

THIS SYLLABUS IS REQUIRED READING. ALL MATERIALS POSTED OR LINKED ON THE COURSE WEBSITE ARE REQUIRED READING UNLESS THE INSTRUCTOR EXPRESSLY STATES OTHERWISE. “REQUIRED READING” MEANS THAT THE STUDENT 1) IS PRESUMED TO HAVE READ AND TO BE FAMILIAR WITH THE MATERIAL AND 2) IN THE CASE OF ADMINISTRATIVE MATERIAL, THAT THE STUDENT MUST COMPLY WITH THE TERMS AND CONDITIONS SET FORTH THEREIN. BY REMAINING ENROLLED IN THIS COURSE, THE STUDENT CONSENTS TO THESE TERMS AND CONDITIONS AS WELL AS ALL APPLICABLE UNIVERSITY AND USG RULES, REGULATIONS, AND POLICIES.

Basic Course Information

SYLLABUS FOR

POLITICAL SCIENCE 1101-23 CRN 25383
AMERICAN GOVERNMENT
ONLINE COURSE
SPRING 2026

THREE CREDIT HOURS

www.buckmelton.com

All students must check 1) the above website, 2) D2L/Brightspace (including D2L email), and 3) their official MGSU email accounts every day for announcements. On class days, check *before* class. All students will be presumed to have done so. All students are responsible for any information communicated to them through both of these avenues.)

This is a Core IMPACTS course that is part of the Citizenship area.

Core IMPACTS refers to the core curriculum, which provides students with essential knowledge in foundational academic areas. This course will help master course content, and support students’ broad academic and career goals.

This course should direct students toward a broad Orienting Question:

How do I prepare for my responsibilities as an engaged citizen?

Completion of this course should enable students to meet the following Learning Outcome:

Students will demonstrate knowledge of the history of the United States, the history of Georgia, and the provisions and principles of the United States Constitution and the Constitution of Georgia.

Course content, activities and exercises in this course should help students develop the following Career-Ready Competencies:

Critical Thinking is developed throughout the course through in-class discussions (in face-to-face and hybrid sections) or assignments (in fully online sections) on subjects such as the Constitution, federalism, civil liberties, civil rights, Congress, the Presidency, the bureaucracy, the judiciary, and public opinion.

Intercultural Competence is developed through course content on civil liberties, civil rights, the judiciary, domestic and foreign policy, public opinion, political participation and voting behavior, political parties, and interest groups.

Persuasion is developed through course content on public opinion, political behavior, political parties, and interest groups, as well as accounts of the Civil Rights Movement and deliberation at the Constitutional Convention and within Congress.

Instructor Information

Dr. Buckner F. Melton, Jr.

Email:

- buckner.melton@mga.view.usg.edu from within D2L/Brightspace whenever possible.
- When D2L access isn't available, you may use buckner.melton@mga.edu but you must identify your *campus*, *course number*, and *section number* whenever you email me on this account. Failure to do so, or misidentification of any of these, may result in a delayed reply or administrative errors that disrupt your enrollment.
- Emails will be answered as promptly as circumstances permit.

Phone: (478) 471-5749 (email is strongly preferred to phone) Phone: (478) 471-5749 (email is strongly preferred to phone. See below for full contact information.)

Contacting me during an online course

If you wish to arrange a phone or video meeting with me, please let me know via D2L/Brightspace email (buckner.melton@mga.view.usg.edu). I will provide a dedicated Skype number or Zoom contact information. I reserve the right to limit one-on-one contact with any given student to reasonable amounts. These calls are to discuss administrative concerns or questions along with limited specific questions you have about the material I don't offer individual tutoring or additional instruction through these methods.)

Detailed Course Information

Required texts/materials:

- 1101 Course Outline, available at www.buckmelton.com
- Internet-based materials as noted herein

Supplemental materials:

- Timothy O. Lenz and Mirya Holman, *American Government* (ebook, available on my website above)
- I can provide to any student on request a list of additional supplemental textbooks or other relevant reading.

Description: This course is a study of the American political system which includes an examination of the U.S. and Georgia Constitutions. This course grants exemption from the U.S. and Georgia Constitutions examinations as required by the Georgia General Assembly.

Official Course Student Learning Outcomes: At the conclusion of this course, students will be able to

1. Identify the political institutions established by both the United States and Georgia constitutions, including the legislative, executive, and judicial branches, and their roles in governance.
2. Define those civil liberties and civil rights outlined in both the U.S. and Georgia constitutions and their amendments.
3. Describe the processes linking citizens and the U.S. and Georgia governments, including elections, political parties, and interest groups.
4. Define the key provisions and principles in US and Georgia founding documents (Declaration of Independence, US Constitution and Bill of Rights, Articles of Confederation, Federalist Papers, Georgia Constitution and Bill of Rights), as well as other major historical documents (Gettysburg Address, Emancipation Proclamation, Letter from Birmingham Jail).

The instruments used to measure this outcome will be a) collective quiz grades; 2) the mid-term examination; and 3) the final examination.

Prerequisites/standards: This course has no official prerequisite courses. This is, however, a college-level course that awards college credit under the auspices of the University System of Georgia. To earn this credit, students in this course must perform passing college-level work as determined by the instructor applying professional standards of evaluation. All students in this course are presumed to be both 1) *capable of* and 2) *willing to perform* passing college-level work in the English language. One or both of these presumptions shall be rebutted by a student's poor performance in the course. Barring formal withdrawal by the official deadline or some other reason acceptable to the administration, any student whose performance in this course does not constitute passing college-level work will receive an F in the course. *This F will become a permanent part of the student's college transcript.*

Technology Requirements: Regular and reliable Internet access to the course web page and its contents is required. A desktop or laptop computer, or a large pad, are highly recommended. Attempting to complete this course by cell phone is *not* recommended and is in fact strongly discouraged.

COVID-19 Course Modification Information

Because of the current pandemic, adjustments to the course schedule, delivery of course content, and quizzes/testing/evaluation are possible and even likely. **I reserve the right to make reasonable adjustments of this sort at any time in the course.** Areas in which I have already made adjustments are noted below in orange writing.

Schedule, Requirements, Grading Policy

Tentative Course Schedule: This is located on the course web page and is hereby incorporated into this syllabus by reference. Please make sure that the schedule you consult is the one for your specific section. Please note that the schedule is tentative and may be revised (orally or in writing) as circumstances warrant.

Course Requirements: Students will be evaluated by listening to and summarizing audio lectures and examinations, as described below.

Audio lecture completion: Main course content delivery will be by the Course Outline and by accompanying audio lectures. Audio lectures become available at a set schedule throughout the term, usually at the rate of two or three per week. After becoming available, they will remain available until the end of the course, but they will have deadlines that are usually four or five days after they become available. (N.B.: The two or three episodes immediately prior to an exam may have deadlines of only one or two days, so plan accordingly.) episodes. Upon completing study of an audio lecture and accompanying visuals, you'll be required to summarize the main points of the lecture in a few sentences by the deadline. **You must use your own words.** (See the section on Plagiarism below.) The minimum requirement is that you provide me enough information in a summary to indicate that you in fact listened to and processed the entire lecture. (Longer summaries ranging from one to several paragraphs are strongly encouraged but not required. Particularly well-done longer summaries may earn up to two points per lecture, which I will add to your score of the next exam.) If you fail to submit a summary by the required deadline, or your summary doesn't show that you have understood the material sufficiently, I will require you to complete or re-do your summary within a much shorter deadline. If you again fail to complete an adequate summary, you will lose two points on the next exam for every summary that you fail to submit, or which shows a lack of familiarity with the main points of the lecture. Given the number of lectures—roughly fifteen per exam—this could translate into a penalty of up to around thirty points per exam. Late submissions or resubmissions are ineligible for bonus points, so it's in your interest to put in your best efforts the first time.

Simply writing a sentence saying "I completed this lecture" isn't sufficient. I have to be able to tell from your summary that you actually listened to and understand the material in the lecture. If you get a message from me that you need to re-do your summary, you must do so by the indicated deadline. Failure to complete a satisfactory summary, showing that you have in fact covered the material, will result in the two-point penalty.

Examinations: The course will include a mid-term exam and a final exam. The final exam will test only on the material covered since the mid-term exam, with such exceptions as I expressly state. Each exam will consist of two sections, each section consisting of one of three types of question (so that each exam

will consist of only two of the three possible question types).

The first type of question is objective, such as multiple choice, matching, or ordering.

The second type of question is essay; an essay section will contain two or more broad essay questions, of which the student chooses only one to answer.

The third type of question will contain between five and ten names, terms, or phrases; the student will be asked to select several of these, to identify them, and to describe their importance.

Essay and short answer components of an exam will be administered as follows: The student will type written responses to essay and short answer/ID questions into the space provided on D2L/Brightspace. **You must use your own words.** (See the section on Plagiarism below.) Students must complete any essay and short answer sections by the deadline of the exam. Additionally, each student, prior to the midterm exam, must complete a practice essay on D2L/Brightspace. Although this essay will not be counted, no student will be permitted to take the midterm exam until s/he has completed this practice quiz. Failure to complete the practice quiz by the time of the makeup midterm exam at the end of the term will result in a zero on the midterm and final exams.

Multiple choice components of an exam will be administered as follows: Multiple choice questions will be administered by the quizzes module on D2L/Brightspace and won't be hand-written. Students must complete any multiple choice section by the deadline of the exam. Additionally, each student, prior to the midterm exam, must take a practice multiple choice quiz on D2L/Brightspace. Although this quiz will not be counted, no student will be permitted to take the midterm exam until s/he has completed this practice quiz. Failure to complete the practice quiz by the time of the makeup midterm exam at the end of the term will result in a zero on the midterm and final exams.

Both the midterm exam and the final exam are open-book/open note. An open book/open note examination must draw its information from material presented in the audio lectures, the course outline, and any additional links I instructed you to click on. If you give me a magnificent treatise on the question asked that nevertheless clearly rests mainly on information from other sources—sources I didn't include in class materials, such as from random internet searches or material from another professor's course—you will receive no credit for this information. Using outside information such as this is fine as long as you also include the information I covered in the audio lectures, the course outline, and any additional links I instructed you to click on.

Late submission policy: Because the exam is open book/open note, I will not accept late submissions past a very short grace period of a few minutes and such an exam will receive a zero. An exam submitted a considerable amount of time beyond the deadline raises 1) the issue of unfair advantage when compared to students who limited themselves to the deadline and 2) the possibility that the student waited until the exam to study at all. On that point:

A warning about open-book/open note exams: Many students have the dangerous idea that they don't need to study at all for an open book/open note exam since they can access all of their material at any time during the exam. This idea is dangerous because there's simply too much information for you to try to learn it, organize it, and communicate it over the space of just a couple of hours. If you're not familiar with it going in, you're not going to do a good job even with the outline and your notes sitting right there in front of you. This is especially the case since my standards are be higher for an open book/open note exam since there's no excuse for you not conveying the correct information in an orderly way, given the additional resources you have. You have been warned.

Participation points: This course is interactive and not merely a lecture course. Students may earn bonus points in two ways. 1) I may sometimes post questions for discussion on the D2L/Brightspace discussion board, giving students the opportunity to answer hypothetical questions, offer conjecture, draw conclusions based on information supplied in the course materials, or otherwise contribute to the discussion. 2) A student may also pose a question or comment of his or her own that reveals the student to have been completing all assignments, comprehending the material, and giving careful thought to the material. A

student who performs in a superior fashion in either of these ways may be *rewarded* with one or more points on the next examination (midterm or final) up to a total of 20 points (i.e., up to two full letter grades) (By “superior” I mean a response that draws excellent connections among facts and ideas, shows evidence of excellent reasoning skills, or otherwise comprises a particularly valuable contribution to the discussion or material.) Failure to take an exam will cause forfeiture of all participation points earned for that exam (this doesn’t include makeup mid-terms or exempted finals, on which students will receive their points).

Please note that quantity doesn’t make up for quality in terms of discussion board participation. A student who frequently responds with or volunteers (i.e., without my solicitation) inadequate, or merely adequate, input in an attempt to gain points will not thereby gain any, and may in fact lose points if the constant interjections become disruptive. (I will give you notice if your interjections appear to me to be disruptive.) On the other hand, *genuine questions or requests for clarification, along with the volunteering of informed or insightful comments, are always welcome, will never result in a penalty*, and may receive one or more points.

Missing/making up examinations:

Exam policy: Examinations are mandatory, and the opportunities to time-shift an exam or to make up a missed exam are severely limited. *All make-up examinations will be considerably more difficult than the regularly scheduled examinations.* This is designed 1) to deter students from choosing the option of taking exams at a later time except when circumstances force them to, and 2) to reflect the additional study time that students have available when taking the exam at a later time than the rest of the class. (Among other differences, make-up examinations, unlike regular examinations, do not offer a student a choice of essay or short answer questions but instead require the student to answer questions of the instructor’s choice.)

Missing/making up the mid-term: A student who misses the mid-term will take a make-up mid-term at the time scheduled for the final examination, i.e., s/he will take the makeup midterm immediately after completing the final.

Missing the final exam: *Unlike mid-term examinations, final examinations may not be made up or time-shifted. If you miss the final exam, you miss the final exam and you will receive a zero on it.* Finals take place at the end of the semester when my grading schedules and commitments are tight and I face deadlines from the registrar for submitting my course grades. I cannot arrange to schedule special makeup finals for individual students. If you can provide me with *written official documentation of an emergency or some official compulsory reason for absence, I will exempt you from the final exam if I receive that documentation before the deadline I face for submitting course grades to the registrar.* If you are exempted, the mid-term will count 100% of your grade. Examples of emergencies of official compulsory reasons that will permit an exemption, if documents, include but aren’t limited to 1) military deployment, exercise, or transfer orders, 2) subpoenas or summons for court appearances, 4) official written requests from MGSU officials for accommodations in light of academic, athletic, or disability requirements, 5) official documentation of a death, grave illness, or other major medical emergency in the *immediate* family (e.g., funeral notice, death certificate, emergency room or urgent care admission form showing *major* medical issue, and the like, or 6) official documentation of an act of God (e.g., police report of traffic accident or major breakdown on the way to take the exam). Again: whatever the reason, it is not enough to tell me that an emergency or the like has occurred; *you must provide me with official written documentation before my grades are due.* This documentation is subject to my verification. Absent this documentation, you get a zero on the final.

Examples of reasons that *won’t* suffice to permit a rescheduled or makeup final, regardless of documentation, include but aren’t limited to 1) oversleeping on the day the final exam is scheduled, 2) forgetting when the final exam is scheduled, 3) routine doctor or dental visits, 4) having non-refundable (or any) plane tickets for a date prior to the scheduled final exam, 5) being scheduled to work during the final

exam, 6) having child care issues during the scheduled final exam, 7) attending a student protest or political rally when the final exam is scheduled, 8) being out of town, visiting home, or visiting parents during the scheduled final exam, and 9) incarceration of the student. The fact that this policy may cause you inconvenience is no excuse. Scheduling makeup exams causes *me* considerable inconvenience at a very busy point in the semester and, more importantly, is potentially unfair to your fellow students, who may have inconvenienced themselves to make it when you didn't. As noted elsewhere in this syllabus, you are free to attend or not to attend on days when there are no exams, but on the two days when we have an exam, you must be here. You are strongly advised to arrive on time for an exam, but at any rate, you must arrive before the first student taking the exam leaves the room. If you arrive after that point you have officially missed the exam and may not take it on that occasion.

Grading system:

A (Excellent work)	90 - 100
B (Good work)	80 - 89
C (Satisfactory work)	70-79
D (Passing work)	60-69
F (Failing work)	0-59

Assignment:

Mid-term exam	50%
Final exam	50%

How can you tell the difference between an A and a B, or a C and a D?

A—To achieve this grade you must display superior performance in your course work. This includes demonstrating that you have mastered the substantive information and concepts presented in the Course Outline, the lectures, and related links; an outstanding ability to process and comprehend complex ideas, including the interrelationships of facts and ideas presented in this course; and an outstanding ability to convey those ideas to others in a clear, intelligent manner. An "A" student will go beyond basic C level requirements and excel in his/her preparation for and presentation of assigned work. S/he will demonstrate excellence in communication skills and the ability to contextualize material.

B—To achieve this grade you need to display above average performance in your course work, including demonstrating that you have very good understanding of the substantive information and concepts presented in the Course Outline, the lectures, and related links; a very good ability to process and comprehend complex ideas, including the interrelationships of facts and ideas presented in this course; and a very good ability to convey those ideas to others in a clear, intelligent manner. A "B" student will go beyond basic C level requirements in terms of preparation and presentation of assigned work. You will demonstrate above average communication skills and ability to contextualize material.

C—For this grade, you must meet the minimum requirements for the course, displaying Adequate understanding of the substantive information and concepts presented in the Course Outline, the lectures, and related links; an adequate ability to process and comprehend complex ideas, including the interrelationships of facts and ideas presented in this course; and an adequate ability to convey those ideas to others in a clear, intelligent manner. A "C" student demonstrates competence in terms of preparation and presentation of assigned work. You will demonstrate adequate communication skills and ability to contextualize materials.

D—A student receiving this grade is performing below the minimum requirements for the course. This could include one or more of the following: failure to complete or turn in assignments on a timely basis; failure to demonstrate adequate familiarity with or understanding of the substantive information and concepts presented in the Course Outline, the lectures, and related links; failure to demonstrate adequate ability to process and comprehend complex ideas, including the interrelationships of facts and ideas presented in this course; or failure to demonstrate adequate ability to convey those ideas to others in a clear, intelligent manner. A "D" indicates that your performance is below the average in terms of preparation and presentation of assigned work. You may not be demonstrating adequate communication skills or ability to contextualize materials.

F—If you receive an F, you have failed to meet the requirements of the course, including one or more of the following; failure to complete or turn in assignments, or failure to complete or turn in assignments on a timely basis; failure to demonstrate adequate familiarity with or understanding of the substantive information and concepts presented in the Course Outline, the lectures, and related links; failure to demonstrate adequate ability to process and comprehend complex ideas, including the interrelationships of facts and ideas presented in this course; or failure to demonstrate adequate ability to convey those ideas to others in a clear, intelligent manner. An "F" student has not performed in a manner satisfactory to the standards of the class.

Extra credit: No extra credit is available in this course.

Adjustments to your grade: If you believe your work has been graded incorrectly, you must inform me *in writing* (e.g., by email). In your communication, explain as thoroughly as possible 1) what mistake you believe I made and 2) how you think it should be remedied. As you do so, please keep in mind the criteria listed for essay grading found in this syllabus. I am perfectly willing to reread any written work and change any grade that was assigned incorrectly, but you should be aware that I will not “curve” grades to compensate for poor performance by the class as a whole.

Course Policies

Attendance: This course has no mandatory attendance policy. By this statement I mean only that I will not automatically penalize you for failing to log in to D2L/Brightspace or processing the required information (audio lectures, links, etc.). Nevertheless, your regular assignment completion is important, and failure on your part can still get you in trouble with the administration. I do track assignment completion and D2L/Brightspace logins. If a student is failing to log in to the course at all, or failing to complete a substantial number of assignments, I do report this fact and last date of participation to the administration. In some circumstances, nonattendance may result in loss of scholarship or financial aid. The Department of History reserves the right to contact students whose number of absences is excessive. I myself reserve the right to drop you from the course if one or more of the following conditions: 1) In an in-person or hybrid class, if you simply stop attending class without contacting me or responding to my emails for two weeks or four class meetings, whichever is longer; 2) In an online course, if you fail to complete more than three assignments in a row by the deadline without contacting me or responding to my emails. If you fail to complete any regular assignments by the end of the no-show reporting period then you will be reported as a no-show and dropped from the course; the Mandatory Attendance Quiz and the Introduction discussion, if available, don't count as assignments for this purpose. **IF YOU ARE FEELING UNWELL OR HAVE REASON TO BELIEVE THAT YOU HAVE BEEN EXPOSED TO THE COVID-19 OR ANY OTHER INFECTIOUS DISEASE, DO. NOT. COME. TO. CAMPUS.** See also the University Statement on Covid-19 at the bottom of this syllabus.

Students are expected and required to conduct themselves in a civil manner that is respectful of, and avoids disturbing, the instructor and other students. In online classes this includes maintaining a civil attitude during any forum posts or communications with the instructor or other students. Students who violate this policy will be referred to the Office of Student Affairs for disciplinary action as outlined in the MGSU Student Handbook. Violates this policy, I reserve the right to do any or all of the following unilaterally: a) assign a penalty of up to 25 class participation points for uncivil behavior; b) report the student to the administration for disciplinary action, and/or c) any other reasonable disciplinary action within my purview as an instructor.

Class Web Page/Internet materials: All audio lectures will be available for download on D2L/Brightspace and will be made available on a set schedule. Most course documents and handouts will be available for download on www.buckmelton.com. You have the responsibility to check both the D2L/Brightspace course web page (including D2L email) and www.buckmelton.com every day for updates. You are responsible for learning any materials or carrying out any class assignments I post on either page. You are further responsible for the content of any Internet-based materials I refer to in the audio lectures, any links on the Course Outline, and any other materials I post on D2L/Brightspace or direct you to on www.buckmelton.com.

Collaboration: Students are encouraged to collaborate during exam preparation and to share class notes, ideas, or other legitimately-obtained materials with other students in this course. Students are further encouraged to engage in thoughtful and civil responses to and analysis of other students. *No collaboration or communication between or among students during any written evaluation (i.e., exams and quizzes) is permitted. If I personally discover such collaboration or communication, either actual or attempted, I reserve the right to presume that cheating is occurring and immediately assign a grade of zero for that assignment and refer the incident to the Office of Student Affairs for further appropriate disciplinary action as outlined in the MGSU Student Handbook.*

A Special Note on Plagiarism: Plagiarism is the copying of another's words directly and presenting them as your own without quotation marks and direct indication of whose words you are copying. Submitting AI-produced text without attribution is also plagiarism. **Plagiarism is a violation of the MGA Student Code of Conduct on any assignment in this course, but especially online submissions via D2L/Brightspace, and will result in an F in the course. NEVER COPY AND PASTE WORDS FROM THE WEB OR ELSEWHERE (INCLUDING THE COURSE OUTLINE AND TEXTBOOKS) INTO ANY TURN-IN ASSIGNMENT IN THIS COURSE. NEVER COPY DOWN THE WORDS IN AN INSTRUCTINAL AUDIO OR VIDEO AND TYPE THEM INTO A TURN-IN ASSIGNMENT IN THIS COURSE. USE OF AI TO GENERATE TEXT OR OTHER MATERIAL YOU SUBMIT ON ANY ASSIGNMENT IN THIS COURSE CONSTITUTES PLAGIARISM.**

Class Behavior Expectations and Consequences for Violations: Middle Georgia State University students are responsible for reading, understanding, and abiding by the MGA Student Code of Conduct. Student Code of Conduct, Responsibilities, Procedures, and Rights are found at http://www.mga.edu/student-affairs/docs/MGA_Student_Handbook.pdf#page=45

The published minimum sanction for academic dishonesty in this course for a first offense is as follows: For any academic dishonesty, a failing grade (i.e., an F) for the entire course. Academic dishonesty amounts to a) stealing from other students by devaluing their hard-earned academic credentials; b) defrauding the taxpayers who are subsidizing the student's education and who are expecting an honest return on their investment; and c) fraudulent misrepresentations to the student's future employers, patients, clients, and customers, who have the right to expect both competence and honesty from the people with whom they deal. There is no excuse for such behavior, and it will not be tolerated in this course.

Policy on Disability, Personal Hardship, and Other Accommodations: Students seeking academic accommodations for a special need must contact Middle Georgia State University Office of Disability Services in Macon at (478) 471-2985 or in Cochran at (478) 934-3023. <https://www.mga.edu/accessibility-services/> Students may also visit the Disability Services Office in room 266 of the Student Life Center on the Macon campus or in Sanford Hall on the Cochran campus or consult the following Web page: Students seeking ADA accommodations must contact Middle Georgia State University Office of Disability Services in Macon at (478) 471-2985 or in Cochran at (478) 934-3023. <https://www.mga.edu/accessibility-services/>

Students who are experiencing personal hardships unrelated to medical or health-related special needs and seeking accommodations should contact the Office of Student Affairs at 100 University Parkway, Macon, GA 31206, (478) 757-7383 to determine if it will grant an accommodation. Students who must miss a quiz or an examination due to participation in a university-sanctioned event (such as a sporting event) should ensure the appropriate university office or official authorizes an accommodation for such an occasion.

In order for you to receive an accommodation in this class for any of the above reasons, you must ensure that I receive your official paperwork in a timely manner directly from the appropriate office or official as noted above. You also must ensure that, for exams, *you* schedule/make any special testing arrangements *and* that I receive timely notice of these arrangements from the testing center. If one (or more) of these things does not happen, you may not receive appropriate accommodations. The burden is on you to make these arrangements.

Withdrawal Policy: Students are encouraged to read the withdrawal policy found at <https://www.mga.edu/registrar/registration/drop-add.php> before dropping/withdrawing from class.

Delayed Opening or Closing of the University: In the event that the University closes due to unforeseen circumstances, students should continue to consult the course Web page for further instructions.

HB 280 Campus Carry Legislation: <http://www.mga.edu/police/campus-carry.aspx>

Copyright/Records retention and disposal: In consideration of your enrollment in this class, you hereby grant me a non-exclusive copyright in any materials you turn in to me (e.g., quizzes and examinations). This copyright is for the educational, non-commercial purpose of allowing me (while maintaining your anonymity) to use your material to illustrate ways of answering examination questions to other students. All of the material I present in this course, in whatever medium (e.g., print, screen, lecture) that is my own creation is copyrighted by me.

I shall retain records of your grades as well as unclaimed student materials in my possession (e.g., quizzes and examinations) for a minimum of one year after the date of the final examination. After that date I reserve the right to destroy or otherwise dispose of such records.

End of Course Evaluations: Student evaluations of faculty are administered online at the end of each term/session for all courses with five or more students. Students will receive an email containing a link to a survey for each course in which they are enrolled. The instructor may supplement these online evaluations with hard-copy evaluations. All responses are anonymous.

University Policy Information: Students are responsible for reading, understanding, and adhering to all Middle Georgia State University student policy, including those linked on the [Syllabus Policy](#) page.

University Statement on Covid-19: Due to the current public health emergency as a result of COVID-19, social distancing will be in effect on all campuses. Appropriate face coverings covering both the nose and the mouth will be required, both indoors and outdoors. Students will be expected to adhere to Centers for Disease Control, Georgia Board of Public Health, and University System of Georgia guidelines for preventative measures. Please reference the Return to Campus Fall 2020 (<https://www.mga.edu/COVID-19/index.php>) page for complete information. Noncompliance with the face covering requirement will be documented and treated as student misconduct.

In most classrooms, seating will be configured to support social distancing. Face-to-face classes will look different, depending upon classes and subject areas. Several options are available, and faculty members will use the approach best suited to their classes. Carefully review your syllabus, D2L announcements, or email for details.

Miscellaneous: I encourage you to contact me at any time with any concern or question that you may have regarding any aspect of the course or with the study of history. Enjoy the class!