

Upper Iowa University Independent Study Program

PS 230-08 State and Local Government

Please read this introduction carefully before starting the course and refer to it for guidance as you proceed through the course.

COURSE DESCRIPTION:

A survey of the basic principles, organization and functions of government on the state, county, municipal, township and district levels. Three semester credits.

COURSE OBJECTIVES:

Upon completion of this course, a student will be able to

1. Identify the structure and daily functioning of state and local government.
2. Identify how political, economic, social, and cultural influences affect government process.
3. Recognize the political, economic, social, and cultural effects of government action on the economy.
4. Analyze the nature of political participation and political parties.
5. Identify the major policy responsibilities of state and local governments.
6. Describe the constitutional basis and structure of American federalism.
7. Contrast urban and rural government systems.

GENERAL EDUCATION TASK

In this course a student will complete the following general education task for behavioral sciences:

Use a theory or set of concepts to analyze a feature or consequence of a social institution, an interpersonal process, or an intra-personal state. A student will complete this task either in each of two separate disciplines or in sequence within a single discipline.

General Education Task Essay Assignment

In 1996 President Clinton signed into law the Defense of Marriage Act which stipulates that no state need recognize a marriage between persons of the same sex, even if the marriage is recognized in another state. Critics charge the Defense of Marriage Act is an abuse of federal powers circumventing the protections afforded individuals by the structure of horizontal federalism found in the U.S. Constitution. Focusing on the concepts of federalism and horizontal federalism, prepare an essay in which you debate of the constitutionality of the Defense of Marriage Act.

The essay should be 500 to 750 words in length and typed using a 12 point typeface. The essay will be graded using UIU's standard grading criteria (see the grading system criteria found later in this syllabus).

REQUIRED COURSE MATERIALS:

1. Syllabus
2. Textbook: *Politics in States and Communities*, 13th edition, by Thomas R. Dye and Susan A. MacManus (Upper Saddle River, New Jersey: Pearson Prentice Hall, 2007). ISBN 10: 0-13-602535-1

It is crucial that you have this particular edition of the textbook. Do not attempt to complete this course using a different edition.

You may purchase your textbook through MBS Direct by calling their toll free number at: 800-325-3252 or through the UIU homepage: www.uiu.edu. Click on the link for current students then select order textbooks from the options in the left hand column. Follow the link and select Independent Study for your location.

WRITING PROFICIENCY:

It is recommended that all papers and research are done in the APA style. We expect appropriate writing skills of proper grammar, punctuation, sentence structure, paragraph development, and logical sequence of thought in all written work, and exams.

It is recommended that all students purchase the APA guide/manual listed on the UIU website. *Publication Manual of the American Psychological Association*. \$27.00 new.

CITATION:

Encyclopedias of any kind, including the very popular Wikipedia, are not primary sources and should not be cited or used in constructing academic papers at the graduate or undergraduate level. They can, however, be useful to help gather some background information and to point the way to more reliable sources.

COURSE OVERVIEW:

Students taking State and Local Government will complete the following:

1. Read chapters 1 - 5 (Unit I of the course) in the textbook and answer the syllabus questions for these chapters. An answer sheet is included.
2. Submit the answers for Unit I for grading (see the section "SUBMITTING YOUR WORK FOR GRADING"). Please attach an assignment cover sheet if you are submitting your

answers by mail or by fax. Assignment cover sheets are included in this syllabus. Refer to specific instructions included in the syllabus for submitting your lessons via e-mail.

3. Read chapters 6 - 9 (Unit II of the course) in the textbook and answer the syllabus questions for these chapters. An answer sheet is included.
4. Submit the answers for Unit II for grading (see the section "SUBMITTING YOUR WORK FOR GRADING"). Please attach an assignment cover sheet if you are submitting your answers by mail or by fax. At the time of submission, the first examination may be requested. Examination request forms are included in this syllabus. Refer to specific instructions included in the syllabus for submitting your lessons via e-mail.
5. Take the First Examination on Units I and II (chapters 1 – 9).
6. Read chapters 10 - 13 (Unit III of the course) in the textbook and answer the syllabus questions for these chapters. An answer sheet is included.
7. Submit the answers for Unit III for grading (see the section "SUBMITTING YOUR WORK FOR GRADING"). Please attach an assignment cover sheet if you are submitting your answers by mail or by fax. Refer to specific instructions included in the syllabus for submitting your lessons via e-mail.
8. Read chapters 14 - 17 (Unit IV of the course) in the textbook and answer the syllabus questions for these chapters. An answer sheet is included.
9. Submit the answers for Unit IV for grading (see the section "SUBMITTING YOUR WORK FOR GRADING"). **At the same time, submit the General Education Task Essay for grading.** Please attach an assignment cover sheet if you are submitting your answers by mail or by fax. At the time of submission, the second examination may be requested. Refer to specific instructions included in the syllabus for submitting your lessons via e-mail.
10. Take the Second Examination on Units III, and IV (chapters 9 - 16).

COURSE FORMAT:

Unit I (five chapters)

Chapter One: Politics in States and Communities
Chapter Two: Democracy and Constitutionalism in the States
Chapter Three: States, Communities, and American Federalism
Chapter Four: Participation in State Politics
Chapter Five: Parties and Campaigns in the States

Unit II (four chapters)

Chapter Six: Legislators in State Politics

Chapter Seven: Governors in State Politics
Chapter Eight: Bureaucratic Politics in States and Communities
Chapter Nine: Courts, Crime, and Correctional Policy

Midterm Exam (Units I and II)

Unit III (four chapters)

Chapter Ten: Governing America's Communities
Chapter Eleven: Participation in Community Politics
Chapter Twelve: Metropolitica: Conflict in the Metropolis
Chapter Thirteen: Community Power, Land Use, and the Environment

Unit IV (four chapters)

Chapter Fourteen: The Politics of Taxation and Finance
Chapter Fifteen: Politics and Civil Rights
Chapter Sixteen: The Politics of Education
Chapter Seventeen: The Politics of Poverty, Welfare, and Health

General Education Task Essay

Final Examination (Units III, IV)

STUDY UNIT INFORMATION:

I suggest this approach for success in this course:

1. Familiarize yourself with the chapter questions for this chapter.
2. Read the chapter.
3. Answer the questions.

For the short answer questions, try to provide three or four complete sentences for each question. Answer all parts of a question. Partial answers receive partial credit. Do not simply copy from the textbook. Put the answer into your own words.

If you have concerns about the length of your answers, err on the side of providing too much information. I will not penalize you for providing too much information.

While it is helpful if you type your answers, it is not necessary. Just remember to keep your handwriting neat and legible. However, the General Education Task Essay must be typed.

EXAMINATION INFORMATION:

There are two proctored examinations: a first examination covering the first two study units and a second examination covering material from the last two study units.

NOTE: In order to pass this course, you must get a passing grade (“D” or better), on at least one of the exams and have enough cumulative points to earn a passing grade.

Each examination consists of a combination of multiple choice and short answer questions selected from the study unit questions. The first examination consists of 80 multiple choice questions and 8 short answer questions. You have **THREE** hours to complete the **FIRST** examination. The second examination consists of 80 multiple choice questions and 8 short answer questions. You have **THREE** hours to complete the **SECOND** examination. The second exam only covers Units 3 and 4. It does **NOT** cover Units 1 and 2.

NO MATERIALS (textbook, syllabus, graded study unit answers, notes, etc.) MAY BE USED DURING THE EXAMINATION.

The best way to prepare for these examinations is to review the textbook material and especially study your graded answers of the unit assignments. Examination questions are taken from the set of questions found in the study units.

Examination request forms are included in this syllabus.

SUBMITTING YOUR WORK FOR GRADING:

For this particular course you may submit your completed units for grading by one of three methods:

Method 1: Mail your work (Be sure to attach an assignment cover sheet.)

Address:

Independent Study Program
Upper Iowa University
P.O. Box 1861
Fayette, IA 52142-1861

Method 2: Fax your work. (Be sure to attach an assignment cover sheet.)

Fax number: (563) 425-5353

Method 3: E-mail your work. (Be sure to include in your e-mail message the information normally contained on an assignment cover sheet. **Do NOT include your social security number.**

E-mail address: kunzej@uiu.edu

(If you choose this method, I will e-mail you a reply when I receive your submission, and I will e-mail you the material when graded.)

COMPOSITION OF GRADE

Study Unit One (chapters 1 - 5)

150 multiple choice questions @ 1 point = 150 points
10 short answer questions @ 3 points = 30 points
Study Unit One Total Points 180 points

Study Unit Two (chapters 6 - 9)

120 multiple choice questions @ 1 point = 120 points
8 short answer questions @ 3 points = 24 points
Study Unit Two Total Points 144 points

Midterm Examination (Units One and Two)

80 multiple choice questions @ 3 points = 240 points
8 short answer questions @ 9 points = 72 points
Mid-Term Exam Total Points 312 points

Study Unit Three (chapters 10 - 13)

120 multiple choice questions @ 1 point = 120 points
8 short answer questions @ 3 points = 24 points
Study Unit Three Total Points 144 points

Study Unit Four (chapters 14 - 17)

120 multiple choice questions @ 1 point = 120 points
8 short answer questions @ 3 points = 24 points
General Education Task Essay = 100 points
Study Unit Four Total Points 244 points

Final Examination

80 multiple choice questions @ 3 points = 240 points
8 short answer questions @ 9 points = 72 points
Final Exam Total Points 312 points

TOTAL POINTS FOR ENTIRE COURSE 1336 points

Your grade will be determined in accordance with the scale below:

1336 - 1196 points = A = 100 - 90%
1195 - 1062 points = B = 89 - 80%
1061 - 929 points = C = 79 - 70%
928 - 795 points = D = 69 - 60%
794 - below = F = 59 % - below

GRADING SYSTEM

Upper Iowa University uses a standard grading system:

A = All work is excellent, shows exceptional understanding of materials; logical, clear, and insightful written and oral work, incorporates knowledge from other sources and moves easily to the next level of understanding, works well beyond minimum requirements.

B = Understanding of material is good to very good, demonstrates good grasp of material, good oral and written skills, produces more than the minimum requirements, quality of all work is high.

C = Satisfactory understanding of the material, submits only the minimum requirements, communicates adequately in oral and written formats, displays an adequate understanding of all basic concepts.

D = Quality and quantity written and oral work is below average and barely acceptable.

F = Quality and quantity written and oral work is unacceptable.

CHEATING, ACADEMIC DISHONESTY AND PLAGIARISM:

Because cheating, academic dishonesty and plagiarism are affronts to the University community as a whole and a denial of the offender's own integrity, they will not be tolerated. Cheating includes but is not limited to:

- the use of unauthorized books, notes or other sources in the giving or securing of help in an examination or other course assignments,
- the copying of other students' work or allowing others to copy your work,
- the submission of work that is not your own or allowing others to submit your work as theirs,
- the submission of the same work for two or more classes without the approval of any instructors involved.

Academic dishonesty includes, but is not limited to:

- sharing academic materials knowing they will be used inappropriately,
- having access to another person's work without permission,
- providing false or incomplete information on an academic document,
- changing student records without approval.
- obtaining and using texts intended for instructor use only.

Plagiarism includes, but is not limited to:

- the presentation of another's published or unpublished work as one's own,
- taking words or ideas of another and either copying them or paraphrasing them without proper citation of the source,
- using charts, graphs, statistics or tables without proper citation.

Detected cheating, academic dishonesty, or plagiarism will result in consequences that may, at the instructor's discretion, include course failure. In addition, an offender may be reported to the Senior Vice President for the Extended University, the Dean of the Extended University, or designee for possible disciplinary action, which may include suspension or dismissal from the University. Upper Iowa University may make use of various plagiarism detection services. Individuals, by enrolling in courses offered by the University, consent to submission by the

University of course-related assignments to such services and the retention of a copy of such assignments by the service.

Cheating, academic dishonesty and plagiarism infractions are tracked by the Dean of the Extended University, and cumulative evidence collected from multiple incidents will be considered when making suspension or dismissal decisions.

Extended University Catalog 2008/09 page 98.

http://www.uiu.edu/catalogs/eu/policies_1.html#conduct

ATTENDANCE:

Even though a student does not attend a regular classroom in the traditional sense and keep up with a set schedule of assignments, it should be pointed out how important it is to keep yourself on a regular timely schedule if possible to complete and send in units. It is too easy to set work aside and decide to do it later. Suddenly, the need to complete assignments and get them in by deadlines can become stressful and, at times, impossible. The key would be to set time aside on a regular basis and submit work in a timely manner.

LIBRARY RESOURCES:

As a student of Upper Iowa University, you have access to the resources of the Henderson-Wilder Library on the Fayette campus. If travel to the campus is not feasible, you can access the library through the University's website. Go to: www.uiu.edu and click on the Library option located on the left side of the home page. If you would like to use InfoTrac, please contact the UIU Library staff at library@uiu.edu.

WITHDRAWAL:

If you wish to withdraw prior to the last day of the enrollment period you must contact the External Degree office by phone or in writing. After your original six month enrollment period you no longer have the option to withdraw from the course. You must finish the course or have a final grade assigned based on the coursework submitted.

SPECIAL NEEDS:

If you require accommodation for special needs, please provide documentation to: Academic Advising Coordinator.

This syllabus is tentative and subject to change.