

## **WELCOME TO:**

**Course Title:** Federal Government (GOVT 2305)

**Course Number:** GOVT 2305

**Credit Hours:** 3

**Lecture Hours:** 3

**Lab Hours:** 0

**Total Contact Hours:** 3

**Term and Year:** Fall - 2023 (August 28, 2023 - December 13, 2023)

**Class Days, Times & Classroom Locations:** Online Course

## **A. COMMUNICATING WITH YOUR INSTRUCTOR**

### **Instructor Contact Information**

All email communications MUST be made through your Brazosport College student e-mail account and/or through D2L. Use the following methods to contact the instructor:

- **Name:** Matt Williams
- **Email:** [matthew.williams@brazosport.edu](mailto:matthew.williams@brazosport.edu)
- **Emergency Contact:** Text to 832-581-7687 (please identify yourself by name and course number)
- **Office telephone number:** 979-230-3387
- **Additional contact:** 979-230-3226 (Division Secretary)
- In-person Office Hours: See instructor for available dates/times.
- Online Office Hours (via Zoom): By appointment.

### **Communication**

Communication will take place using various interactive tools (Discussions, Email, Dropbox) and may include both real and virtual time (Virtual Class Rooms and/or Zoom are real time and may be used for online Office Hours when applicable).

### **Instructor Response Times**

I will respond to critical questions within twenty-four (24) hours. I will be responding to regular discussion posts and email messages within a forty-eight (48) hours.

Note: Online Quizzes and Exams completed within D2L are automatically graded upon completion and assignments using Dropbox and/or Discussion Assignments will be graded within three (3) to five (5) business days after the assignment deadline.

## **B. COURSE DESCRIPTION**

Federal Government (GOVT2305) is an introductory survey that covers the origin and development of the U.S. Constitution, structure and powers of the federal government including the legislative, executive, and judicial branches, federalism, political participation, the federal election process, public policy, civil liberties, and civil rights.

## **C. STUDENT LEARNING OUTCOMES (SLO)**

*On successful completion of the course, you will be able to:*

- Explain the origin and development of constitutional democracy in the United States (SLO 1).
- Demonstrate an understanding of our federal system (SLO 2).
- Describe separation of powers and checks and balances in both theory and practice (SLO3).
- Demonstrate knowledge of the legislative, executive, and judicial branches of the federal government (SLO 4).
- Evaluate the role of public opinion, interest groups, and political parties (SLO 5).
- Analyze the election process (SLO 6).
- Describe the rights and responsibilities of citizens (SLO 7).
- Analyze issues and policies in U.S. politics (SLO 8).

[View Core Requirements.](#)

#### **D. PRE-REQUISITE COURSES**

None but the instructor prefers that the students have completed English 1301 prior to taking this course, but this is not required.

#### **E. REQUIRED TEXTBOOK AND SUPPLEMENTAL READINGS**

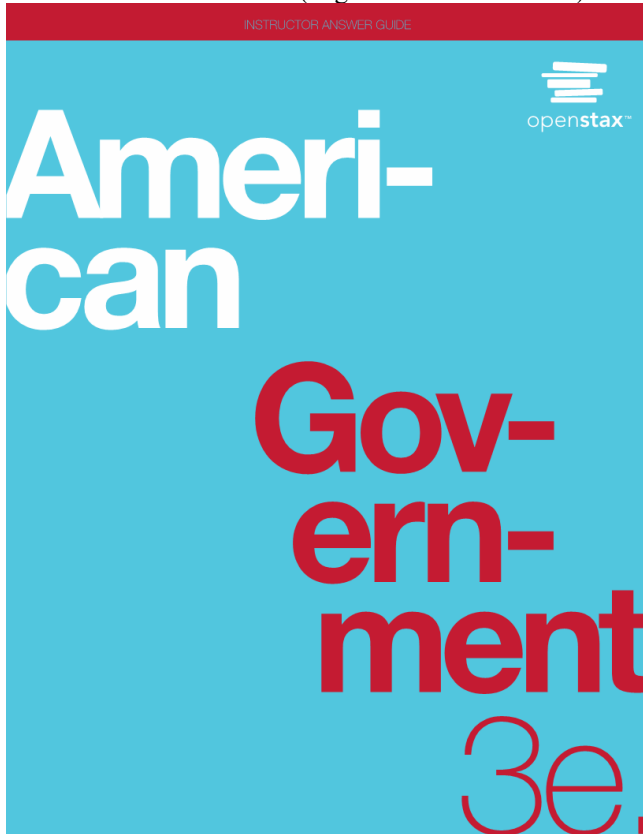
**American Government (3rd Edition)**

**ISBN: 978-1-711493-96-1** (Hardcover Book ISBN-13)

**ISBN: 978-1-951693-43-5** (Paperback Book ISBN-13)

**ISBN: 978-1-711493-95-4** (B&W Paperback Book ISBN-13)

**ISBN: 978-1-951693-38-1** (Digital Version ISBN-13)



**NOTE:** ISBN numbers obtained from Publisher's website (See [OpenStax](#)).

This course textbook is available for FREE online at <https://openstax.org/>

To register for OpenStax, please go to the website listed above. Then select "Log in" in the upper righthand corner. If you have registered an account already for another course, simply "Log in" with your account information and password. If you have NOT registered an account, then select the "Sign up" tab; then select "Student"; then enter your FIRST and LAST NAMES, your Brazosport College student email account, and create your own password. Once you have set up an OpenStax Account and logged in, then you can select the "Subjects" tab on the toolbar at the top of the screen, then select "Social Sciences", then select "American Government 3e."

Students have the option of downloading the course textbook in PDF or utilizing the digital version through the website. Students have the option of downloading the course textbook in PDF or utilizing the digital version through the website. Some students experience difficulties registering for this digital textbook using their Brazosport College student email accounts, but have resolved the issue by utilizing their personal email accounts to access the digital textbook. If you have any questions, please contact your instructor immediately.

**Additional materials & Tools:**

Course materials (syllabus, required readings, lectures and resources) will be available in the Content area of the Desire2Learn (D2L) course management system.

Additional supplemental materials will be provided by instructor through D2L. Please be sure to regularly check D2L for those materials.

General knowledge with using online course tools (view [Distance Learning website for manuals and tutorials](#)):

- Internet browser setting and configuration ([check your browser](#)).
- Using E-mail and sending file attachments.
- Uploading and downloading files.
- Using a word processing program such as Microsoft Office.
- **NOTE:** If using Macintosh Pages for creating and submitting documents make sure to save as or export as document files.
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## **F. STUDENT EXPECTATIONS**

You are expected to allocate a minimum of three (3) hours per week on textbook readings, interacting with course materials, participating in class discussions, and completing any other assignments and exams for a standard 16-week course.

In addition you should:

- Log-in often.
- Use the Syllabus as your guide.
- Ask questions - don't wait.
- View online Lecture videos.
- Read course materials.
- Actively participate in all assignments.
- Have a workable computer and have access to the Internet and course website.
- Think critically.
- Use proper "netiquette" ([view netiquette page](#)).
- Meet all assignment and testing deadlines.
- Be self-motivated and disciplined.
- Show increased knowledge and demonstrate it during class activities.
- Work with others in a fair and kindly manner.
- **Exams:** complete exams by due date as indicated in syllabus/course schedule.
- **Short-Answer Assignments:** submit proper file through dropbox for each topic given.
- **Discussion Participation:** log in and check for messages or forum posts a minimum of every three days.
- **Dropbox activities:** submit all required assignments.
- **Homework/practice:** do online homework/practice as needed and as assigned in course schedule/syllabus.

## **Course Overview & Structure**

This is a web-based course delivered through the Virtual Campus portal at Brazosport College. This class runs on a 24/7 weekly schedule. This means that within any given week you are free to choose your own times to learn and participate. Discussion Assignments and submission of other assignments are open until their respective assignment deadline. Because you are not on a fixed schedule **it is up to you** to develop the discipline and schedule the time to be an active learner in this environment.

ALL materials (course and reference), communication and testing tools will be available online. You are **REQUIRED** to access the course at LEAST once a day to check for any course updates.

## **G. EXAMS AND MAJOR ASSIGNMENTS**

1. **ONLINE QUIZZES:** There will be eight (8) online quizzes throughout the semester with each quiz consisting of multiple-choice question(s), True/False question(s), and/or short-answer question(s). The total number of points for all online quizzes is two hundred and sixty (260) points (or 65% of your overall course grade). Each individual online quiz is worth thirty two and one-half

(32.5) points. Additionally, online quizzes should be treated as study guides to assist you in preparation for the Exam(s) and Final Exams. Please note that the online quizzes are an open-book, open-note quizzes. Students will be required to use the Respondus Lockdown Browser when completing the online quizzes. **NOTE: Students MUST complete at least one (1) practice quiz to make sure their personal technology (i.e., computer or tablet) is compatible with the LockDown Browser. If a student attempts an Online Quiz, it is assumed they have completed at least one (1) practice quiz and that their technology is compatible with the LockDown Browser.** Online quizzes and practice quizzes are administered through D2L and each quiz is due as follows:

- Quiz #1 (Ch 1 & 2) **due by Wednesday, September 13, 2023 at 11:59 p.m.**
- Quiz #2 (Ch 3) **due by Wednesday, September 27, 2023 at 11:59 p.m.**
- Quiz #3 (Ch 4 & 5) **due by Wednesday, October 11, 2023 at 11:59 p.m.**
- Quiz #4 (Ch 7) **due by Wednesday, October 18, 2023 at 11:59 p.m.**
- Quiz #5 (Ch 6, 9-10) **due by Wednesday, October 25, 2023 at 11:59 p.m.**
- Quiz #6 (Ch 3, 11, 12, & 13) **due by Wednesday, November 15, 2023 at 11:59 p.m.**
- Quiz #7 (Ch 11, 12, & 13) **due by Wednesday, November 29, 2023 at 11:59 p.m.**
- Quiz #8 (Ch 16 & 17) **due by Wednesday, December 6, 2023 at 11:59 p.m.**

There are no make-ups for in-class/online quizzes, without written documentation IN ADVANCE, regarding of why you will be absent, if the reason is non-medical. If you are ill, I require a doctor's excuse in writing to be provided to me. Any make-up quiz will be short-answer quiz.

**2. SHORT-ANSWER ASSIGNMENTS:** There will be five (5) Short-Answer Assignments throughout the semester that explore social responsibility and personal responsibility within the context of recent events that are to be completed and turned in on-line (D2L) in the appropriate dropbox. Each short-answer assignment is worth twenty-seven and 2/10 (27.2) points. **NOTE: STUDENTS SHOULD CAREFULLY REVIEW THE "SHORT-ANSWER ASSIGNMENTS: INSTRUCTIONS TO STUDENTS" UNDER THE COURSE MATERIALS TAB IN D2L. ALL SHORT-ANSWER ASSIGNMENTS SHOULD BE SUBMITTED TO THE APPROPRIATE DROPBOX IN D2L.**

The Short-Answer Assignments are due as follows:

- Short-Answer Assignment #1 due on **Wednesday, September 20, 2023 at 11:59 p.m.**
- Short-Answer Assignment #2 due on **Wednesday, October 4, 2023 at 11:59 p.m.**
- Short-Answer Assignment #3 due on **Wednesday, October 18, 2023 at 11:59 p.m.**
- Short-Answer Assignment #4 due on **Wednesday, November 1, 2023 at 11:59 p.m.**
- Short-Answer Assignment #5 due on **Wednesday, November 8, 2023 at 11:59 p.m.**

**3. FINAL EXAM (OPTIONAL):** This semester you will have the option to complete a Final Exam that covers course materials as indicated below and that consists of multiple-choice question(s), True/False question(s), and/or short-answer question(s). **The Final Exam will replace your two (2) lowest graded assignments for the semester (NOTE: The Final Exam will replace the lowest two (2) quiz grades, the lowest two (2) short-answer assignment grades, or a combination of one (1) quiz and one (1) short-answer assignment grade).** The Final Exam is open-book, open-note exams. Students will be required to use the Respondus Lockdown Browser when completing the Exam(s). The Exam(s) are administered as follows:

- Final Exam (Ch 1-13, 15-17) **due by Wednesday, December 13, 2023 at 11:59 p.m.** \*\*\*FINAL EXAM is OPTIONAL (SEE EXPLANATION BELOW)\*\*\*

**\*\*\*FINAL EXAM: THE FINAL EXAM IS AN OPTIONAL EXAM THAT A STUDENT MAY COMPLETE TO REPLACE THEIR LOWEST EXAM GRADE IN THIS COURSE. Students who elect to take the Final Exam MUST notify the instructor on or before Friday, December 8, 2023 at 12 p.m. (Noon).** The Final Exam is a cumulative/comprehensive exam that consists of multiple-choice question(s), True/False question(s), or short-answer question(s). The Final Exam covers materials in Ch 1 – 13, 15-17 of the course textbook, course lecture(s), instructional video(s), and/or supplemental materials provided in D2L. There are no make-up assignments for this course; and students that miss either a Quiz or Short-Answer Assignment will be required to complete the Final Exam in order to replace those missing grades. The Final Exam is administered through D2L and is due by **Wednesday, December 13, 2023 at 11:59 p.m.** Please note that the Final Exam is an open-book, open-note exam. Students will be required to use the Respondus Lockdown Browser when completing the Final Exam.\*\*\*

There are no make-up for exams, without written documentation IN ADVANCE, regarding of why you will be absent, if the reason is non-medical. If you are ill, I require a doctor's excuse in writing to be provided to me. Any make-up exam will be an essay exam.

## **G. COURSE & ASSIGNMENT SCHEDULE**

## **Part I: Ideas and Rights**

### **Week 1 (August 28, 2023 - September 3, 2023) - Introduction**

- Course Introduction/Syllabus Review/Overview of Assignments & Grading
- Introduction to American Government
- Readings: Chapter 1 - American Government & Civic Engagement
- Assignments:
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### **Week 2 (September 4, 2023 - September 10, 2023) – Introduction & Political Culture**

- What is government? Who Governs?
- Introduction to U.S. Constitution
- Assignment(s):
  - **Introduction Assignment - Due on or before Wednesday, September 6, 2023 at 11:59 p.m.**

### **Week 3 (September 11, 2023 - September 17, 2023) – The U.S. Constitution**

- The U.S. Constitution; History & Foundation
- U.S. Constitution; History & Foundation, Continued
- Readings: Ch 2 - The U.S. Constitution & Its Origins
- Assignment(s):
  - **Quiz #1 – Due by Wednesday, September 13, 2023 at 11:59 p.m.**

### **Week 4 (September 18, 2023 - September 24, 2023) – The U.S. Constitution & Federalism**

- U.S. Constitution; Structure & Organization
- U.S. Constitution; Federalism and Nationalism
- Readings: Ch 3 - American Federalism
- Assignment(s):
  - **Short-Answer Assignment #1 – Due by Wednesday, September 20, 2023 at 11:59 p.m.**

### **Week 5 (September 25, 2023 - October 1, 2023) – Civil Liberties**

- Civil Liberties
- Bill of Rights; The Struggle for Civil Liberties
- Readings: Ch 4 - Civil Liberties
- Assignment(s):
  - **Quiz #2 – Due by Wednesday, September 27, 2023 at 11:59 p.m.**

### **Week 5 (September 25, 2023 - October 1, 2023) – Civil Rights**

- Civil Rights
- Readings: Ch 5 - Civil Rights

## **Part II: Political Behavior**

### **Week 6 (October 2, 2023 - October 8, 2023) – Public Opinion**

- Public Opinion
- Political Participation
- Readings: Ch 6 - The Politics of Public Opinion
- Assignment(s):
  - **Short-Answer Assignment #2 – Wednesday, October 4, 2023 at 11:59 p.m.**

### **Week 6 (October 2, 2023 - October 8, 2023) – Media, Technology, and Government**

- Media & Politics
- Readings: Ch 8 - The Media

### **Week 7 (October 9, 2023 - October 15, 2023) - Political Parties**

- Readings: Ch 9 - Political Parties
- Assignments:
  - **Quiz #3 – Due by Wednesday, October 11, 2023 at 11:59 p.m.**

### **Week 7 (October 9, 2023 - October 15, 2023) – Interest Groups**

- Interest Groups
- Readings: Ch 10 - Interest Groups & Lobbying

### **Week 8 (October 16, 2023 - October 22, 2023) – Elections**

- Campaigns & Elections
- Readings: Ch 7 - Voting & Elections
- Assignments:
  - **Quiz #4 – Due by Wednesday, October 18, 2023 at 11:59 p.m.**
  - **Short-Answer Assignment #3 – Due by Wednesday, October 18, 2023 at 11:59 p.m.**

## **Part III: Political Institutions**

### **Week 9 (October 23, 2023 - October 29, 2023) – Congress**

- Congress
- Readings: Ch 11 - Congress

- Assignment(s):
  - **Quiz #5 – Due by Wednesday, October 25, 2023 at 11:59 p.m.**

**Week 10 (October 30, 2023 - November 5, 2023) – The Presidency**

- The Presidency
- Readings: Ch 12 - The Presidency
- Assignment(s):
  - **Short-Answer Assignment #5 – Due by Wednesday, November 1, 2023 at 7:00 p.m.**

**Week 11 (November 6, 2023 - November 12, 2023) – The Bureaucracy**

- Bureaucracy
- Readings: Ch 15 - The Bureaucracy
- Assignment(s):
  - **Short-Answer Assignment #4 – Due by Wednesday, November 8, 2023 at 11:59 p.m.**

**Week 12 (November 13, 2023 - November 19, 2023) – The Courts**

- The Courts
- Readings: Ch 13 - The Courts
- Assignment(s):
  - **Quiz #6 – Due by Wednesday, November 15, 2023 at 11:59 p.m.**

**Week 13 (November 20, 2023 - November 26, 2023) – THANKSGIVING HOLIDAY/NO CLASS**

**Week 14 (November 27, 2023 - December 3, 2023) - Domestic Policy**

- Domestic Policy
- Readings: Ch 16 - Domestic Policy
- Assignment(s):
  - **Quiz #7 - Due by Wednesday, November 29, 2023 at 11:59 p.m.**

**Week 15 (December 4, 2023 - December 10, 2023) – Foreign Policy**

- Foreign Policy
- Readings: Ch 17 - Foreign Policy
- Assignment(s):
  - **Quiz #8 - Due by Wednesday, December 6, 2023 at 11:59 p.m.**

**Week 16 (December 11, 2023 - December 14, 2023)– FINAL EXAM (Ch 1-13, 15-17)**

- Final Exam Review
- Assignment(s):
  - **\*\*\*Final Exam (Chapters 1-13, 15-17) – Due by Wednesday, December 13, 2023 at 7:00 p.m.\*\*\***

**\*\*\*NOTE: FINAL EXAM is optional (See explanation above).\*\*\***

*This schedule is tentative and might change during the semester according to how the course evolves. The content is subject to change as well, depending on students' interests and progress.*

**H. GRADING SUMMARY**

The course grade will be earned based on the following formula:

GRADING COMPONENTS	POINTS	PERCENTAGE (%)
Introduction Assignment	4	1%
Short-Answer Assignments	136	34%
Online Quizzes	260	65%
<b>TOTAL</b>	<b>400</b>	<b>100.00%</b>

A = 360-400 points (90-100%)

B = 320-359 points (80-89%)

C = 280-319 points (70-79%)

D = 240-279 points (60-69%)

F = 0-239 points (0-59%)

**EXTRA CREDIT:** At the instructor's sole discretion, students MAY have opportunities for extra credit in class. The instructor will announce them.

I ("Incomplete"). No Incompletes or "I" grades will be given for this course except under extreme circumstances. An incomplete contact must be filled out and signed by both the instructor and student as well as be approved by BC administration, before an "I" is given by the instructor.

Each student's participation and performance in class will be evaluated according to their performance in the course activities described below. Students are required to complete all Activities (assignments), participate in discussions and submit all written work according to the stated deadline. Attendance and participation is crucial for success in this course.

College instructors expect students to spend time outside of "class" as well, through reading, writing, and studying course material. Specifically, for every hour you are in "class" you need to study for two-to-three hours. This means working on this class material for approximately one hundred hours outside of "class".

## **I. STUDENT SERVICES & SUPPORT**

### **Help Desk**

- - [Chat with a Helpdesk representative](#)
  - [helpdesk@brazosport.edu](mailto:helpdesk@brazosport.edu)
  - 979-230-3366
  - [Helpdesk website](#)
  - Campus Location: K.100

### **Online Tutors**

- - [Create an Online MATH Tutoring Appointment](#)
  - *Help Guide:* [Create MATH Appointment](#)
  - [Schedule an Online WRITING Appointment](#)
  - **Video:** [Scheduling an Online Session](#)
  - **Video:** [Attending an Online Session](#)

### **Online Academic Advisor**

- - [Chat with an Academic Advisor](#)
  - 979-230-3238 or contact the department secretary at 979-230-3237
  - [Online Counseling Services](#) website
  - Campus Location: E-Wing

### **Learning Services**

- - [Chat live with a Learning Service Representative](#)
  - [Proctor Testing](#)
  - 979-230-3253
  - [Learning Services website](#)
  - Campus Location: [view map](#)

### **Library**

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- [Chat live with a Librarian](#)
- 979-230-3310
- [Library website](#)
- Campus Location: F.134

### **Campus Bookstore**

- 
- [Bookstore website](#)
- 979-230-3410
- Campus Location: [view map](#)

### **Distance Learning**

- 
- [Virtual Campus Manuals & Tutorials](#)
- [Success Tips](#)
- [Student Guide & Calendar](#) website
- [Online Course Tools Tour](#) RSVP form
- [Distance Learning website](#)
- 979-230-3436

Additional [support service information](#), including Virtual Campus Accessibility information is detailed on the Distance Learning website.

### **When Taking an In-Person/Online/Hybrid Course**

You are currently enrolled in an online college course and will be asked to show a professional and mature attitude through the semester. The following shows what it takes to be successful in learning while taking a course that has little if no face-to-face contact with either your instructor or fellow students:

- Class time ~ 360 hours
- Study time ~ 6 to 9 hours of study time per week
- Tests ~
  - weekly modules and exercises
  - be aware of quiz dates via Syllabus/Calendar/Announcements
  - if applicable, form independent study groups with peers
  - ask questions
  - quizzes may be timed
- Grades ~
  - attendance/effort does NOT count toward a grade, however **LACK** of attendance will HURT you though
  - keep track of your own grades using the grade book
  - calculate your own grades to keep track of grade requirements
  - have questions about your grade ASK immediately via classroom, office hours, phone call, or email (don't wait till the mid or end of the course)
- Instructors ~
  - DO not remind you of incomplete work or assignment dates
  - DO not keep attendance
- Accountability ~
  - monitor your own time
  - make your own decisions about extracurricular activities
  - practice good time management strategies
  - understand YOUR responsibilities and expectations of college
  - BE prepared
  - DON'T procrastinate
  - Understand your instructor is here to help “facilitate” or guide your learning, it is up to you to make it happen

### **J. POLICIES RELATED TO COURSEWORK & DEADLINES**



## Attendance

Students in face-to-face course are required to attend class. Students may be withdrawn by the faculty member for excessive absence(s).

## Late Policy

**LATE WORK IS NOT ACCEPTED** unless the instructor receives a reliable and timely excuse (doctor's explanation, worker explanation, etc.). It is the student's responsibility to provide instructor with a reliable and timely excuse with twenty-four hours of the assignment deadline. "I just didn't get around to it," "I was having trouble with D2L," "I forgot or did not realize the assignment was due," are not legitimate excuses. Unless a sickness or other emergency prevents a student from doing so, students should give Instructor advance notice of inability to complete course assignments, if possible.

## Technical Compliance Statement

This class uses a distance-education program called Desire2Learn (D2L) for notes, lectures, assessments, and other supplemental materials. Each student must maintain Internet access throughout this course. Additionally, students are expected to maintain a state of technical compliance, including (but not limited to): up-to-date software as required by the instructor and a stable Internet connection.

The instructor is not required to give consideration for lost/missing/unacceptable work stemming from technical non-compliance and/or end-user technical issues. Failure to maintain Internet access shall not constitute a valid excuse for missed work. Any student who cannot keep up with the coursework owing to a lack of computer or Internet must drop the course.

In short, if you fail to complete an assignment because your computer crashes or loses internet access, you forget to attach a file or attach a wrong file on an assignment, or you did not use the appropriate browser or operating system you are not entitled to make up an assignment. **If the assignment was not completed due to your error it cannot be made up.** For example: If I tell you the document format needs to be a word doc. or docx. DO NOT send me something else. I may not be able to read it at my end.

If you encounter any technical errors in using course tools, contact the Helpdesk: via email ([helpdesk@brazosport.edu](mailto:helpdesk@brazosport.edu)) or phone (979-230-3266).

## Course Disclaimer

Every attempt is made to provide a complete syllabus that provides an accurate overview of the courses; however, circumstances and events may make it necessary for the instructor to modify the syllabus during the semester. This may depend, in part, on the progress, needs, and experiences of the students.

## College Policies

View current [Student Guide & Calendar](#) (includes Student Conduct, Honor Codes, and Academic Honesty) for detailed College Policy information.

## Online Student Conduct

It is the right of each student to participate in his or her learning, and it is the responsibility of each student to not interfere with the learning of other students. It is the expectation of the college that each student assumes the responsibility to follow college policies and procedures governing classroom conduct on campus and online.

- Students are expected to abide by Brazosport College's code of student conduct, including the rules applicable to online courses and student conduct in general.
- Students enrolled in distance education courses are expected to perform with the highest level of academic honesty and integrity.
- Breaches of conduct include:
  - Misconduct
  - Cheating on a Test
  - Plagiarism
  - Collusion

Please refer to the Brazosport College Student Guide for more information. View current [Student Guide & Calendar](#).

## **K. TITLE IX STATEMENT**

Brazosport College faculty and staff are committed to supporting students and upholding the College District's non-discrimination policy. Under Title IX and Brazosport College's policy FFDA (Local), discrimination based on sex, gender, sexual orientation, gender identity, and gender expression is prohibited. If students experience an incident of discrimination, sexual harassment, or sexual misconduct, they are encouraged to report it.

If a faculty or staff member "is informed of a student's pregnancy or related condition" by the student or "a person who has a legal right to act on behalf of the student," the employee must "promptly" tell the student or representative how to notify the Title IX Coordinator of the student's pregnancy or related conditions and must provide the Title IX Coordinator's contact information to the student or representative, unless the employee "reasonably believes" the Title IX Coordinator already knows.

While students may talk to a faculty or staff member at BC, please understand that they are "Responsible Employees" and must report what is told to them to college officials. Students can also contact the Title IX Coordinators directly by using the contact information below. Additional information is found on the Sexual Misconduct webpage at [www.brazosport.edu/sexualmisconduct](http://www.brazosport.edu/sexualmisconduct).

**Alex Crouse**, Director of Student Life and Deputy Title IX Coordinator

979-230-3355; [alex.crouse@brazosport.edu](mailto:alex.crouse@brazosport.edu)

**Mareille Rolon**, HR Coordinator and Deputy Title IX Coordinator

979-230-3303; [mareille.rolon@brazosport.edu](mailto:mareille.rolon@brazosport.edu)

## **L. ACADEMIC HONESTY**

Brazosport College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct including academic honesty. The principle of academic honesty is that all work presented by you is yours alone. Academic dishonesty including, but not limited to, cheating, plagiarism, and collusion shall be treated appropriately. Please refer to the Brazosport College Student Guide for more information. This is available online at <http://www.brazosport.edu>.

Academic dishonesty violates both the policies of this course and the Student Code of Conduct. In this class, any occurrence of academic dishonesty **WILL** be referred to the Dean of Student Services for prompt adjudication, and **MAY**, at a minimum, result in a failing grade for this course. Sanctions **MAY** be imposed beyond your grade in this course by the Dean of Student Services.

## **M. STUDENTS WITH DISABILITIES**

Brazosport College is committed to quality education and to providing equal educational opportunities to every student. Brazosport College offers services for individuals with special needs and capabilities including counseling, tutoring, equipment, and software to assist students with special needs. For students to receive any accommodation, documentation must be completed in the Office of Disability Services. Please contact Phil Robertson, ADA Coordinator (Email: [Phil.Robertson@brazosport.edu](mailto:Phil.Robertson@brazosport.edu) | Call: 979-230-3236) for additional information.

- [Steps to Apply for Disability Services at Brazosport College](#).
- **Brightspace** (owned by D2L), our Learning Management System provides tools which are compliant and easy to navigate and understand using assistive technologies and devices that support their needs. To learn more about Desire2Learn's commitment to accessibility visit their [Accessibility Commitment](#) page as well as their [Accessibility Resource Center](#) for both faculty and students.
- **YouSeeU** is used in our online courses for Virtual Classrooms (live presentations) and Video Assignments. The YouSeeU interface is screen reader friendly and has a high contrast user interface, visit their [Accessibility](#) page for additional information.
- **YouTube Videos** may also be used in online courses. Visit [YouTube Accessibility Settings](#) page for additional information on how to set [accessibility for YouTube on Android](#), [turn captions on and off](#) and [use YouTube with a screen reader](#).

## **N. STUDENT PRIVACY**

Brazosport College is committed to providing services and support to meet your needs and achieve your educational goals. We are equally committed to protecting your privacy.

For information regarding the confidentiality of student records please view the [Brazosport College Distant Learning Student Privacy Statement](#). For additional information related to Student Privacy contact the Registrar (979-230-3010).

#### **O. WITHDRAWALS**

Withdrawal from a course is, first and foremost, the student's responsibility. An instructor may process an "administrative withdrawal" on a student for excessive absences; however, it is the student's responsibility to ensure, prior to the deadline for withdrawal, that he/she has been officially withdrawn. Because you stop attending a class, does not mean that you have officially withdrawn from the class.

#### **P. COPYRIGHT POLICY**

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