



SYLLABUS

Course Title	State and Local Politics
Course Number	PSI 323
Number of Credits	3 semester credits
Course Dates	8/12/19 - 10/12/19
Instructor	Jason W. Hayes, J.D.
Email Address	jason.hayes@doane.edu
Office Hours/Availability	Available for emails anytime. Texts and calls during normal business hours.
Phone Number	(402) 304-9414 for both calls and texts.
Textbook Information:	<i>Required:</i> Ann O'M Bowman, <i>State and Local Government</i> , Wadsworth Publishing (10th Ed. 2016). ISBN: 978-1-3053-8847-5
Additional Course Materials	N/A
Course Description	An analysis of political processes and behavior in state, metropolitan, and local governments.
Foundational Area of Knowledge	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.
Program Outcomes	<ol style="list-style-type: none">Use analytical and creative thinking skills to gather and analyze information, to identify and solve problems, to determine potential outcome alternatives, and to make appropriate decisions.Know and understand the policy- making process, the users of policy analysis, the resources for such analysis, and the environment in which such processes and activities occur.Know and understand legislation and regulations that define the responsibilities of public agencies, employees, and all citizensDevelop the ability to establish procedures that apply ethics, efficiency and effectiveness in serving the publicUnderstand the value of diversity.

	f. Understand the responsibilities of professional administrators in a democratic society and have an awareness of the responsibilities for leadership and responsiveness to both the immediate public interest and to the long- term public good.
Course Learning Outcomes/Objectives	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.
Technology Requirements	https://www.doane.edu/faq/minimum-computer-requirements

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	Chapters 2		
August 29	State constitutions and Elections	Chapters 3 and 4		
September 5	Political Parties	Chapters 5		
September 12	Legislatures and Governors	Chapters 6 and 7		
September 19	No Class			
September 26	Administration and Judiciary	Chapters 8 and 9		
October 3	Local Government	Chapters 10 and 11	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
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Grade Scale

A+ = 97-100% A = 94-96% A- = 90-93% B+ = 87-89% B = 84-86% B- = 80-83%
 C+ = 77-79% C = 74-76% C- = 70-73% D+ = 67-69% D = 64-66% D- = 60-63%
 F= 59% or below

Participation Policy	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>
Study Time	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.
Late Work	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.
Submitting Assignments	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.
Communication Policy including Assignment Feedback	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.
Academic Integrity Policy	<p>Doane University expects and requires all its students to act with honesty and integrity and respect the rights of others in carrying out all academic assignments. Academic dishonesty, the act of knowingly and willingly attempting or assisting others to gain academic success by dishonest means, is defined in four categories:</p> <ol style="list-style-type: none"> 1. Cheating - "Intentionally using or attempting to use unauthorized information or study aids in an academic exercise." 2. Fabrication - "Intentional and unauthorized falsification of invention or any

	<p>information or citation in an academic exercise."</p> <p>3. Facilitating Academic Dishonesty - "Intentionally or knowingly helping or attempting to help another to commit an act of dishonesty," and/or coercing others to do the same.</p> <p>4. Plagiarism - "Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise," in both oral and written projects. <i>Gehring, D., Nuss, E.M., & Pavela, G. (1986). Issues and perspectives on academic integrity. Columbus, OH: National Association of Student Personnel Administrators</i></p> <p>For more information on the sanctions for academic dishonesty, please visit the website:http://catalog.doane.edu/content.php?catoid=18&navoid=1448#Academic_Dishonesty</p>
Academic Support	<p>Please contact academicsupport@doane.edu</p> <p>https://www.doane.edu/graduate-and-adult/academic-support</p>
Disability Services	<p>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. https://www.doane.edu/disability-services</p>
Military Services	<p>https://www.doane.edu/graduate-and-adult/military</p>
Anti-Harassment Policy	<p>http://catalog.doane.edu/content.php?catoid=5&navoid=452</p>
Grade Appeal Process	<p>http://catalog.doane.edu/content.php?catoid=5&navoid=238</p>
Credit Hour Definition	<p>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.</p>
Syllabus Changes	<p>Circumstances may occur which require adjustments to the syllabus. Changes will be made public at the earliest possible time.</p>