

**TEXAS A&M UNIVERSITY SAN ANTONIO**  
**SPRING 2025 FEDERAL GOVERNMENT 2305-602 SYLLABUS**  
**Tuesday, 21 January 2025 to Tuesday, 13 May 2025**

**Instructor:** Margaret Richardson, M. A., M. S.  
**Class:** Federal Government 2305-602, CRN 24052

**Email:** [mrichardson@tamusa.edu](mailto:mrichardson@tamusa.edu)  
**Class meets/location:** ONLINE (asynchronous)

**Department Office:** CAB-348

**Department Phone:** (210) 784-2231

**Student Office hours by ZOOM - Meeting ID: 955 2926 4216**

- *Mondays & Wednesdays – 9am to 10:30am & 12pm to 4pm*
- *Tuesdays & Thursdays – 11am to 4pm 30pm to 4pm*
- *Fridays - 12pm to 3pm (depending on professional development or duty hours)*

**\*\*\*ONLINE – INTERNET COURSE.**

This class is an online course – taught asynchronously. There will be no face-to-face or remote learning as all course instruction is done online. Please make sure that THIS is the class that you have registered for.

**\*\*\*THIS COURSE IS “Asynchronous,” – meaning that that this is a fully online class.** In Asynchronous classes, students WILL NOT meet the instructor during a scheduled class time. The communication with the instructor is managed via instructor and student email. Students are responsible for routinely logging into BLACKBOARD to complete assignments by deadlines set by the instructor listed in the course syllabus. **All instruction, activities, and assignments will take place ONLINE.** Communication between the student and instructor is NOT in real time. The timeframe for my response will be outlined in this course syllabus. Please make sure that this is the class that you registered for.

In the syllabus, the instructor establishes classroom management and the guidelines for technology use for the completion of class. For technology support, please contact <https://www.tamusa.edu/information-technology-services/tech-support/itshelpdesk/index.html>. This link takes you directly to the Tech Support page. The phone number and email address are: (210) 784-4357 and [helpdesk@tamusa.edu](mailto:helpdesk@tamusa.edu).

**Course Description and Objectives:**

In this class, we will work on the following themes of Federal Government: origin and development of the U.S. Constitution; the structure and powers of the national government including the legislative, executive, and judicial branches; federalism; political participation; the national election process; public policy; civil liberties and civil rights. This course fulfills the Government/Political Science foundational component area of the core and addresses the following required objectives: **Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.** By the end of the course, you will have a comprehensive understanding of the structure of our federal government and will understand better how government is supposed to work.

**Required Text:** AMERICAN GOVERNMENT: POWER AND PURPOSE, 17<sup>th</sup> Edition

**Authors:** Lowi, Ginsberg, Shepsle, Ansolabehere, and Han

**Publisher:** W. W. Norton & Company, Incorporated

**ISBN:** 9781324039631

\*\*\*The textbook is available for you in Blackboard. Accept the “terms of use” and you should be able to access it.



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**Additional for reference & discussion:**

- Legislative actions by US Congress -- <https://www.congress.gov/>
- American Presidency Project -- <http://www.presidency.ucsb.edu/platforms.php>
- The Texas Tribune -- <https://www.texastribune.org/>
- Bexar County Elections Department -- <https://www.bexar.org/1568/Elections-Department>
- Comal County Elections Department - <https://www.co.comal.tx.us/Elections.htm>
- Kerr County Elections Department - <https://www.co.kerr.tx.us/elections/>

**Expectation of Course Activities - Course Assessments based on a 700-point scale**

Course Requirements	Points
Syllabus & Blackboard Scavenger Hunt Exercise	50
Blackboard Discussion Board "Meeting You"	10
Semester Reflection Assignments (6 at 20 points each)	120
Chapter Assignments (6 at 70 points each)	420
Final Exam	100
<b>Total =</b>	<b>700</b>

**Grade cut offs for all assignments are as follows: 90% for an "A," 80% "B," 70% "C," and 60% "D."**

- 700 - 630 points = A
- 629 –560 points = B
- 559 – 490 points = C
- 489 – 420 points = D
- 419 and below = F

Grade cutoffs for all assignments are 90% for an "A," 80% "B," 70% "C," and 60% "D." Students can get their grades at any time during the semester on Blackboard (visible in our Blackboard class information – listed as "MY GRADES". This link can be found on the navigation list in Blackboard for our class. Assignments will be graded no more than 4 days after the expiration of their original deadlines. Each assignment will have this information listed in its instructions (AND listed in this syllabus and on its schedule).

Any appeals concerning your course grade must be submitted by your official Jagwire email. Also, it is the student's responsibility to immediately notify the instructor of additional accommodation (officially sent to the instructor by email through the Dean of Students Office).

**What happens if a student does not attend class?**

If you do withdraw from the course, you can receive a "W". But you must withdraw from the course prior to the last withdrawal date published in the schedule (included in this syllabus schedule). YOU must submit a withdrawal request in ACES via the "student course withdrawal" link. Contact your advisor, or the Admissions and Records office if guidance is needed.

If you do not withdraw from the course but stop attending (or miss more than 4 scheduled assignments to be submitted in a row), you can be dropped from this course. If you stay in class but do not submit more than a few assignments, you will receive an "F" for the course. Failure to officially withdraw may result in a failing grade for the course. It is the student's responsibility to withdraw officially from a class by speaking with their advisor or notifying the instructor that they wish to drop the class (within TAMUSA guidelines). It is up to YOU to stay informed and in communication with your instructor. You must keep up with every assignment for this class. If there is an issue that may be an obstacle to your participation in class, then please let me know so that I can assist you.

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**Disability Accommodations**

It is the student's responsibility to immediately notify the Disability Support Services office for any official accommodation needed for the student. The sooner the request by the student is made, the sooner a letter of accommodation will be sent by DSS to the instructor for the class. The letter will describe what the accommodation is, and how to make it accessible as soon as possible. But any official documentation must be sent from DSS so that the instructor is informed. Once received by the instructor, the accommodation will be discussed with the student to ensure that we both understand what they are and how to implement them in class.

DSS can be reached at the following contact information:

Central Academic Building, room 210

(210) 784-1335

Fax: (210) 784-1340

Hours: Monday-Friday 8:00am-5:00pm; After hours by appointment only

**Accessibility Issues**

For best results to access our class information ON BLACKBOARD, use the one of the following browsers – Google Chrome, Mozilla Firefox, Microsoft Edge or Safari (if you have a MAC). You can access Blackboard through your smartphone, tablet, or pad. All assignments will be submitted on Blackboard (never by email). It is advised to use a laptop or desktop computer to log into Jagwire and then Blackboard instead of using the Blackboard. The app may be problematic and could result in an assignment submission not being received. If this happens, you will not receive another opportunity to submit your assignment.

It is your responsibility to ensure that you always have access to Jagwire and Blackboard. Make sure that you have a backup (a plan B just in case you lose access, or your computer fails – perhaps use the campus computer lab or personal device). This may not mean much now, but it may later. If you have any issues with accessing In case you need assistance with Blackboard and/or Jaguar, here is the contact for you to contact Technical Support at TAMUSA: <https://www.tamusa.edu/information-technology-services/tech-support/itshelpdesk/index.html>. This link takes you directly to the Tech Support page. Here is the phone number and email address: (210) 784-4357 and [helpdesk@tamusa.edu](mailto:helpdesk@tamusa.edu)

**-- SPRING 2025 SEMESTER: ASSIGNMENT DESCRIPTIONS --**

**1. Syllabus & Blackboard Scavenger Hunt Exercise**

This assignment is an **attendance verification activity assigned to completed by the Census date**. The Syllabus & Blackboard Scavenger Hunt Exercise is done specifically to ensure that you are participating in this class. It counts as the first attendance check-in of the semester. The Census date is Wednesday, 5 February 2025. **It is to get you to read the syllabus and make sure that you are aware of what the expectations of this class are. The Syllabus & Blackboard Scavenger Hunt Exercise is the first assignment and will open at 12am on Tuesday, 21 January 2025. It is worth fifty (50) points and will be due by 5pm on Saturday, 25 January 2025. This assignment is unique in that there is no extension (no late work will be accepted) and by not completing this important assignment, it could result in being dropped from this course.** However, if you withdraw from class, it is YOUR responsibility to verify that it is completed.

**2. Introduction on Blackboard Discussion Board**

This is a fast and easy way to introduce yourself to your classmates. On the navigation list in our Blackboard class information. Go to the "Discussion Board" feature. Once you click on that link, you will be taken to the FORUM page where you will find a message from me to the class. Leave a message for your fellow classmates. This is worth 10 points. I added this feature as an easy way to bring your eyes to a tool that we can use in class to communicate and stay in touch throughout the next 16 weeks. If it works, we may use this for extra credit assignments in discussion board form – which usually have great conversations!! This assignment

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should be done in the first days of the semester. If this works well, then we can use it for extra credit assignments in discussion board form. The deadline on it is no later than 10pm on Friday, 31 January 2025 (no extension).

### **3. Semester Reflection Assignments**

There are six (6) semester reflections to be done (one reflection assignment done every other week). These assignments allow for the student to provide your feedback – questions, comments, concerns, and suggestions for what we will do in class. The reflection assignments automatically open at 12am on Tuesday, 21 January 2025. But each reflection assignment **HAS ITS OWN HARD DEADLINE (STATED IN THE SYLLABUS SCHEDULE)**. Please be careful with these assignments as they are used solely for feedback about the content that we have done for the period that each reflection covers. Do not sleep on these assignments – they tend to be the easiest of assignments on our schedule.

Doing each of these assignments is mandatory and on their own time schedule (they each have their own due dates within a limited amount of time as instructed on our syllabus). The check-ins are done every other week...**Each reflection assignment is worth twenty (20) points for a total of 120 points. An extension for all reflection assignments will be open until 10pm on Wednesday, 30 April 2025. However, this will come with a 4-point deduction off the top for late reflection assignments.** After the assignment extension deadline ends, no late reflection assignment will be accepted - no exceptions.

### **4. Chapter Assignments**

There are six (6) regular assignments, each that will focus on a respective chapter. There is a lecture and (in most cases a video) included for the support of the textbook chapter. The videos are a resource to help you – to demystify the more difficult themes in class as well as provide you with some amazing facts on the Federal Government – how and why we have the structure that we do. The videos will help make the topics easier to understand. But there are a couple of the videos that will be the primary focus of an assignment.

There are a few assignments that are attached to bigger videos. Each of these assignments are marked on the Syllabus and in Blackboard according to the order of chapters each week. To complete one of these assignments, you will have to watch a video and then complete questions that focus on the video in connection to the chapter featured for that week. Links to these larger videos will be included in their appropriate assignments for easier access. Please make sure to number your answers according to the questions they respond to. Following the instructions of each assignment will ensure that you receive full credit for the assignments when graded.

The chapter assignments automatically open at 12am on Tuesday, 21 January 2025. But each chapter assignment **HAS ITS OWN HARD DEADLINE (STATED IN THE SYLLABUS SCHEDULE)**. While it is preferable for you to complete these assignments according to their respective deadlines, the due dates are different and are non-negotiable. So, it is to your benefit and your responsibility to get the assignments done by their respective due dates. **Each chapter assignment is worth seventy (70) points for a total of 420 points. An extension for all chapter assignments will be open until 10pm on Wednesday, 30 April 2025. However, this will come with a 10-point deduction off the top for late chapter assignments. After the assignment extension ends, no late chapter assignments will be accepted - no exceptions.**

### **5. Spring 2025 Semester Final Exam**

**There will only be one exam this semester – the Final Exam.** It will be a cumulative exam that will cover several topics as discussed, this semester. It is worth 100 points. The format of the Final Exam will be in multiple choice and true/false format. ***The instructions for the final exam will be rolled out to the class on Monday, 31 March 2025.*** This will allow you the time and space to prepare for the final exam.

***The final exam will open at 12am on Thursday, 1 May 2025 and will stay open until 5pm on Thursday, 8 May 2025.*** It will not be timed, so this should allow students to take the final exam without rushing through it. **The time for the Final Exam will not be**

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**extended, so make sure that you are able to complete it as scheduled.** As this is given at the very end of the semester, there is little room to schedule a make-up opportunity. ***It is the student's responsibility to contact the instructor to schedule a make-up.*** Any requests for a make-up to the Final Exam must be accompanied by official documentation (doctor's note, work notice, jury summons, etc....) before any request is confirmed. The make-up will only be open for a limited time – you will lose 20% of the points available for every day it takes you to get the Final Exam Essay submitted after its original deadline. But no late Final Exam Essay will be ***allowed after Saturday, 10 May 2025 – no exceptions.***

**\*\*\*FYI: For your information - Resources (lectures & videos)**

The textbook publisher includes extra resources with the textbook and lectures. The extra resources may feature assignments or chapter quizzes designed to assist the student better understand a chapter. You are welcome to complete these extra assignments. But none of them will be graded or included in our grading this semester. **The only assignments you will be expected to complete for a grade are those specifically listed in this syllabus schedule and found on the Assignments page in Blackboard.**

**Also, I have also included a resource page for you on Blackboard regarding videos to help you better understand the lectures and textbook chapters.** Every week, we will focus on a new chapter. Attached to each chapter is a lecture from the original version of the textbook. The lectures are easy to follow. There is also at least one introductory video that describes the information provided in each chapter. Most of the videos are short (no more than 10 minutes in length each) and make it easier to understand the content covered by the chapter and lecture.

**\*\*\*FYI: For your information - Weekly Assignment & Reflection Deadline Extension**

***An extension for all chapter & reflection assignments will be open until 10pm on Wednesday, 30 April 2025. However, this will come with a (ten) 10-point deduction off the top for late chapter assignments and a (three) 3-point deduction for late reflection assignments.*** Please adhere to the instructions listed in each assignment. Submit all assignments in a Word document ONLY – never in any other form UNLESS otherwise instructed. But no weekly or reflection assignment will be accepted after that deadline extension. Any missing weekly and reflection assignments will automatically be given a "0".

**-- SPRING 2025 SEMESTER: CLASS EXPECTATIONS --**

**No student can pass the course without completing ALL assignments and exams.** One's inability to plan for class does not constitute an emergency for me. Waiting to contact me if there is an issue does not help you – instead, it eats up necessary time for you to get the assistance that you need to complete the assignments. Please plan accordingly as there is an assignment each week. Let me know if there are any issues so that we can see what adjustments can be made to help.

There will be a brief assignment extension period for all chapter and reflection assignments. This is to allow for you to get in late assignments if needed. However, turning in a late assignment comes with a penalty of an automatic deduction of points for the late submission the late assignment is graded for content. Although it is not the best circumstance, IT DOES allow for you to still turn in an assignment late and it be accepted and graded... After the assignment extension deadline ends, late work will not be accepted – no exceptions.

I would like to help as much as I can. But communication must flow in both directions. Please email me so that I can provide help with your assignments or on other issues. Waiting until the last minute to submit your assignment or ask for help after a deadline takes away your ability to get help and adjust when if possible.

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Finally, I will not tolerate frivolous requests for regrades (e.g., requests of the “I need a good grade to go [business/law/med] school!” or of the “I need a good grade because I’m on probation!” variety). Caring about your grades should be practiced all semester, not just at the end of the semester. I do not grade on a curve so the grade you receive will be for the work you have done.

**Artificial Intelligence Statement: Is AI-generated work accepted in this class? NO.**

In all academic work, the ideas and contributions of others must be appropriately acknowledged (cited in the body of the essay or work, and on the Works Cited page). Since writing, analytical, and critical thinking skills are part of the learning outcomes of this course. Developing strong competencies in writing, analytical and critical thinking skills will prepare you for a competitive workplace. **All work done for this class and presented as your work must be original (meaning that it must be YOUR WORK).**

**Therefore, AI-generated submissions are not permitted and will be treated as plagiarism. If this occurs, you will receive a zero for the assignment without a second chance to re-do it.** Using an AI-content generator (examples listed below) to complete submitted coursework (even with proper attribution or authorization) is a form of academic dishonesty. If you are unsure about whether something may be plagiarism or academic dishonesty, please contact your instructor to discuss the issue.

Violation of the policies listed in this syllabus related to the use of Artificial Intelligence tools (AI) to produce academic work may result in an Academic Integrity violation per Alamo Colleges District procedure F.4.2.2.- Academic Integrity. Examples include, but are not limited to the following: ChatGPT, GPT, DALL-E, Stable Diffusion, Midjourney, GitHub Copilot, Elicit, etc. The faculty reserves the right to use Artificial Intelligence (AI) detection software to find instances of AI-generated content in student submissions.

**Academic Dishonesty & Misconduct**

Academic dishonesty (or academic misconduct) refers to deceitful or misleading behavior in an academic setting. Academic dishonesty can occur intentionally or unintentionally and varies in severity. It can encompass paying for a pre-written essay or assignment; using an assignment from a previous class for this class; cheating on an exam; stealing someone else's work without proper credit (plagiarism); submitting an assignment using AI; submitting a "clean essay" with no references used or cited (plagiarism); working with someone on an assignment that is supposed to be done individually and sharing answers (to where the answers are identical word for word); committing plagiarism; or signing in for someone else (that is absent in class).

Consequences of academic dishonesty depend on the severity of the offense; the instructor's syllabus policy and SPC's institutional policy. Please be advised that possible consequences can range of receiving at least one of the following actions:

- receiving a warning
- receiving a zero on that assignment
- doing that assignment over (for a lower grade)
- failing the course
- being reported to your advisor and/or chair of the department
- being expelled from SPC.

For students, academic dishonesty impacts your reputation and future college record, leading others to doubt your future work. If you are unsure about something, please come to the instructor so that the matter can be clarified. If at all possible, let us avoid the possible trouble that can be opened up with this misconduct and behavior.

**RESPECT FOR EACH OTHER**

Please use respectful language in all correspondence with me, in any class discussion posts as well as assignments. There is a **zero-tolerance policy** in my class regarding racism, sexism, homophobia, xenophobia, or any other highly offensive or violent



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rhetoric. As our class is about the Federal government, I expect the conversation to be spicy... especially as we approach another busy Congressional session.

I have learned that students have great insight, and I try to provide the space for everyone to be able to share their opinion and listen to your fellow students. Topics may get sensitive - we will touch on government topics that are historical or current connected to the course material (textbook and lectures). We will also have videos available for several of these course topics and there may be footage that may be sensitive.

I want to encourage you to speak your mind in class as well as to be respectful of each other. We may get uncomfortable talking about a topic, but the goal is to explore government and do your own research to be better informed. HOWEVER, everyone is expected to give respect for others as you request respect from others.

As your instructor, I will respect the dignity and essential worth of all individuals; will promote a culture of respect for the TAMUSA community; respect the privacy, property, and freedom of others; reject bigotry, discrimination, violence, or intimidation of any kind; practice personal and academic integrity and expect it of others; and promote the diversity of opinions, ideas, and backgrounds, which is the lifeblood of this university. I expect the same of each student in the class for themselves and your classmates.

### **STUDENTS WITH DISABILITIES**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disability. If you believe you have a disability that may require accommodation, please contact Disability Support Services for the coordination of services. DSS is located on the first floor of the Main Campus building (Room 127) and on the Brooks City-Base Campus in Room 149. The phone number for DSS is 210-784-1335.

### **COUNSELING RESOURCES**

There may be times when personal stressors interfere with your academic performance and/or negatively impact your daily functioning. If you or someone you know is experiencing life stressors, emotional difficulties, or mental health concerns at TAMUSA, ***please contact the Student Counseling Center (SCC) located in Modular C, Room 166 (Rear entrance) or call 210- 784-1331 Monday through Friday between the hours of 8am and 5pm. All mental health services provided by the SCC are free, confidential (as the law allows), and are not part of a student's academic or university record.***

SCC provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services. For more information, please visit [www.tamusa.edu/studentcounseling](http://www.tamusa.edu/studentcounseling). ***In a crisis, please walk-in to the Student Counseling Center (SCC) any time between the hours of 8am and 5pm Monday – Friday, to be seen by a clinician. For after-hours support, call 210-784-1331. Contact UPD at 911 if harm to self or harm to others is imminent.***

### **INSTRUCTOR CONTACT POLICY AND EMAIL ETIQUETTE**

I am available by email until 8pm on weekdays (Monday through Friday). On the weekend, I will do my best to respond to emails within 48 hours of receiving an email. I expect that when you send me an email message, it comes with a proper greeting and closing and from your official Jaguar email address. Thus, to get a response, you should:

- 1) Send your email ONLY from your official recognized TAMUSA email. I will not respond to a personal email...
- 2) Have a clear explication of your question/issue/problem (This book had me ROTFL—is unclear)
- 3) Include a proper closing with your name (Thank you/Best/Something like this, John).

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All correspondence between professors and students must occur via university email accounts. You must have a TAMUSA Jagwire email account ready and working. If it is not working, contact the help desk at [sahelp@tamusa.tamus.edu](mailto:sahelp@tamusa.tamus.edu) or at 210-784- 4357. If you do not hear back from them within 48 hours, contact them again. They have a lot of requests during the first part of the semester, so you may need to check up on them. I

Always keep a copy of the syllabus with you. It contains everything you will need to complete the assignments for this semester. Also, I will distribute course materials, including announcements and updates, via Blackboard, so I encourage you to log in to that system **at least twice per week to stay updated on our class**. I will not answer questions about what we went over in class on the days you missed as the syllabus and our Blackboard class information is provided in full to you.

**ASSIGNMENT SUBMISSION:**

All written submissions should be submitted in a font (preferably 12-inch font) and page set-up with one-inch margins all around. Please post your answers in black, not in any other color... Also, it is recommended that students adhere to a consistent format as follows:

- All assignments (including exams) are to be submitted via Blackboard as instructed by each assignment. No assignment will ever be accepted by email.
- Typewritten in New Times New Roman or similar 12-point font. Page margins Top, Bottom, Left Side and Right Side = 1 inch, with reasonable accommodation being made for special situations and online submission variances.
- When responding to the assignments, you do not have to code your responses. Please number your responses according to the question it answers. If you are doing a chapter assignment with a series of questions, **DO NOT** place your answers to the assignment in one big paragraph or in essay form for me to decipher which response answers goes to the right question. If you submit an assignment in this way, you will lose 50% of the points eligible for that assignment... Follow the instructions of each assignment...
- Submissions are to be made by Word document. If you use PDF, **PLEASE** let me know **BEFORE** submitting your assignment so that I can ensure that I have received it and can access your assignment to grade. **If there is an issue with the receipt of your submission, I will only ask you for an updated submission ONCE.** If it is not received by the due date, you will automatically receive a zero "0".
- **PLEASE BE ADVISED:** do not submit your assignments in any other form or by email as there may be an issue with my accessing your submission on my end. You will only receive one (1) attempt to submit your assignment. **Make sure to submit the correct response to each assignment.** Please make it count as you will receive a ZERO if you submit the assignment in the wrong form or I cannot access it. Following instructions is a part of a successful assignment submission.
- Please let me know if you have any issues **BEFORE** a due date so that together, we can work through the issue. Your success in class is important to me, but it must also be important to you. Let's work together so that you can pass this course!

**JAGUAR WRITING CENTER**

The Jaguar Writing Center provides writing assistance to graduate and undergraduate students. Writing tutors work with students to develop reading skills, prepare oral presentations, plan, draft, and revise their written assignments. Students can make individual or group appointments with a writing tutor. The Writing Center has two locations:



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- ✓ Central Academic Building, Suite 208 and Brooks City-Base, Room 104. Both locations can be reached by email at [tutoring@tamusa.edu](mailto:tutoring@tamusa.edu) or call (210) 784-1332. Appointments can also be made through JagWire using TutorTrac which is found under the services tab.

**COURSE POLICIES: *Best practices on how to pass this course –***

1. **THIS IS AN ONLINE COURSE.** It is your responsibility to ensure that your Jaguar email and Blackboard are working – not just to submit assignments but to also access the textbook and other material for this class.
2. **COMPUTER REQUIREMENTS:** Use a desk or laptop computer to log into Blackboard to submit assignments (please review the assignment submission information above to comply with those instructions). Blackboard works better on Chrome, Mozilla Firefox, or Safari browsers. If you use a smart phone, an I-pad, tablet, or application, but make sure to check with me *BEFORE THE DUE DATE* to ensure that your assignment has been submitted and received on my end. After the due date has passed, if an assignment is submitted that I do not receive or cannot open on my end, you may not be asked to re-submit it. You will instead receive a “zero” for the missing assignment.
3. **TAMUSA TECH SUPPORT:** In case you need assistance with Blackboard and/or Jaguar, here is the contact for you to contact Technical Support at TAMUSA: <https://www.tamusa.edu/information-technology-services/tech-support/itshelpdesk/index.html>. This link takes you directly to the Tech Support page. Here is the phone number and email address: (210) 784-4357 and [helpdesk@tamusa.edu](mailto:helpdesk@tamusa.edu).
4. **INSTRUCTOR OFFICE HOURS:** I will hold office hours on ZOOM this semester, beginning on Tuesday, 21 January 2025. The Meeting ID is 955 2926 4216. I am also available by email at [mrichardson@tamusa.edu](mailto:mrichardson@tamusa.edu). Please feel free to drop in and introduce yourself or receive assistance for an assignment. Here is my office hours schedule:
  - **Mondays & Wednesdays** – 9am to 10:30am & 12pm to 4pm
  - **Tuesdays & Thursdays** – 11am to 4pm 30pm to 3pm
  - **Fridays** - 12pm to 3pm (depending on professional development or duty hours)
5. **CLASS COMMUNICATION:** You may be emailed throughout the week with information regarding class related topics like the assignments and announcements, as well as the Zoom information so that students can drop in to ask questions or discuss issues with the assignments. If you are not available, then I am also reachable by email and Blackboard messages/chat daily Monday through Friday. Please note however that any email sent to me after 8:00pm will not be answered until the next day after I have completed my classes scheduled. On the weekends, On the weekend, it may take up to 48 hours to respond after I have received your email.
6. **THE SYLLABUS:** Keep up with the syllabus and the dates of each assignment. Make a copy of it and keep it with you, place the dates of each assignment on your calendar. But please be advised: I will not answer emails regarding what a student may have missed if they were not able to participate in an assignment. Our syllabus and your Blackboard include a schedule with every assignment and instructions.
7. **Complete and submit all assignments in Blackboard on time as instructed.** Each chapter AND reflection assignment have its own individual deadline. ***An extension for all chapter & reflection assignments will be open until 10pm on Wednesday, 30 April 2025. However, this will come with a (ten) 10-point deduction off the top for late chapter assignments and (three) 3-point deduction for late reflection assignments.*** Please adhere to the instructions listed in each assignment. Submit all assignments in a Word document ONLY – never in any other form UNLESS otherwise instructed.

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8. **There may be extra credit offered during the semester but details of how it may be used will be determined at the instructor's sole discretion.** DO NOT depend on the offering of extra credit to help build your grade. Your adherence to our syllabus and assignment completion should be practiced throughout the semester.
9. **It is okay to advocate for yourself. I want to assist you as much as I can, but it only goes so far – students will have to meet me halfway. Do the work and do not hesitate to let me know when you need help.** It ties my hands if you wait too long to ask for help as a deadline passes (I know that we all procrastinate but doing so for each assignment may eat away time needed to get assistance on an assignment). Missing a deadline; submitting an incomplete/incorrectly done assignment or submitting an assignment in the wrong place are not emergencies for me.
10. **Communication is key and must FLOW BOTH WAYS.** This is not for me to get up into your business... rather an opportunity for us to get ahead of a concern and allow me the chance to help you if I can. Let me know if something happens that may hinder your ability to participate for this class (assistance done on a case-by-case basis).
11. **Respect for each other is expected.** Inappropriate behavior and disrespect are not welcomed. It will result in an immediate end to the conversation and/or removal from class. I ask for all students to respect each other's opinions. It is okay if we disagree, but we can do so respectfully. If there is a point of disagreement, please refrain from mocking each other. Let me know so that I can address it. Please remember that as you wish for respect to make your comment you must also respect that right of others.
12. **Please consult the TAMUSA policy for student responsibilities for attendance/participation.** This is in part for attendance/participation and acknowledgement of the class syllabus. This information provides not just attendance verification but also informs the student of the expectations and assignments scheduled for this class. Ultimately, **it is the student's responsibility to ensure that you complete each assignment as scheduled (within each described deadline).** Students can be dropped from class for a lack of assignment participation (especially when there is no communication from you to explain why).
13. **Late assignment extension deadline:** There is an extension deadline for every chapter and reflection assignment to assist you in case you miss the original deadline of an assignment. But it comes with a penalty before the assignment is graded for content. **This extension deadline for the chapter and reflection assignments end at 10pm on Wednesday, 30 April 2025. However, do not allow the extension to lull you into a false sense of security that may result in running out of time to get the assignments completed and submitted. Only use it when you must, but not as a crutch. Ten (10) points will automatically be deducted from any late chapter assignment. Four (4) points will be deducted for any late reflection assignments.** Under this guideline, at least a late submission may still be accepted and graded for some credit. But after the extension deadline is over, no late work will be accepted or graded - no exceptions. All missing assignments will receive a "zero".
14. **Do not wait until the end of the semester to worry about your grade. Adherence to the syllabus for all assignments should be practiced during the entire semester. Every point counts!!** The grade you are given is the grade you will have earned by the work you have done throughout the semester. I do not grade by curves, and I will not add points that have not been earned to boost a grade. I will **NOT** haggle over grades or tolerate frivolous requests for re-grades (e.g., requests to boost the grade beyond the work you as the student has already submitted for a grade). It is up to you to maximize whatever assignment/extra credit opportunities you receive. **Keeping up with ALL assignments and caring about YOUR grade should be practiced throughout the semester. Care enough about your grade to put your best effort into EVERY ASSIGNMENT...**not just at the end of the semester.
15. **ACCESSING YOUR GRADES:** Your grades will be posted on the "MY GRADES" page in our Blackboard class information **no later than 4 days after each hard deadline has closed.** The grade for each assignment will immediately be available to you. If points have been deducted from an assignment, a message will be left for you in the assignment's comments section to explain

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why. The “MY GRADES” page will also have the assignments listed and their respective grade as each original deadline closes. You can find the “MY GRADES” page on the navigation list in our Canvas class information. For those who miss the original deadline, I will send you a reminder that the assignment is still open for your late submission. It allows for late assignments to still be submitted and graded for credit (so long as it is done by the assignment extension deadline). The assignments are done as they are listed in the Syllabus Schedule. You have the option to begin assignments sooner or later. But it is up to you to keep up with the Semester Syllabus for each assignment throughout the semester.

16. **Follow instructions and ask for clarification BEFORE submitting an assignment.** Read the instructions for each assignment (and questions as well). Please make sure to number your answers according to the questions they respond to. Answer a question in its entirety. Do not post a one-sentence response for a question that asks for more information. **This may sound silly but do not give a partial response to a question or half do an assignment and expect to receive full credit.** That is where I usually see students lose points – because they were speeding through the assignments and missed questions or did not follow the instructions to a question. Partial responses/work will result in partial credit. Also, make sure that you follow each assignment’s instructions (for format and details on how to submit). For instance - if the assignment is a chapter assignment with chapter questions, then make sure that each response is numbered according to the assignment. **DO NOT submit your answers to the short answer questions in bullet points or one big paragraph/essay form if the assignment does not call for it. This DOES NOT follow the instructions of the assignment. I will not dissect your submission to make sure that you answered each question. I will automatically deduct half of the points that assignment is worth OFF THE TOP (before it is graded for content).** It is unfair to other students to allow a student's incorrect submission to receive full points while everyone else was able to follow the proper instructions.
17. **Have fun, enjoy the journey, and let me know if you need assistance!**

**SPRING 2025: TAMUSA IMPORTANT DATES FOR YOU TO REMEMBER**

\*\*\*Place these dates on your calendar to remind you on what’s going on for this semester...

- **Classes begin** – Tuesday, 21 January 2025
- **Census Date** – Wednesday, 5 February 2025
- **Midterm Grading Period** – Monday, 24 February 2025 to 7 March 2025
- **Spring Break** – Monday, 10 March 2025 to Saturday, 15 March 2025 (CAMPUS CLOSED - NO CLASS)
- **Study Day (no classes)** – Friday, 18 April 2025
- **Last day to drop with an automatic “W”** – Monday, 21 April 2025
- **Last day to withdraw from the university** – Monday, 28 April 2025
- **EXTENSION DEADLINE for late assignments** – **Wednesday, 30 April 2025 by 10pm**
- **Our last day of scheduled class of the semester** – Monday, 5 May 2025
- **Study Day (no class)** – Tuesday, 6 May 2025
- **FINAL EXAM FOR OUR CLASS – 12am Thursday, 1 May 2025 to 5pm Thursday, 8 May 2025**
- **End of Spring 2025 Semester** – Tuesday, 13 May 2025

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**SPRING 2025 SEMESTER COURSE SCHEDULE**

**This schedule is subject to change at my discretion. Students will be immediately notified of any changes.**

Week 1: Tuesday, 21 January 2025

First week -- Class Introduction & Expectations

Get familiar with Syllabus and Blackboard so that you know where everything is for our class!!

- ✓ **Blackboard Discussion Board Forum: "Meeting you"** - opens at 12am on Tuesday, 21 January 2025 and is due by 5pm on Saturday, 25 January 2025 (NO EXTENSION).
- ✓ **Syllabus & Blackboard Scavenger Hunt Exercise** – opens at 12am on Tuesday, 21 January 2025 and is due by 5pm on Saturday, 25 January 2025 (NO EXTENSION).

Week 2: Monday, 27 January 2025

READ CHAPTER 1: FIVE PRINCIPLES OF POLITICS

PBS Crash Course video: *American Revolution: Tea, Taxes & The American Revolution* -

<https://youtu.be/HIUjSBXQHCw>

PBS Crash Course video: *American Revolution: Who Won the American Revolution?* -

<https://youtu.be/3EiSymRrKI4>

Chapter 1 textbook lecture

Watch video: PBS *Frontline Documentary – American Voices: A Nation in Turmoil* -

<https://www.pbs.org/wgbh/frontline/film/american-voices/>

- ✓ **Chapter 1 Assignment** - opens at 12am on Tuesday, 21 January 2025 and is due by 10pm on Saturday, 1 February 2025. Can submit late until assignment extension deadline of 10pm on Wednesday, 30 April 2025.

Week 3: Monday, 3 February 2025

**\*\*\*Wednesday, 5 February 2025 – CENSUS DATE**

READ CHAPTER 2: CONSTRUCTING A GOVERNMENT: THE FOUNDING & THE CONSTITUTION

PBS Crash Course video: US Constitution - <https://youtu.be/r161cLYzuDI>

PBS Crash Course video: Constitutional Compromises - <https://youtu.be/J0qosGXSqsl>

Chapter 2 textbook lecture

- ✓ **Semester Reflection #1: Class Introduction & Federalism** - opens at 12am on Tuesday, 21 January 2025 and is due by 10pm on Saturday, 8 February 2025. Can submit late until assignment extension deadline of 10pm on Wednesday, 30 April 2025.

Week 4: Monday, 10 February 2025

READ CHAPTER 3 – FEDERALISM & THE SEPARATION OF POWERS

PBS Crash Course video: *Emerging Politics* - <https://youtu.be/r161cLYzuDI>

PBS Crash Course video: *Federalism* - <https://youtu.be/J0qosGXSqsl>

Chapter 3 textbook lecture

- ✓ **Chapter 3 Assignment** – opens at 12am on Tuesday, 21 January 2025 and is due by 10pm on Saturday, 15 February 2025. Can submit late until assignment extension deadline of 10pm on Wednesday, 30 April 2025.

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Week 5: Monday, 17 February 2025

READ CHAPTER 4 – CIVIL LIBERTIES

PBS Crash Course video: *Civil Liberties & Rights*

PBS Crash Course video - Civil Liberties & Rights: <https://youtu.be/kbwsF-A2sTg>

Chapter 4 textbook lecture

- ✓ **Semester Reflection #2 Assignment Protections of the US Constitution** – opens at 12am on Tuesday, 21 January 2025 and is due by 10pm on Saturday, 22 February 2025. Can submit late until assignment extension deadline of 10pm on Wednesday, 30 April 2025.

Week 6: Monday, 24 February 2025

READ CHAPTER 5 – CIVIL RIGHTS

PBS Crash Course video - Civil Rights: <https://youtu.be/S64zRnnn4Po>

PBS Crash Course video - Equal Protection: <https://www.pbs.org/video/crash-course-government-29/>

Chapter 5 textbook lecture

- ✓ **Chapter 5 Assignment** - opens at 12am on Tuesday, 21 January 2025 and is due by 10pm on Saturday, 1 March 2025. Can submit late until assignment extension deadline of 10pm on Wednesday, 30 April 2025.

Week 7: Monday, 3 March 2025

READ CHAPTER 6 – CONGRESS: THE FIRST BRANCH

PBS Crash Course video: *The Bicameral Congress* - <https://youtu.be/n9defOwVWS8>

Schoolhouse Rock video: *I'm Just a Bill* - <https://youtu.be/tyeJ55o3EI0>

Chapter 6 textbook lecture

- ✓ **Semester Reflection #3: Civil Liberties & Civil Rights** - opens at 12am on Tuesday, 21 January 2025 and is due by 10pm on Saturday, 8 March 2025. Can submit late until assignment extension deadline of 10pm on Wednesday, 30 April 2025.

Week 8: Monday, 10 March 2025

**\*\*\*SPRING BREAK – CAMPUS CLOSED (NO CLASS, NO ASSIGNMENTS FOR THIS WEEK) ENJOY!!**

Week 9: Monday, 17 March 2025

READ CHAPTER 7: THE PRESIDENCY AS AN INSTITUTION

Watch video: 2024 President's State of the State Address - <https://www.youtube.com/live/nFVUPAEF-sw?si=pl5gmahJMX6vVDvo>

PBS Crash Course video - Presidential Power 1: <https://youtu.be/5l02sK5LovI>

PBS Crash Course video - Presidential Power 2: <https://youtu.be/fnHb-zyWh14>

Chapter 7 textbook lecture

- ✓ **Chapter 7 Assignment** - opens at 12am on Tuesday, 21 January 2025 and is due by 10pm on Saturday, 22 March 2025. Can submit late until assignment extension deadline of 10pm on Wednesday, 30 April 2025.

Week 10: Monday, 24 March 2025

READ CHAPTER 8: THE EXECUTIVE BRANCH



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PBS Crash Course video: *Bureaucracy Basics* - [https://youtu.be/l8EQAnKntLs?si=mMSSwz-ySAogIK\\_x](https://youtu.be/l8EQAnKntLs?si=mMSSwz-ySAogIK_x)

PBS Crash Course video: *Types of Bureaucracies* - <https://youtu.be/tlvUo3bP4Eo?si=Aq6tYP1pSaZq7Poz>

Chapter 8 textbook lecture

- ✓ **Semester Reflection #4 – The Presidency & Executive Branch** - opens at 12am on Tuesday, 21 January 2025 and is due by 10pm on Saturday, 29 March 2025. Can submit late until assignment extension deadline of 10pm on Wednesday, 30 April 2025.

Week 11: Monday, 31 March 2025

\*\*\*\***INSTRUCTIONS & STUDY GUIDE for FINAL EXAM opens at 12am on Monday, 31 March 2025**

READ CHAPTER 9: THE FEDERAL COURTS

PBS Crash Course video: *The Legal System Basics* - <https://youtu.be/lGyx5UEwgtA>

PBS Crash Course video: *Structure of the Court System* - <https://youtu.be/mXw-hEB263k>

Chapter 9 textbook chapter

- ✓ **Chapter 9 Assignment** opens at 12am on Tuesday, 21 January 2025 and is due by 10pm on Saturday, 5 April 2025. Can submit late until assignment extension deadline of 10pm on Wednesday, 30 April 2025.

Week 12: Monday, 7 April 2025

READ CHAPTER 11: ELECTIONS

PBS Crash Course video - *Election Basics* - <https://www.pbs.org/video/crash-course-government-and-politics-36/>

PBS Crash Course - *Political Campaigns* - <https://www.pbs.org/video/crash-course-government-and-politics-39/>

PBS Crash Course - *How Voters Decide*: <https://www.pbs.org/video/crash-course-government-and-politics-38/>

Chapter 11 textbook lecture

Video: PBS Frontline Documentary “Trump’s Road to the White House” - <https://www.pbs.org/wgbh/frontline/film/trumps-road-to-the-white-house/>

- ✓ **Semester Reflection #5 – The Judiciary & Elections** - opens at 12am on Tuesday, 21 January 2025 and is due by 10pm on Saturday, 12 April 2025. Can submit late until assignment extension deadline of 10pm on Wednesday, 30 April 2025.

Week 13: Monday, 14 April 2025

READ CHAPTER 12 – POLITICAL PARTIES

PBS Crash Course video: *Political Parties* - <https://youtu.be/VEmOUHxessE>

PBS Crash Course video: *Interest Groups* -

<https://youtu.be/bOvBA7ollgc>

Chapter 12 textbook lecture

Video: Texas Tribune – *Special Interest Ads* - <https://youtu.be/W6BzRh535Cw>

- ✓ **Chapter 12 Assignment** - opens at 12am on Tuesday, 21 January 2025 and is due by 10pm on Saturday, 19 April 2025. Can submit late until assignment extension deadline of 10pm on Wednesday, 30 April 2025.

Week 14: Monday, 21 April 2025

READ CHAPTER 10 - PUBLIC OPINION

PBS Crash Course video: *Public Opinion* - <https://youtu.be/WJLDgb8m3K0>



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Chapter 10 textbook lecture

Video: PBS Frontline Documentary - Trump's Road to the White House - <https://youtu.be/SMwXKI0odq8?si=YtsisBmum7Uvdpfv>

- ✓ **Semester Reflection #6 Assignment** - opens at 12am on Tuesday, 21 January 2025 and is due by 10pm on Saturday, 26 April 2025. Can submit late until assignment extension deadline of 10pm on Wednesday, 30 April 2025.

Week 15: Monday, 28 April 2025

READ CHAPTER 14 – THE MEDIA

PBS Crash Course video: *The Media Institution* - <https://youtu.be/6F0g4N415uw>READ

Chapter 14 textbook lecture

**\*\*\*FINAL EXAM opens at 12am on Thursday, 1 May 2025....**

**\*\*\*ASSIGNMENT EXTENSION DEADLINE – all late chapter and reflection assignments are due by 10pm on Wednesday, 30 April 2025.** There will be an automatic (ten)10-point deduction from late chapter assignments and a (three) 3-point deduction from late reflection assignments. Once this deadline expires, no other late assignments in any form will be accepted – no exceptions.

Week 16: Monday, 5 May 2025 -- LAST WEEK OF CLASS

**\*\*Last day of class – Monday, 5 May 2025**

READ CHAPTER 15: Economic Policy

PBS Crash course video – Monetary & Fiscal Policy - <https://youtu.be/6F0g4N415uw>

Chapter 15 textbook lecture

**\*\*\*Final Exam closes for our class at 5pm on Thursday, 8 May 2025...**

Week 17: Monday, 12 May 2025 – LAST WEEK OF SPRING 2025 SEMESTER

**\*\*\*End of Spring 2025 Semester – Tuesday, 13 May 2025**

**--- IMPORTANT POLICIES AND RESOURCES ---**

**Academic Accommodations for Persons with Disabilities:** The Americans with Disabilities Act Amendments Act (ADAAA) of 2008 and the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights protection for persons with disabilities. Title II of the ADAAA and Section 504 of the Rehabilitation Act require that students with disabilities be guaranteed equal access to the learning environment through the provision of reasonable and appropriate accommodation of their disability. If you have a diagnosed disability that may require an accommodation, please contact Disability Support Services (DSS) for the coordination of services. The phone number for DSS is (210) 784-1335 and email is [dss@tamusa.edu](mailto:dss@tamusa.edu).

**Academic Learning Center:** All currently enrolled students at Texas A&M University-San Antonio can utilize the Academic Learning Center for subject-area tutoring. The Academic Learning Center is an appointment-based center where appointments are made through the Navigate platform. Students can access Navigate through Jagwire in the Student Services tab. The Center is active on campus outreaching to students to highlight services offered. You can contact the Academic Learning Center by emailing [tutoring@tamusa.edu](mailto:tutoring@tamusa.edu) or calling (210)-784-1332. Appointments can also be made through JagWire under the services tab.

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**Counseling Resources:** As a college student, there may be times when personal stressors interfere with your academic performance and/or negatively impact your daily functioning. If you or someone you know is experiencing life stressors, emotional difficulties, or mental health concerns at Texas A&M University – San Antonio, please contact the Student Counseling Center (SCC) located in Modular C, Room 166 (Rear entrance) or call 210-784-1331 between the hours of 8:00AM and 5:00PM. All mental health services provided by the SCC are free, confidential (as the law allows), and are not part of a student's academic or university record. SCC provides brief individual, couples, and group therapy, crisis intervention, consultation, case management, and prevention services. For more information, please visit [www.tamusa.edu/studentcounseling](http://www.tamusa.edu/studentcounseling).

In a crisis, please walk-in to the Student Counseling Center (SCC) any time between the hours of 8:00AM and 5:00PM to be seen by a licensed clinician. After hours, please contact UPD at 911 or text "HOME" to 741-741 24/7/365 to connect with a trained crisis counselor. The National Suicide Prevention hotline also offers a 24/7/365 hotline at 1-800-273-8255.

**Emergency Preparedness:** JagE Alert is Texas A&M University-San Antonio's mass notification. In the event of an emergency, such as inclement weather, students, staff, and faculty, who are registered, will have the option to receive a text message, email and/or phone call with instructions and updates. To register or update your information visit: <https://tamusa.bbcportal.com/>.

More information about Emergency Preparedness and the Emergency Response Guide can be found here: <https://www.tamusa.edu/upd/index.html>.

**Financial Aid and Verification of Attendance:** According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which include class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S.

DoE within 30 days of becoming aware that the student will not or has not begun attendance. Faculty will provide the Office of Financial Aid with an electronic notification if a student has not attended the first week of class. Any student receiving federal financial aid who does not attend the first week of class will have their aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester may also need to return a portion of their federal aid.

**Jaguar Writing Center:** The Jaguar Writing Center provides writing support to graduate and undergraduate students in all three colleges. Writing tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. The Writing Center is currently holding all appointments digitally. Students can schedule appointments with the Writing Center in JagWire under the student services tab.

Students wanting to work in real time with a tutor can schedule an "Online Appointment." Students wishing to receive asynchronous, written feedback from a tutor can schedule an "eTutoring" appointment. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our website at [www.tamusa.edu/Writing-Center](http://www.tamusa.edu/Writing-Center). The Writing Center can also be reached by emailing [writingcenter@tamusa.edu](mailto:writingcenter@tamusa.edu).

**Meeting Basic Needs:** Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in the course, is urged to contact the Dean of Students ([DOS@tamusa.edu](mailto:DOS@tamusa.edu)) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources they may possess.

**Military Affairs:** Veterans and active-duty military personnel are welcomed and encouraged to communicate, in advance if possible, and special circumstances (e.g., upcoming deployment, drill requirements, disability accommodations). You are also

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encouraged to visit the Patriots' Casa in-person room 202, or to contact the Office of Military Affairs with any questions at [military@tamusa.edu](mailto:military@tamusa.edu) or (210)784-1397.

**Religious Observances:** Texas A&M University-San Antonio recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided an opportunity to make up any examination, study, or work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes.

**Respect for Diversity:** We understand that our students represent diverse backgrounds and perspectives. When we are equity-minded, we are aware of differences and inequalities and are willing to discuss them so we can act to resolve them. The University is committed to building cultural competencies, or the attitudes, skills, and knowledge that enable individuals and organizations to acknowledge cultural differences and incorporate these differences in working with people from diverse cultures.

Respecting and accepting people different than you are vital to your success in the class, on campus, and as a future professional in the global community. While working together to build this community we ask all members to:

- Share their unique experiences, values, and beliefs.
- Be open to the views of others.
- Honor the uniqueness of their colleagues.
- Value each other's opinions and communicate respectfully.
- Keep confidential discussions that the community has of a personal (or professional) nature.
- Use this opportunity together to discuss ways in which we can create an inclusive environment in this course and across the A&M-San Antonio community.

**The Six-Drop Rule:** Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student's GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as "F" grades and will impact the student's GPA.

**Statement of Harassment and Discrimination:** Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equality of opportunity and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality, diversity, pluralism, and the uniqueness of the individual within our state, nation, and world. All decisions and actions involving students and employees should be based on applicable law and individual merit.

Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, based on race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity, or gender expression. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the appropriate offices within their respective units.

Texas A&M University-San Antonio faculty are committed to helping create a safe learning environment for all students and for the university. If you have experienced any form of sex- or gender-based discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking, know that help and support are available. A&M-San Antonio has staff members trained to support survivors in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The university strongly encourages all students to report any such incidents to the university.

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Please be aware that all A&M-San Antonio employees (other than those designated as confidential resources such as counselors and other healthcare providers) are required to report information about such discrimination and harassment to the university. This means that if you tell a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the university's Title IX Coordinator. If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact the Student Counseling Center at (210) 784-1331, Modular C.

**Students' Rights and Responsibilities:** The purpose of the following statement is to enumerate the essential provisions for the student freedom and responsibility to learn at Texas A&M University-San Antonio. All students are required to follow all policies and regulations as set forth by The Texas A&M University System. This includes the A&M-San Antonio Student Code of Conduct.

**Students' Rights**

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no university rule or procedure that in any way abridges the rights of freedom of speech, expression, petition, and peaceful assembly as set forth in the U.S. Constitution.
2. Each student shall have the right to participate in all areas and activities of the university, free from any form of discrimination, including harassment, based on race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, genetic information, or veteran status in accordance with applicable federal and state laws.
3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
4. Each student subject to disciplinary action arising from violations of university student rules shall be assured a fundamentally fair process.

**Students' Responsibilities**

1. A student has the responsibility to respect the rights and property of others, including other students, the faculty, and the administration.
2. A student has the responsibility to be fully acquainted with the published University Student Rules found in the Student Handbook, Student Code of Conduct, on our website, University Catalog and students must comply with them and the laws of the land.
3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire university community.
4. A student has the responsibility to recognize the University's obligation to provide an environment for learning.
5. A student has the responsibility to check their university email for any updates or official university notification.
6. We expect that students will behave in a manner that is dignified, respectful, and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation, or disability. Behaviors that infringe on the rights of another individual will not be tolerated.