

REEDLEY COLLEGE

Developmental Services

DEVSER 214

Course Syllabus

Spring 22

Course Title: Government Basics

Location: Reedley 100% online

Schedule: January 10, 2022- 1st day of class
May 20, 2022- Last day of Fall semester

Final Exam: Due May 15, 2022. (Online Exam)

Instructor: Devin Puente
Disabled Students Programs and Services
(559) 494-3032 (DSPS office phone)
Email: devin.puente@fresnocitycollege.edu

Office Hours: This time is set aside to meet with students, answer questions, assist with assignments, etc. Office hours will be via zoom

Tuesday 6:30pm-7:30pm

Text: There is no required textbook for this course. The required handbook and all materials for this class will be provided free to students via Canvas.

Materials needed: Access to a computer and internet. Class handbook, assignments and information will be given via Canvas.

Course Purpose and Goals:

This course focuses on developing the students' understanding of the function of government and their role within it as a citizen. Topics addressed will include the basic structure of government, legislation impacting disability issues, disability resources/services available in the community and a citizen's influence on government. This course is designed for students with disabilities.

Student Learning Outcomes:

In the process of completing this course, the student will demonstrate the ability to complete the following:

- Fill in structure chart of state/federal/local governments
- Identify at least three rights students have as citizens of the United States
- Identify at least three rights a student with a disability has at Reedley College

Class cancellation notification: If class is cancelled, there will be an announcement in Canvas.

Grading:

This course is a credit/no credit course. Points will be based on class participation, quizzes/exams, classwork and presentations. Point breakdown is as follows:

Graded Assignments

Participation/Discussions	240 points
Assignments	160 points
Quizzes (Syllabus, Week 4, Week 12)	50 points
Midterm (Week 8)	25 points
Final	50points
Total possible points:	525 points

*** points or higher are needed to pass this course.**

Grade Distribution:

<u>Grade</u>	<u>Percentage</u>	<u>Points</u>
A = Credit (CR)	90-100%	525-472
B = Credit (CR)	80-89%	473-420
C = Credit (CR)	70-79%	419-367
D = No Credit (NC)	60-69%	366-315
F = No Credit (NC)	0-59%	314-0

Reedley College-Important Dates for Spring 2022 Semester:

General Dates:

- Instruction begins on Monday, January 10
- Last day of the Fall semester is May 20
- Final Exams are May 16th-20th

Holidays (NO CLASS):

- Monday January 17th Martin Luther King, Jr. Day observed (no classes held, campus closed)
- Friday February 18th Lincoln Day observance (no classes held; campus closed)
- Monday February 21st Washington Day Observance (no classes held, campus closed)

- Monday April 11th – Thursday April 15th Spring Recess (no classes held, campus open)
- Monday April 15th Good Friday Observance (no classes held, campus closed) (classes reconvene on April 18th)

Important Deadlines:

- Last Day to Drop a Spring 2022 full-term class for full refund- 1/21/22
- Last Day to drop a Spring 2022 full-term class to avoid a “W” on WebAdvisor 1/30/22
- Last Day to drop a full-term class and receive W (letter grades assigned after this date) -3/11/22

Course Calendar

- (1/10-1/16) Week 1:** Course Introduction. Instructor Introduction. Syllabus quiz. Exploring Canvas.
- (1/17-1/23) Week 2:** What are the differences between policies, rules, regulations, procedures and law? Why are policies, rules/regulations and laws needed?
- (1/24-1/30) Week 3:** Who makes policy and rules?
- (1/31-2/6) Week 4:** What is the United States Constitution and What is its Purpose?
- (2/7-2/13) Week 5:** What are Constitutional Amendments and Why are they Important?
- (2/14-2/20) Week 6:** How are the federal branches of government structured and organized?
- (2/21-2/27) Week 7:** Disability Legislation and how it has impacted individuals with disabilities.
- (2/28-3/6) Week 8:** What is the American with Disabilities Act (ADA) and how has it influenced the lives of individuals with disabilities?
- (3/7-3/13) Week 9:** What do people mean when they say that we are a nation of immigrants? What does it mean to be a documented versus and undocumented immigrant?
- (3/14-3/20) Week 10:** What does the process look like to become a citizen? What does it mean to have citizenship (Rights and Responsibilities)?
- (3/21-3/27) Week 11:** The Right to Vote: Why is voting important and what is involved in the voter registration and voting process?

- (3/28-4/3)** **Week 12:** How is disability viewed in the State and Local Governments of California?
- (4/4-4/10)** **Week 13:** What are the required Policies and Regulations when Providing Services to Students with Disabilities?
- (4/11-4/17)** **Week 14:** What Does Verification of Disability Mean?
- (4/18-4/24)** **Week 15:** What Qualifications are needed in order for an Individual to Receive Accommodations?
- (4/25-5/1)** **Week 16:** What are the Rights, Responsibilities, Policies and Procedures for Reedley College Students?
- (5/2-5/8)** **Week 17:** Review for Final Exam
- (5/9-5/15)** **Week 18:** Final Exam

*This is a tentative schedule and may be changed.
Please check Canvas regularly for updates and announcements.

Communication, attendance, drop and late work policy

Communication Policy:

Regular communication is critical to your success in this course. Here are the ways you can contact me:

- 1) **Email.** Please email me at devin.puente@fresnocitycollege.edu I should respond to your email within 24 hours.
- 2) **Canvas Inbox:** Please message me through the Canvas inbox for our course. I should respond to your email within 24 hours.
- 3) **Office hours:** These times are set aside to meet with students, answer questions, assist with assignments, etc.
Tuesday: 6:30pm-7:30pm
- 4) **Other:** I am also available for phone calls and/or Zoom meetings as needed. Please email me to set up these forms of communication.

Attendance and Drop Policy:

In order to avoid being dropped from the course, students must complete the syllabus quiz and contribute to the “Introductions” discussion post the first week of class. Participating and engaging in weekly activities (e.g. discussion boards, assignments, quizzes) will count toward your weekly attendance. Please contact the instructor immediately if you are having issues or need assistance. I am here to help! Students who wish to drop the course must do so through Web Advisor.

Late Work Policy:

Due dates for assignments and exams will be posted in advance. Assignments are due at 11:59 p.m. on the date indicated. All work should be completed on time. Late work will be accepted (up until the final exam date) but will only receive 50% credit. I would rather you complete an assignment and earn partial credits, than not do the assignment at all. Please contact me for any special circumstances, emergencies, etc.

Policies of Reedley College:

1. **Students with Disabilities/Special Accommodations:** If you have any special needs as addressed by the Americans with Disability Act (ADA) such as extended test time, an alternate testing location, books on e-text, note taking assistance or adaptive equipment and you need reasonable accommodations, please notify instructor immediately.
2. **Honor Code:** Students at Reedley College are responsible to ensure that their education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences.
3. **Withdrawal Policy:** Every student who gets a late “Withdrawal” (past the ninth week of the semester or 50% of the course-which ever is less) from a course has potentially displaced another student from the opportunity to take that course. Therefore, this course will adhere strictly to the college’s policy. Students may drop a course before the end of the second week of class using the standard computer system without need for instructor permission. However, course withdrawals past the end of the ninth week of class will not be allowed

without “serious and compelling” reasons that are documented by appropriate medical or other professional authority. A change of work schedule, lack of interest in the material, failing grades, etc. are not going to qualify as reasons to drop the course.

4. Cheating and Plagiarism: Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on the particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents. Further action may be taken in accordance with college policy. Students are instructed to refer to the administrative policies of their college catalog.
5. Computer Usage: State Center Community College District (SCCCD) students are permitted to use a District owned computer/network. As a condition of this use, each student agrees to and is expected to abide by the District’s Acceptable Use Policy (http://www.scccd.com/is/district_use.html). The District is the sole determiner of the interpretation and application of the Acceptable Use Policy. It is understood that if a student violates any of the policy rules, he/she is subject to removal from the computer facility as well as discipline as a student. Students shall be specifically warned to: 1.) not transmit any communication in which the meaning of the message or its transmission or distribution would violate any applicable law or regulation or be offensive to the recipient or recipients and 2.) not search, view or download pornographic material through any means.
6. Disruptive Classroom Behavior: Students are under obligation to respect the authority of each instructor and are responsible for their conduct. Failure to adhere to the college’s standards will result in disciplinary action. The college reserves the right to exclude at any time a student who violates student conduct standards and/or is not taking proper advantage of the opportunities offered. (See Student Right to Know on page 10). (See Reedley College’s Student Code of Conduct Policy/Board Policy 5520 and Educational Code 76032)
7. Copyright Policy: Copyright laws and fair use policies protect the rights of those who have produced the material. The materials copied in this course have been provided for private study, scholarship, or research. Other uses may require permission from the copyright holder. The user of this work is responsible for adhering to copyright law of the U.S. (Title 17, U.S. Code).
8. Sexual Harassment: All students and employees should be aware that Reedley College, and the State Center Community College District are concerned and will take action to eliminate sexual harassment. Sexual harassment is conduct subject to disciplinary action. Harassment on the basis of sex is a violation of Section 703 of Title VII of the 1964 Civil Rights Act, which is enforced by the Equal Employment Opportunity Commission. Sexual harassment is included among legal prohibitions against discrimination. Title IX of the Educational Amendments of 1972 also establishes sexual harassment as discriminatory and unlawful.
9. Smoking, Alcohol, and Illicit Drug Use: Reedley College does not allow smoking in campus buildings and is a drug- and alcohol-free campus. Therefore smoking and use of tobacco products is prohibited in all campus buildings. Additionally, the college prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances (as defined in Schedules I through V of the Controlled Substances Act {21U.S.C812}and as further defined by Regulations 21 CFR 1308.15 in the 46 Administrative Policies workplace).