individuals with disabilities who need to request accommodations should contact Disability Services, Edgewater Hall, Suite 255, (678) 466-5445 DisabilityServices@clayton.edu.

Term: Spring Semester 2025

Number and Title:

POLS 1101-XX (CRN XXXXX)
Intro to American and GA Gov't

Class Meetings:

Classroom:

For Online Courses: All synchronous or asynchronous class meetings will take place in D2L or Microsoft Teams

For Seated Courses: Class meetings will take place in the assigned classroom.

Instructor Information:

Instructor:

Dr. David Peña
Phone: (678) 466-4604
E-mail: DavidPena@clayton.edu
Faculty Webpage: <https://www.clayton.edu/faculty/dpena>

Office:

Clayton Hall 126

Office hours:

Monday 2:30 p.m. - 5:00 p.m. (In-Office/Microsoft Teams)
Tuesday 11:00 a.m. – 1:00 p.m. (Microsoft Teams)

Wednesday 2:30 p.m. - 5:00 p.m. (Microsoft Teams)
Other times by appointment

This is a Core IMPACTS course that is part of the Citizenship area.

Core IMPACTS refers to the core curriculum, which provides students with essential knowledge in foundational academic areas. This course will help master course content, and support students' broad academic and career goals.

This course should direct students toward a broad Orienting Question:

- How do I prepare for my responsibilities as an engaged citizen?

Completion of this course should enable students to meet the following Learning Outcome:

- Students will demonstrate knowledge of the history of the United States, the history of Georgia, and the provisions and principles of the United States Constitution and the Constitution of Georgia.

Course content, activities and exercises in this course should help students develop the following Career-Ready Competencies:

- Critical Thinking
 - Intercultural Competence
 - Persuasion
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Credit Hours:

3.0 semester credit hours (3-0-3)

Catalog Description:

An introductory level survey of the American political system in an international context, emphasizing a cross cultural approach to the study of the structure and processes of policy decision-making. The course incorporates comparison of the American political system and other types of political systems.

Course Prerequisites and Corequisites:

- N/A
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Program Learning Outcomes:

Political Science outcomes:

Graduating political science majors should:

- Outcome 1: Explain the United States Constitution and the United States political institutions and processes.
 - Outcome 2: Recognize the importance of political geography.
 - Outcome 3: Assess and compare how other national political systems and international political organizations differ from the United States political system.
 - Outcome 4: Understand the accepted practices of political science research.
 - Outcome 5: Apply material learned in political science to real life experiences gained by working in a political science or related organization.
 - Outcome 6: Critically evaluate the major themes of political science.
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Course Learning Outcomes:

After completing this course, the learner will be able to perform these tasks:

- to recall the essential elements of the US political system, including its Constitutional system, political processes, and governmental institutions.
 - to explain how political power operates in the United States.
 - to demonstrate, through writing, important issues in United States politics coherently and knowledgeably.
 - to differentiate between perspectives and ideologies on United States politics among the public, political parties, and scholars.
 - to identify the essential elements of the Georgia Constitution.
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Textbook Information:

Text: American Government 3e; Glen Krutz et al. 2024.

This is a no-cost textbook and is provided via D2L.

Text Coverage:

Chapters 1 – 9 and 11 – 15 & the GA Constitution

Evaluation:

Assessment	Points
No-Show Assignment	0
Major examinations: 4 - 90 minute exams @ 100 points	400
Chapter Annotations: 13 Chapters @ 10 points	130
Video Discussion and Quiz: 4 videos @ 10 points	40
Georgia Constitution and Government Annotation	10
Georgia Government Video Annotation	10
Georgia Government and Constitution Quiz	10
Total Points	600

Grading:

A	90%+
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	59% or less

Final Grade = (((Reading Annotation Points Earned/130) x 50) + ((Video Discussion and Quiz Points Earned/40) x 20) + ((Exam Points Earned/400) x 20) + ((Unit V Points Earned/30) x 10))

Assessment Descriptions:

Descriptions of each of the course assessments may be viewed here: [Course Assessment Descriptions](#)

Course Schedule:

The course schedule for POLS 1101: Intro to American and GA Gov’t can be viewed here: [POLS 1101 Course](#)

Mid-term Progress Report:

The mid-term grade in this course, which will be issued no later than **March 7th**, reflects approximately **43%** of the entire course grade. Based on this grade, students may choose to withdraw from the course and receive a grade of "W." Students pursuing this option must fill out an official withdrawal form, available in the Office of the Registrar, by mid-term, which occurs on **March 4th**. [Instructions for withdrawing are provided at this link](#).

The last day to withdraw without academic accountability (withdraw with a W) is Friday, March 7, 2025.

Course Policies:

Computer Requirement:

Each CSU student is required to have "on demand access" throughout the semester to "an appropriate computing device" that meets faculty-approved hardware and software requirements for the student's academic program. Students will be required to sign a statement attesting to such access. For further information on CSU's Computer Devices Policy, see the [Academic Catalog and Student Handbook](#).

Software Requirement:

To properly access the course content you will need to download the following free software:

- Adobe Reader (needed to access files in PDF format): <http://get.adobe.com/reader/>
- Adobe Flash (needed to access video content): <http://get.adobe.com/flashplayer/>

Computer Skill Prerequisites:

- Able to use the WindowsTM operating system
- Able to use Microsoft WordTM word processing
- Able to send and receive e-mail using OutlookTM

Only use your CSU e-mail account or the e-mail system included in D2L to communicate academic information to your instructor.

- Able to attach and retrieve attached files via email
- Able to use a Web browser.

Computer Use in This Course:

A computer with secure, reliable and preferably high-speed internet connections will be required to access course materials, submit assignments and take assessments in Brightspace Desire2Learn (**D2L**). Computers also will be required to communicate with your instructor via email and participate in discussions in **Microsoft Teams**.

Brightspace Desire2Learn (Online Classroom):

On-line activity will take place in Brightspace Desire2Learn (**D2L**), the virtual classroom for the course, and in Microsoft Teams. Posting of your work in D2L is a course requirement.

You can gain access to D2L, by signing on to the SWAN portal. New students, or those who would like a refresh on Brightspace (**D2L**) features, can review the [D2L Video Tutorials - For Students](#)

For instructions on joining a Microsoft Teams meeting, see [this brief introduction](#)

If you experience any difficulties in Desire2Learn or Microsoft Teams, please email or call The HUB at TheHub@clayton.edu or (678) 466-HELP. You will need to provide the date and time of the problem, your

SWAN username, the name of the course that you are attempting to access or Teams meeting, and your instructor's name.

General Policy

Students must abide by policies in the Clayton State University [Student Handbook](#) and the [Basic Student Responsibilities, Code of Conduct](#)

University Attendance Policy

Students are expected to attend and participate in every class meeting. Instructors establish specific policies relating to absences in their courses and communicate these policies to the students through the course syllabi. Individual instructors, based upon the nature of the course, determine what effect excused and unexcused absences have in determining grades and upon students' ability to remain enrolled in their courses. The University reserves the right to determine that excessive absences, whether justified or not, are sufficient cause for institutional withdrawals or failing grades.

Course Attendance Policy

This class is a cooperative process for which attendance and participation will be essential. "Attendance," engagement and presence are required throughout the semester. Lack of participation is considered an absence, and excessive absences and/or extended periods of inactivity (equivalent to more than 20% of the possible course meetings) are sufficient cause for institutional withdrawal from the OLC or failing grades.

No Show Policy

In-person Sections: It is imperative that students have a successful start of each semester by attending class during the first week and no later than the second week of the semester. A registered student who does not attend at least one class session by **4 p.m., January 23rd** will be reported a "no show." The consequences of being reported as a no show are significant: the student will be dropped from the class and may suffer significant financial hardship.

Online Sections: In order for students enrolled in this course to avoid being a "no show," the completion of an assignment will be required before the no show reporting period has ended. Simply logging into this course in **D2L** will NOT be considered online attendance. Your instructor will provide details on the online attendance assignment. This must be completed no later than **4 p.m., January 23rd**.

Missed Work

Without a valid excuse, a grade of zero points will be assigned for the missed work. If a valid excuse is provided missed work may be made up. All work must be completed before the end of the semester. Contact your instructor for details regarding your missed assignment and make-up requirements.

Academic Dishonesty

Any type of activity that is considered dishonest by reasonable standards may constitute academic misconduct. The most common forms of academic misconduct are cheating and plagiarism. Plagiarism occurs, generally, when you take credit for written work as your own that you did not write yourself originally. This includes failing to identify quotes properly and failing to cite sources. All instances of academic dishonesty will result in a grade of zero for the work involved. All instances of academic dishonesty will be reported to the [Office of Community Standards](#). Judicial procedures are described in the section of the Academic Catalog and Student Handbook titled, [Adjudicating Alleged Academic Conduct Infractions](#).

Plagiarism Detection Software.

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. You should submit your papers in such a way that no identifying information about you is included.

Disruption of the Learning Environment

Behavior which disrupts the teaching–learning process during class activities will not be tolerated. While a variety of behaviors can be disruptive in a classroom setting, more serious examples include belligerent, abusive, profane, and/or threatening behavior. A student who fails to respond to reasonable faculty direction regarding classroom behavior and/or behavior while participating in classroom activities may be dismissed from class. A student who is dismissed is entitled to due process and will be afforded such rights as soon as possible following dismissal. If found in violation, a student may be administratively withdrawn and may receive a grade of WF.

More detailed descriptions of examples of disruptive behavior are provided in the [Academic Conduct Regulations](#) of the Academic Catalog and Student Handbook.

COVID-19 Health and Safety Syllabus Addendum

Clayton State University is committed to providing and promoting a healthy and safe learning environment. Anyone who is feeling ill should refrain from coming to campus and should consult the symptoms related to COVID to determine if a visit to a physician or clinic is necessary. Any faculty, staff or student who has tested positive for COVID or has been potentially exposed to someone with COVID should report their case using the [COVID Reporting Form](#) before coming to campus. Once the report is submitted you will receive further instructions via your CSU email. Individuals on campus who choose to wear a face mask are free to do so at any time

Disability Services

Individuals with disabilities who need to request accommodations should contact Disability Services, Edgewater Hall, Suite 255; 678-466-5445; DisabilityServices@clayton.edu

Center for Academic Success

The Center for Academic Success (CAS) provides personalized one-on-one peer and professional staff tutoring in over 100 core subjects. The Center is located in Edgewater Hall Suite 276. The CAS also offers moderated study groups, informal study sessions, a comfortable study environment, a student study lounge, *and it's all free!* Use the CAS if you need help; become a tutor if you don't. For more information you can e-mail the center at thecas@clayton.edu

Personal/Emotional Concerns

A range of issues can cause barriers to learning, such as stress, strained relationships, feeling down, difficulty concentrating, and lack of motivation. During the semester, if you find that life stressors are interfering with your academic or personal success, consider contacting Counseling and Psychological Services (CAPS.) All students are eligible for counseling services at no charge. CAPS is located in Edgewater Hall, Room 245. You can reach them by phone at 678-466-5406 or email to request an appointment at counseling@clayton.edu. Students can reach the 24/7 Support Line by calling 833-855-0084.

Writing Assistance

The goal of the Writers' Studio is to give rise to better writers, not just to better writing. People who love to write, people who struggle mightily with it, and people who fall anywhere else on the spectrum can find a place at The Writers' Studio—a place for students to come for writing guidance and feedback.

The Writers' Studio's contact information:

For Bookings:

Location: Room 224 in the Arts and Sciences Building, G-224

Phone: 678-466-4728

Email: writers@clayton.edu

Website: [Writers' Studio - Clayton State University](#)

Booking: [Writers' Studio – Scheduler](#)

Virtual Front Desk: [Writers' Studio – Virtual Front Desk](#)

In-person consultations: You will feel immediately welcome in this space. Gather around a table to discuss your writing issues; cozy up on a comfortable chair. A peer writing consultant who has been trained in writing response will talk with you one-on-one at any stage of your writing, about any aspect of it, regarding any subject you're addressing. Sessions are available for either 30 or 60 minutes.

Email consultations are two-hour sessions where writers submit their work for feedback from their CSU email account. Writers submit both a draft of their work and the assignment description. In turn, writing consultants provide revision-based comments in a feedback letter.

Virtual consultations are virtual sessions where writers and consultants meet on Microsoft Teams. Writers share their work on Microsoft Teams and review the work together with consultants through Microsoft Word Online or another software that is appropriate for the assignment format. Sessions are available for either 30 or 60 minutes.

In-person and virtual drop-ins are welcome. Scheduling is available through [Microsoft Bookings](https://csuloch.link/377CQS2) (at <https://csuloch.link/377CQS2>).

How to Schedule a Writing Consultation:

1. To schedule, you may email us at writers@clayton.edu or click on our [Bookings](#) page.
2. Choose the type of service you'd like (in-person or online).
3. Choose your preferred time.
4. You will be contacted to confirm your appointment.

For help with scheduling or for general questions, call us 678-466-4728, email us at writers@clayton.edu, or contact our [front desk assistants on Microsoft Teams](#)

Library Services

The Clayton State Library provides services and resources to support your academic success not only in this course, but throughout your career at Clayton State and beyond. Each academic department has an assigned [personal librarian](#) who is knowledgeable about resources in that subject area. You are encouraged to contact your department's personal librarian to schedule a [one-on-one consultation](#) for help with any research assignments. You can also receive personalized research support through [chat](#), email, phone, text, or in-person any time the library is open. You may also access online research guides, [LibGuides](#), created by Clayton State Librarians directing you to the best resources in selected subject areas. All the information about these and other resources is available on the [library's homepage](#). For further questions, contact the library using the information below:

Call: (678) 466-4346

Email: library@clayton.libanswers.com

Research Support: <https://clayton.libanswers.com>

LibGuides: <https://clayton.libguides.com>

Web: <https://clayton.edu/library>

Find your personal librarian: <https://clayton.libguides.com/liaison>

Clayton State Library YouTube: <https://www.youtube.com/user/claytonstatelibrary>

Library Hours

Monday – Thursday 8:00 am – 10:00 pm

Friday 8:00 am – 5:00 pm

Saturday CLOSED

Sunday 2:00 pm – 6:00 pm

Library hours may vary during breaks and summer semester. Check the [Library's calendar](#) for details.