



**DOANE**  
UNIVERSITY

# SYLLABUS

<b>Course Title</b>	State and Local Politics
<b>Course Number</b>	PSI 323
<b>Number of Credits</b>	3 semester credits
<b>Course Dates</b>	8/13/18 – 10/13/18
<b>Instructor</b>	Jason W. Hayes, J.D.
<b>Email Address</b>	<a href="mailto:jason.hayes@doane.edu">jason.hayes@doane.edu</a>
<b>Office Hours/Availability</b>	Available for emails anytime. Texts and calls during normal business hours.
<b>Phone Number</b>	(402) 304-9414 for both calls and texts.
<b>Textbook Information:</b>	<i>Required:</i> Ann O'M Bowman, <i>State and Local Government</i> , Wadsworth Publishing (10th Ed. 2016). ISBN: 978-1-3053-8847-5
<b>Additional Course Materials</b>	N/A
<b>Course Description</b>	An analysis of political processes and behavior in state, metropolitan, and local governments.
<b>Program Outcomes</b>	Foundational Area of Knowledge: Contemporary Issues. The student, after completing the course instruction should have a heightened awareness of the following subject materials, representing the course goals and objectives: (1) The structure of political institutions within NE state and local subdivisions; (2) The legislative process concerning city ordinances and state statutes; (3) The executive, legislative, and judicial office functions within



	state government; (4) The political process as it relates to campaigns and policy decisions in Nebraska; and, (5) Economic and financial issues pertaining to state and local government.
<b>Course Learning Outcomes/Objectives</b>	Description of Learning Strategies: The following strategies will be utilized during the course to accomplish each of the course objectives outlined in the Foundational Area of Knowledge Section: (1) Lecture; (2) Discussion; (3) Exercises and Simulations involving students; (4) Guest Speakers (if available); (5) Readings; and, (6) Assignments to students.
<b>Technology Requirements</b>	<a href="https://www.doane.edu/fag/minimum-computer-requirements">https://www.doane.edu/fag/minimum-computer-requirements</a>

### Course Schedule

Week or Module	Topic	Content	Assessments Matched to Learning Outcomes	Due Date & Time
August 15	State and local governments	Chapter 1		
August 22	Federalism and state constitutions	Chapters 2 and 3		
August 29		Chapters 4 and 5		
September 5		Chapters 6 and 7		
September 12	No Class			
September 19		Chapters 8 and 9		
September 26		Chapters 10 and 11		



October 3		Chapter 13	Final exam handed out	State and Local Project due by 6 p.m.
October 10	No Class			Final Exam due by 6 p.m.

### Grading Assessments

Type of Assessment	Points	Total possible points
State and Local Government Project: Each student will complete a project on either a local political subdivision or a specific piece of legislation before the Nebraska Legislature. This project will involve attending a public meeting outside of or during the class meeting times.	100 points	100 points out of 300 points
Final Examination: A final take home exam may consist of essays, multiple choice and short answer questions that will cover the entire content of the course.	200 points	200 points out of 300 points

**Grade Scale** The grading scale is based on a nine-point, A, B, C, D, F scale, as follows:

A+	100 – 96	A	95 – 90	B+	89 – 85	B	84 – 80
C+	79 – 75	C	74 – 70	D+	69 – 65	D	64 –
F	59 – below						

<b>Participation Policy</b>	<p>A student is expected to be prompt and regularly attend on-ground classes in their entirety. Regular engagement is expected for online courses. Participation in class discussions is an integral part of your grade. Student attendance at all class meetings is expected. If a student will be unable to attend a class meeting, it is the responsibility of the student to notify the instructor and perform any necessary makeup or additional assignments given to the student by the instructor. Students should obtain class notes from a fellow classmate, and the absent student is responsible for all material covered on the day of the absence. <u>Two or more unexcused absences may result in a failing grade.</u></p>
-----------------------------	--



<b>Study Time</b>	Expectation of the amount of time the course requires students to spend preparing and completing assignments. Typically, students could expect to spend approximately 12 hours a week preparing for and actively participating in this 8-week 3 credit hour course. This actual time for study varies depending on students' backgrounds.
<b>Late Work</b>	Assignments that are turned in late during the duration of the course are downgraded by one letter grade. For each additional week the assignment is late, an additional letter grade is reduced off the original score given. The federal requirement states that students must complete 75% of the coursework in order to receive an incomplete grade. If students fall more than two weeks behind, they cannot meet this requirement.
<b>Submitting Assignments</b>	Assignments may be submitted by email or in person during a classmeeting. All assignments must be completed and handed in by Oct. 10, 2018 to receive <u>any</u> credit.
<b>Communication Policy including Assignment Feedback</b>	Student may expect a response within 24 hours for all email communication. Assessments completed while the course is in session will be graded before the next class meeting. Assessments completed at the conclusion of the course will be graded prior to the last day for registrar grade submission, and will be placed in the instructor's third floor mailbox in sealed envelopes at that time.
<b>Academic Integrity Policy</b>	New Academic Integrity Policy to be released AUTM 2018
<b>Academic Support</b>	Please contact academicsupport@doane.edu <a href="https://www.doane.edu/graduate-and-adult/academic-support">https://www.doane.edu/graduate-and-adult/academic-support</a>
<b>Disability Services</b>	<a href="https://www.doane.edu/disability-services">https://www.doane.edu/disability-services</a> Doane University supports reasonable accommodations to allow participation by individuals with disabilities. Any request for accommodation must be initiated by the student as soon as possible. Each student receiving accommodations is responsible for his or her educational and personal needs while enrolled at Doane University. Please contact Chris Brady at <a href="mailto:chris.brady@doane.edu">chris.brady@doane.edu</a> or 402-467-9031 for assistance.
<b>Military Services</b>	<a href="https://www.doane.edu/graduate-and-adult/military">https://www.doane.edu/graduate-and-adult/military</a>
<b>Anti-Harassment Policy</b>	<a href="http://catalog.doane.edu/content.php?catoid=5&amp;navoid=452">http://catalog.doane.edu/content.php?catoid=5&amp;navoid=452</a>



<b>Grade Appeal Process</b>	<a href="http://catalog.doane.edu/content.php?catoid=5&amp;navoid=238">http://catalog.doane.edu/content.php?catoid=5&amp;navoid=238</a>
<b>Credit Hour Definition</b>	Doane University follows the federal guideline defining a credit hour as one hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks (one semester), or the equivalent amount of work over a different time period (e.g., an 8-week term). This definition applies to courses regardless of delivery format, and thus includes in-person, online, and hybrid courses (combination of in-person and online). It also applies to internship, laboratory, performance, practicum, research, student teaching, and studio courses, among other contexts.
<b>Syllabus Changes</b>	Circumstances may occur which require adjustments to the syllabus. Changes will be made public at the earliest possible time.