

Midland College
Master Syllabus
GOVT 2389
Academic Cooperative

Participation Policy

For online students only: Students MUST actively participate by completing an academic assignment required by the instructor by the official census date. Students who do not actively participate in an academically-related activity will be reported as never attended and dropped from the course.

Course Description (3-0)

An instructional program designed to integrate on-campus study with practical hands-on experience in government. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions. Pre-requisites include GOVT 2305 and GOVT 2306. (*Approval Number 45.1001.52 25*)

Text, References, and Supplies

TBD by instructor

Student Learning Outcomes and Core Competencies

At the end of the semester, students will be able to:

- Understand the governmental process through direct participation
- Develop and practice communication skills
- Analyze data and collect information using professional research tools
- Investigate career interests and professional goals by understanding the culture and practice of a particular profession.

Student Responsibilities and Class Procedures

This course involves experiences outside the classroom or on-campus experience. These activities might include internships, community service, or other activities such as work in a government agency, legislative office, research institution, private employer, or other relevant organization, arranged under the direction of an instructor in the department.

- Involvement with the material is essential – students must read, take notes and ask questions.
- Students must attend class regularly and/or check Canvas regularly.
- Students must come to class prepared and be on time and/or prepare for on-line assignments in a timely manner.
- Students are expected to be able to read, write and understand standard English: the course is based on extensive amounts of material given in lecture and/or notes, audio visual aids, and assigned readings.

- A schedule of class events will be given to each student at the beginning of the semester. Additionally, information will be posted on Canvas. It is the student's responsibility to know exam dates and when assignments are due.
- It is also the responsibility of the student to know their progress in the course.
- If a student is absent when exams are given or assignments are given or due, the student is still responsible for having the work done on time or making up the exam, at the discretion of the instructor.
- If the student takes the initiative the instructor will advise them on their progress in the course.
- Instructors cannot drop students with a "W", this must be accomplished officially by the student.
- Students with a disability are encouraged to contact the Office of Student Services. It is the student's responsibility to register with the Office of Student Services when requesting accommodation.
- Students are expected to conduct themselves professionally and courteously in the classroom and/or the on-line environment.
- Students are expected to have academic integrity and to adhere to the guidelines in the Midland College Student Handbook.

Evaluation of Students

Final grades will be determined according to the following criteria:

- Each test will consist of questions based on assigned reading material and lectures.
- Instructors use a variety of testing methods ranging from essay exams, to short answer exams to multiple choice exams, to a combination of essay/short answer/multiple choice exams to quizzes.
- All classes include some evaluation through writing (literacy).
- The grading system used in class is discussed thoroughly the first week of class
 - A grade of "A" (90-100) is universally considered excellent work or mastery of the subject; "B" (80-89) is above average work; "C" (70-79) is average; "D" (60-69) is below average; and "F" (59 and below) is a failure to perform adequately on an assigned task.
 - However, at his/her discretion, an instructor may alter the conventional grading scale to reflect the difference in assignments and expectations. The instructor will indicate the grading scale on the syllabus and during the first week of class.
- Grades are determined by the method selected by the instructor.
- Make up exam policy is at the discretion of the instructor, except when the student is absent on official College business or activity. At the Midland campus there is a testing center in the Student Center that may be used.
- The student is responsible for knowing their individual instructor's make-up policy – as indicated in the syllabus.
- Occasionally, at the discretion of the instructor, there are opportunities to earn extra credit.

Course Schedule

Each instructor completes a class schedule, which appears on the syllabus.

Americans with Disabilities Act (ADA) Statement

Midland College provides services for students with disabilities through Student Services. In order to receive accommodations, students must visit [Midland College Accommodation Services](#) and complete the Application for Accommodation Services located under the Apply for Accommodations tab. Services or accommodations are not automatic, each student must apply and be approved to receive them. All documentation submitted will be reviewed and a "Notice of Accommodations" letter will be sent to instructors outlining any reasonable accommodations.

Student Grievances and Appeals

The goal of Midland College is to help students achieve their educational goals. Students have certain rights and responsibilities, [Student Rights & Responsibilities section of the Midland College catalog](#).

Non-Discrimination Statement

Midland College does not discriminate on the basis of race, color, national origin, sex, disability or age in its program and activities. The following individuals have been designated to handle inquiries regarding the non-discrimination policies:

Tana Baker

Title IX/504 Coordinator and Compliance Officer
3600 N. Garfield, SSC 242
Midland, TX 79705
(432) 685-4781
tbaker@midland.edu

For further information on notice of non-discrimination, visit the [Office of Civil Rights website](#) for the address and phone number of the office that serves your area or call 1-800-421-3481.

Division Information: *Social & Behavioral Sciences & Business Division*

Division Dean: Dr. Frank De La O	176 MHAB – 432.685.6830
Department Chair: Dr. Sondra Richards	151MHAB – 432.685.6815
Division Secretary: Angelina Dolaptchieva	174 MHAB – 432.685.6830

07/19/2021