



POS 2112 State & Local Government Syllabus Summer 2024

Course Information

Course Title: State & Local Government

CRN: 30061

Course number with Section: POS 2112, Section 1

Course Description: This course provides a comparative study of American state governments and political processes, with an emphasis on Florida. The curriculum emphasizes the structures and functions of state governments, as well as the importance of federal-state relations and state-local relations.

Course Location: ONLINE

Course Day and Time: ONLINE

Prerequisites: Successful completion of a POS 2041 with a grade of 'C' or higher.

Corequisites: N/A

Instructor Information

Name: Wilkerson, Philip K.

Office Location: Building 2, Room 9

Office Hours: Monday 9 AM-10 AM, and Virtual Hours

Phone Number: (850) 973-9455

Email: wilkersonp@nfc.edu

Instructor Response Time for Phone/Email: The instructor will respond to phone and email messages received during the week within 48 hours. The instructor does not hold office hours on the weekend, and therefore, checks emails periodically during this time. Those received during the weekend may not be responded to until the following Monday.

Response Time for Posting Grades on D2L: Grades will be posted within 7 days after the assignment deadlines. If you do not see a grade for your assignment by day 8, please contact your instructor. Your grades to date will be viewable in the D2L gradebook under Final Adjusted Grades and is updated continuously as your assessments are graded. Your current grade is the Adjusted Final Grade. The Adjusted Final Grade will be updated as assignment grades are posted in the D2L gradebook.

Department Chair: Ginn, Michelle

Department Chair Email: ginnm@nfc.edu

Required Curriculum/Textbook and Course Materials

Required Textbook: State and Local Government: The Essentials 6th Edition

by Ann O'M. Bowman (Author), Richard C. Kearney (Author) ISBN: 978-1285737485

Required Course Materials/Supplies: Internet access for completing course assignments and access to a computer with Microsoft Word for papers.

Minimum Technological Requirements and Skills: Internet access for completing course assignments, access to a computer with Microsoft Word for papers and basic computer and internet skills.

For textbook questions, please access

<https://customersupportcenter.highered.follett.com/hc/en-us>

Grading Policy and Assessment Methods

Grades for this course are based on a point system. To determine the final course grade, the total number of points earned will be divided by the total points available and the grade will be assigned based on the following percentages:

90-100% B- 80-89% C- 70-79% D- 60-69% F- below 60%

Planned evaluations will be through five (5) on-line discussions, five (5) quizzes, two (2) exams, and two (2) website reviews.

On-line Discussions (5) which each are worth 5% of your final grade

Quizzes (5) which each are worth 5% of your final grade

Website Reviews (2) are each worth 10% of your final grade

Mid-Term Examination (1) worth 15% of your final grade

Final Examination (1) worth 15% of your final grade

On-line Discussions (5): Important material from the text and outside sources will be covered via on-line instruction, presentation and discussion posts. Two individual discussion topics will be posted and each student must post one discussion and respond to at least one other students' posts. Discussion posts require a 200 word minimum, responses to other students must are not required but strongly encouraged. Failure to meet the minimum word requirement will lead to a 10% point reduction for the post and the response.

Quizzes (5): Quizzes will be assigned for topics covered. The quizzes will consist of multiple choice, short description, and/or true or false questions. Quizzes must be completed prior to the deadline. All missed quizzes will result in a grade of 0.

Website Reviews (2): Reviews will consist of a two-page summary of a designated state or local website, completed in APA Format, submitted in Dropbox.

Mid-Term Examination (1): The mid-term examination will cover State-Level Bureaucracy, Federalism, State Courts, Local Politics, and Budgeting. The mid-term exam will be taken via D2L and will be during a certain time frame as outlined below. The mid-term exam may not be made up unless absolutely necessary and prior arraignments are made with the instructor.

Final Examination (1): The final examination will cover all material covered during the semester. The final exam may not be made up unless absolutely necessary and prior arraignments are made with the instructor.

Unless otherwise noted or advised all work is to be submitted via D2L.

Midterm: Due by June 20th by 11:59 PM

Final: Due by July 17th by 11:59 PM

Outcomes/Objectives

GENERAL EDUCATION PROGRAM LEARNING OUTCOMES/OBJECTIVES

1. **Communication Skills:** Students will demonstrate competence and understanding in both oral and written expression.
2. **Critical Thinking:** Students will demonstrate mastery of discipline-specific problem-solving skills.
3. **Diversity:** Students will interpret and evaluate societal and ethical issues, problems and values specific to time and place.
4. **Technology:** Students will demonstrate competence in use of technology appropriate to course and/or circumstance.

Course Level Student Learning Outcomes/Goals

1. Students will apply an objective, analytical approach to understanding state and local government issues and concerns.
2. Students will describe the major characteristics of a representative republic.
3. Students will explain how the Florida Constitution protects life, liberty, and the pursuit of happiness.
4. Students will examine the role of state legislative, executive, and judicial branches within a system of checks and balances.

Course Level SLO #	Gen Ed/Program Outcome #	<u>Summative Assessments</u> (A student artifact: A specific assignment that could be submitted as evidence of a General Education or program level competency)
1	4a, 7a	Quiz and Discussion 1
2	4a, 7a	Final Exam
3	4a, 7a	Final Exam
4	4a, 7a	Discussion 2 and Final Exam

Course Content and Schedule

- Monday May 20th, Bureaucratic Agencies at the State Level. Discussion 1 and Quiz 1 due on Sunday May. 26th by 11:59 PM
- Monday May 27th, State & Local Politics. Discussion 2 and Quiz 2 due on Sunday June 2nd by 11:59 PM
- Monday June 3rd, Public Budget. Website Review 1 due on Sunday June 9th by 11:59 PM
- Monday June 10th, State Courts. Discussion 3 and Quiz 3 due on Sunday June 16th by 11:59 PM
- Tuesday June 18th, Midterm Exam Due in D2L by 11:59 PM
- Monday June 17th, State Level Democracy. Discussion 4 and Quiz 4 due on Sunday June 23rd by 11:59 PM
- Monday June 24th, Florida Crime & Correctional Policy. Website Review 2 due on Sunday June 30th by 11:59 PM
- Monday July 1st, Florida Voting Laws. Quiz 5 due on Sunday July 7th by 11:59 PM
- Monday July 8th, State Tax & Finance Policy. Discussion 5 due on Sunday July 14th by 11:59 PM
- Wednesday July 17th, Final Exam due by 11:59 PM

Early Alerts: Full Term

June 11th – 12th

NFC Course Policy Statements

Statement for Online Instructors: At the beginning of the semester, the instructor must report “no show” students for this course. “No show” indicates the student will be removed from the course. To be considered as attending the online course, the student must log in to D2L and complete “Getting Started,” step #1. Students will be prompted to complete the Mandatory Attendance quiz by the deadline as given on the course schedule; this quiz will verify students’ attendance in the course.

NFC Information and Policy Statements

Academic Honesty

NFC is committed to providing a high-quality educational experience to all students, and students are expected to follow appropriate and honest academic practices. This information is available in the Academic Regulations section of the college catalog at www.nfc.edu. All cases of academic dishonesty will be reported to the Office of Academic Affairs.

Instructors use www.turnitin.com to review papers and projects for improper citation and/or plagiarism by comparing each student’s report against billions of internet pages, a repository of works submitted to Turnitin in the past, and thousands of academic sources. A comparison document called the *Similarity Report* details the areas of a student paper that may have been documented incorrectly or used improperly. **Refer to instructor’s course policy statements for usage details.**

Attendance Policy

Regular and consistent attendance facilitates student success. Absences beyond the equivalent of two weeks of class are considered to be excessive and thus may impact a student’s course grade. Typically, two weeks of class would be described as follows:

- For a three-credit hour class that meets MW or TR: 4 class meetings (2 weeks).
- For a three-credit hour class that meets once a week for three hours: 2 class meetings (2 weeks).

Students are responsible for material covered during their absence. Refer to instructor makeup policy.

If there is no verifiable participation within the first week of the term, a student will be dropped from the class for non-attendance. This includes classes delivered in face-to-face, online, or hybrid format. See instructor policy.

Textbook Purchases

All required course materials are listed in the Virtual Bookstore tab on NFC’s homepage. Course materials purchased through Follett, NFC’s only contracted vendor, can be charged against a student’s financial aid account. Course materials may also be purchased from any other source with the understanding that these non-Follett purchases cannot be charged against a student’s financial aid account.

Used Book Purchases

Students should check the Follett book list found in the Virtual Bookstore tab on NFC's homepage for correct titles and editions. Note: The ISBN listed in Follett may include both the required text and a required access code. When considering purchasing used books, students should be sure the purchase includes the ACCESS CODE in courses where required. If not, the access code must be purchased separately at an additional cost.

Students/Visitors: Where to Park on Campus

If you have any questions about parking on campus, contact Campus Security at (850) 973-0280. Park in designated parking spaces only. Do not park on the grass or in undesignated areas. Faculty/Staff parking areas are to be used only by full- and part-time employees of the college. Faculty and staff parking spaces are lined in yellow and are clearly marked "STAFF". Students and visitors can park in any spaces that are lined in white. **NOTE: Some visitor parking spaces are lined in yellow with the word "Visitor" in the center. These are for visitors only. Students are not allowed to park in these spaces. Vehicles cannot be parked by backing into the space. Any vehicle that is illegally parked will be towed at the owner's expense. Refer to the college catalog or student handbook for all other parking regulations.**

Enforcement: If a vehicle is parked illegally anywhere on campus, it is subject to be towed at the owner's expense (\$85.00+). An illegally parked vehicle will be given a **WARNING on the FIRST OFFENSE**. **There will be no second warning.** Illegally parked vehicles will be **TOWED ON THE SECOND OFFENSE**. Signs will be displayed near parking areas with the name and address of the company to contact if the vehicle is towed.

The company that tows the vehicle is an independent company contracted by North Florida College. The College has no authority to negotiate towing fees and is not in any way responsible for damage or liability to the vehicle or its contents. The company that provides the towing service is:

Jimmie's Firestone
6025 South SR 53
Madison, FL 32340
(850) 973-8546

Campus Security

The administration of NFC works diligently to make the campus as safe as possible. A few of the procedures in place include the use of security officers, the placement of security lights at strategic locations, and the locking of buildings when not in use. Students should always be alert and use normal precautionary measures. Campus crime statistics are documented annually and are available in the college catalog. Campus security can be contacted at 850-973-0280 from 7:30 a.m. until 11:30 p.m. for assistance while on campus with non-emergency security concerns. All emergency incidents should be reported directly to 911.

Library Services

The Marshall Hamilton Library, located in Building 4 at NFC, is open during the following hours (hours are subject to change):

Fall/Spring Term

Monday – Thursday 8:00 a.m. – 7:00 p.m.

Fridays 8:00 a.m. – 4:30 p.m.

Summer Term

Monday – Thursday 8:00 a.m. – 4:30 p.m.

Resources and staff are available in the library to support student learning in the classroom. Students are encouraged to visit our website and use the online resources. Librarians are on duty to help with

questions and research strategies. To gain access to the library's extensive collection of electronic resources such as eBooks and academic databases with full-text articles, students will use the Single Sign-on through the MyNFC portal or Library Website. Students should contact the library at library@nfc.edu or call (850) 973-1624 if they are having login issues. Online library resources are available to students 24 hours a day through the library's website, <https://www.nfc.edu/learning-resources/>. Wireless Internet is also accessible in the library and on the patio after hours. Specific policies and regulations applicable to the library are available in the Library or by visiting the Library's website.

Academic Success Center

The Academic Success Center (ASC) exists to provide all NFC students, regardless of academic proficiency, the help and support necessary to ensure successful completion of studies and programs. Services include one-on-one peer and professional tutoring assistance, online tutoring, organized group study sessions, workshops, study skills training, academic coaching, web resources, and more. The ASC takes pride in working closely with faculty and staff to develop resources and to support the various academic programs offered at NFC.

Walk-in and by appointment services: Students may visit the ASC (Bldg. 4) for in-person services or make an appointment to receive in-person or virtual academic support services during the posted hours:

Fall/Spring Term

Monday – Thursday 8:00 a.m. – 5:30 p.m.

Fridays 8:00 a.m. – 4:30 p.m.

Summer Term

Monday – Thursday 8:00 a.m. – 4:30 p.m.

- **Workshops, organized group study sessions, and professional tutoring:** See the ASC calendars and schedules on NFC's website for specific dates, times, and delivery methods. For additional information visit <https://guides.nfc.edu/asc>.

Tutor.com Online Tutoring

Online tutoring is available to NFC students 24 hours a day, 7 days a week, through Tutor.com. Tutor.com offers 1-to-1 tutoring available on demand in 250+ subjects, 24/7 Anytime, anywhere.

For more information about accessing the Tutor.com online tutoring service, see the ASC webpage or contact Elizabeth Gonzales at gonzalese@nfc.edu or (850) 973-1719 and/or Brianna Kinsey at kinseyb@nfc.edu or (850) 973-9458.

For **any** additional information regarding services provided by the **Academic Success Center**, please contact any of the following:

- Elizabeth Gonzales, Academic Success Center Coordinator (850) 973-1719 / gonzalese@nfc.edu
- Brianna Kinsey, Tutor Lab Manager (850) 973-9458 / kinseyb@nfc.edu

Americans with Disabilities Act

NFC is dedicated to the concept of equal opportunity. Students desiring modifications in class or on campus due to a disability may choose to inform the instructor at the beginning of the semester or contact the Disability Resource Center directly. Accommodation and modifications will be made after the student

registers with the Disability Resource Center and provides appropriate documentation of disability. After the documentation is evaluated, the instructor may be involved in providing accommodations to equalize the student's educational experience. Students may call (850) 973-1683 (V) or (850) 973-1611 (TTY) for an appointment or additional information.

Technology Access

All NFC online learning tools are available on the MyNFC portal. To access the portal, students should click the MyNFC link at the top of the NFC website (<http://www.nfc.edu>) or type the following URL into the Internet address bar: <https://my.nfc.edu>. **When accessing the portal for the first time, students should click the "First Time User" link and follow the instructions to set up the account.**

Each NFC student is provided an email account through GoMail. The student's GoMail account is the official email address used by faculty and staff for communication with the student. A student can access his/her GoMail account via the MyNFC portal. Students are expected to check their GoMail accounts regularly.

Desire2Learn (D2L) is the learning management system that houses all online and supplemented face-2-face courses. Students can log in to an online or supplemented course by accessing the MyNFC portal. Students will then see their course(s) listed under the "My Courses" widget on the D2L homepage. Click the name of the course to begin.

Student Ombudsman

The Student Ombudsman provides confidential, informal, and neutral assistance to students seeking to resolve disputes or address issues of importance. The Student Ombudsman does **not** serve as a student *advocate*, but rather serves as a guide to assist students in the navigation of college organizational structure and in understanding of policies and procedures. David Paulk is the current Student Ombudsman. He can be reached at (850) 973-9418 or paulkd@nfc.edu.

Equal Opportunity Statement

North Florida College is dedicated to the concept of equal opportunity and access to all programs and activities. In accordance with federal and state laws, and College policy, NFC does not discriminate in any of its policies, procedures, or practices based on race, ethnicity, color, religion, sex, national origin, gender, age, disability, pregnancy, marital status, genetic information or any other characteristic protected by law. Inquiries or complaints regarding equity issues of any nature may be directed to Denise Bell, Equity Coordinator, 325 NW Turner Davis Drive, Madison, FL 32340, Telephone (850) 973-9481 or email equity@nfc.edu.

Student Rights

As members of the College community, students have certain rights that include the following.

Students have the

- Right to a quality education.
- Right to freedom of expression.
- Right to hold public forums.
- Right to peacefully assemble.
- Right to a fair and impartial hearing.
- Right to participate in Student Government.
- Right to be a member in authorized student organizations.
- Right to appeal College decisions through established grievance procedures.
- Right of personal respect and freedom from humiliation and control.

- Right to make the best use of the student's time and talents and to work toward the goal which brought the student to the College; and
- Right to ask about and recommend improvements in policies that affect the welfare of students.

Student Responsibilities

As members of the College community, students have certain responsibilities that include the following.

Students are

- Expected to assume responsibility for knowing the rules, regulations, and policies of the College.
- Expected to meet the course and graduation requirements of the students' program of study.
- Expected to keep college records current with up-to-date addresses and other information.
- Expected to meet with an academic advisor at least once each term.
- Expected to comply with the College rules, regulations, and policies; and
- Expected to behave in a manner which demonstrates respect for others and self.

Student Rights Under the Family Educational Rights and Privacy Act (FERPA)

FERPA affords students certain rights with respect to their educational records.

1. The right to inspect and review the student's educational records.
2. The right to request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosures without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by North Florida College to comply with the requirements of FERPA. Please write to U.S. Department of Education, 600 Independence Ave. S.W., Washington, D.C. 20203.
5. The right to obtain a copy of North Florida College's student record policy from the Office of the Registrar, North Florida College, 325 NW Turner Davis Drive, Madison, Florida 32340.

Vulnerable Persons Act

All faculty and staff of North Florida College are required by law to report any type of abuse of minors that they witness or become aware of through written or verbal communication, regardless of the time that has passed since the abuse occurred. Students are advised that any information, written or verbal, communicated in this class, or to the instructor in any way, in regards to any willful act or threatened act that results in any physical, mental, or sexual abuse, injury, or harm that causes or is likely to cause harm to the physical, mental, or emotional health of another to be significantly impaired is subject to disclosure as required per Florida State Statutes.