Dr. Clark  
MWF 9:00-9:50  
Spring, 2011  

Office: UH 405  
Office Hours: MWF 10-11  

Name: Dr. Jill Jacqueline Clark  
Office Number: University Hall (UH) 405  
Email Address: jclark@uta.edu  
Office Telephone Number: No phone  
Office Hours: MWF 10-10:50, UH, 405 and by appointment. If I am not in my office during office hours, I am in UH 206, the Department Office. Please go there.  
POLS Department Office, University Hall 206, 817-272-2991

Students should know that this course satisfies The University of Texas at Arlington’s core curriculum requirement for State and Local/Texas Government.

You must use your UTA email to contact me and email is the only way to contact me. Remember to check your Student Center on MyMav for any information from the university. There will sometimes be information from this class on your UTA email during the semester.

Syllabi for this course are available in class or on line on faculty profiles. You may use the UTA Search function, Clark, Jill faculty profiles to locate the syllabus or use this address:  
www.uta.edu/ra/real/

The teaching section is at the bottom of the file and you can download this syllabus for POLS 2312-001, Spring 2011. Locate teaching by clicking on the menu at the top left of the screen. If you lose your syllabus, print another from this site.

Syllabus Errors: Any errors on this syllabus will be corrected in class. These corrections and changes will apply to all students.

INFORMATION ON CLASS ENROLLMENT
You must verify your enrollment in this course on your Student Center on MyMAV. This course is POLS 2312-001, MWF 9-9:50. POLS 2312 is the course on State and Local/Texas Government. If you are not enrolled in this course, you will not receive a grade in the course. If you drop the course, you must check to be sure that this course is no longer on your Student Center. If you are dropped by the administration for some reason, you must get reinstated in order to receive a grade in the course.
Course Number, Section Number, and Course Title: POLS 2312- 001, State and Local Government

Time and Place of Class Meetings: MWF 9- 9:50 (Room 116 University Hall)


All students are responsible for acquiring both of their books in a timely manner. Students will need both books at the beginning of the semester. The instructor does not lend books. Students do not need to bring textbooks to class.

COURSE DESCRIPTIONS

POLS 2312. STATE AND LOCAL GOVERNMENT (3-0) 3 hours credit
The principles and organization of American state, county, and municipal government, together with current problems and the constitution and government of Texas.

COURSE CONTENT. This course is organized in three sections under a policy process framework. First, the environment of state and local politics is considered: political economy, demographics, political culture and good government reformism; the Texas constitution; federalism; and state and local revenues and expenditures. The second part of the course covers citizen participation: elections, public opinion, political parties and interest groups. Topics in the final part of the course are state and local government institutions: legislatures, executives and bureaucrats, and courts and the criminal justice system.

Student Learning Outcomes: Course Goals 2312:
- To know, comprehend, apply, analyze, synthesize and/or evaluate certain environmental, citizen participation, and institutional factors that affect state politics and policy choices; (CRITICAL THINKING AND COMMUNICATION)
- To identify, apply, and/or analyze certain analytical concepts that are useful for understanding politics and policy making; (CRITICAL THINKING AND SOCIAL RESPONSIBILITY)
- To identify, apply, and/or analyze certain generalizations about the behavior of sub national governments generally, and Texas specifically, that are useful for understanding politics and policy making (CRITICAL THINKING AND PERSONAL RESPONSIBILITY)

Blackboard
We will use Blackboard, an online course management tool, as a place for announcements, for you to take occasional quizzes and complete assignments. If you have never used Blackboard, start here: http://www.uta.edu/blackboard/index.php.
Class Regulations and Services

Attendance: Students are expected to attend class everyday. Students should arrive on time and stay in the classroom until the lecture is finished. The instructor will put an outline of the lecture on the board at the beginning of the class period. This outline does not substitute for lecture notes that students can obtain only by staying for the entire class period.

Students who miss classes must get notes from other students. The instructor does not give copies of lecture notes or review terms to students.

Students should turn off all phones, pagers, beepers or other electronic devices during class. It is not appropriate to talk with other students during the lecture. Laptops may be used for note taking, but students may not use them for other purposes during class. Students who do not comply with the above regulations may be removed for disruptive behavior. Emails sent to the instructor should pertain only to the business of this class or other relevant academic issues. Check the syllabus to see if the answer is found there before emailing. The instructor will answer email as soon as possible, but does not promise same day service. Students should use UTA email addresses (see eculture policy below.)

Student Support Services: The university provides services to students who want assistance in test taking, tutoring for course work, counseling, and other matters. See Student Support Services under Administrative Regulations (below).

Strong Tutoring Program. For years, UT Arlington has made available a tutoring program whereby students pay $6.50 for a one-hour tutoring session. The University has paid the remainder of the tutor’s salary in a program that has been known as Cost-Share Tutoring. This program (rebranded as “University Tutoring”) will continue to exist and is available to all students.

Beginning Fall 2010, we are initiating an enhancement to our tutoring services called “Start Strong Freshman Tutoring Program.” This program is available to freshman only and offers six hours of free tutoring during the fall semester. Upon completion of this first tutoring session, the student will have access to five more hours of free tutoring (with hours beyond these initial six at the standard rate of $6.50/hour). This program is administered by University Tutorial and Supplemental Instruction, 817-272-2617.

EXAMINATION: DUE DATES
First Exam Friday, February 4-- (25 questions)
Second Examination Friday, March 4-- (25 questions)
Third Exam, Friday April 8 --(50 questions)
FINAL EXAMINATION: Wednesday May 11 at 8 a.m. (50 questions)

EXAMINATIONS. There will be four multiple-choice examinations including the final (not comprehensive); the first two examinations will consist of 25 questions, the next two (third test and final examination) will consist of 50 points each.
Students must bring a scantron (882-ES) and a No. 2 pencil to all examinations. All examinations are fifty minutes; students must arrive at the beginning of the class period or the final examination time. **Students who come late to any exam will take an essay examination if other students have already left the room.** Students may not use notes, headphones, electronic devices, dictionaries or calculators during an examination. Test questions include analytical concepts, generalizations about the behavior of all the states, and comparisons of Texas to other states. Exams cover material from both of the texts and the lecture notes.

**REVIEWS.** There will be an oral (in class) test review the class period before each examination except the first one. In that case, review items will be incorporated in lectures. Students must be present or get the notes for the review from another student. **The instructor does not give review notes to students.** Students may not use notes, headphones, electronic devices, dictionaries or calculators during an examination. Test questions include analytical concepts, generalizations about the behavior of all the states, and comparisons of Texas to other states. Exams cover material from both of the texts and the lecture notes.

**MAKE-UP EXAMINATIONS.** All make up examinations are essay. They consist of concept definitions, explaining generalizations, and characterizing and comparing Texas to other states. The exam has twenty of these items, and a student must choose ten and write a paragraph or two on each one. Any student who will be absent from an examination must notify the instructor beforehand by leaving a message, preferably by email. Otherwise, the student may receive a zero unless there was a good reason for not contacting the instructor. Make-ups for students who miss will be given at times established by the department and monitored by teaching assistants. Students may make up only one examination at this time, not two. The only exceptions will be those with documented absences from both of the examinations. If students have not made up examinations during the semester, they must do so at the final examination or receive a zero for the examination.

**FINAL EXAMINATION:** The final begins at eight o'clock and lasts fifty minutes. Students must come at the beginning of the examination period. If students arrive after others have handed in the examination, they must take an essay examination. Anyone missing the final examination will receive a zero unless the instructor is contacted before or on the day of the examination unless there is an emergency. A student who has a legitimate emergency on the day of an examination or the final examination should contact the instructor as soon as possible. No make-ups will be given after the end of final week.

**SIGNATURE ASSIGNMENTS:** More information about the SIGNATURE ASSIGNMENTS and the breakdown of this portion of the class grade will be distributed in class. In brief, the signature assignments will consist of a series of structured vignettes about which students will answer multiple choice questions.
**STUDENTS MUST HAVE ACCESS TO BLACKBOARD IN ORDER TO RECEIVE CREDIT FOR THIS PORTION OF THE COURSE GRADE.**

Grading Policy: Each examination has either 25 or 50 possible points and will count toward the total points (150) for the course. A student's grade will be calculated on the percentage of total points (150). Thus, an A (90%) will require a minimum of 135 total points on all examinations; a B (80%) a minimum of 120 total points; a C (70%) a minimum of 105 total points; and a D (60%) a minimum of 90 total points. No letter grades are assigned to individual examinations; the course grade is based on total points. Students must demonstrate mastery of the course work on the three required examinations. There is no extra credit. Final grades will be determined the same way for all students, and grades will not be changed for any reason other than instructor error.

Course Calendar

**Week of January 17th**  
Course Introduction, Political Economy  
Halter: Chapter 12; Harrigan: Chapter 1.

**Week of January 24th**  
Political Economy/Demographics  
Halter, Chapter 1; Harrigan: Chapter 17.

SIGNATURE ASSIGNMENT on critical thinking will be posted to Blackboard by 12:00pm on January 24 and is due by 9:00am on January 31.

**Week of January 31st**  
Demographics/Political Culture

*First Exam Friday, February 4th  
(economy, demographics, and culture)

**Week of February 7th**  
Good Government Reformism  
Halter: Chapter 11; Harrigan: Chaps. 6 and 7.

SIGNATURE ASSIGNMENT on communication will be posted to Blackboard by 12:00pm on February 7 and is due by 9:00am on February 14.

**Week of February 14th**  
Intergovernmental Relations  
Halter: Chapter 2; Harrigan: Chaps. 2 and 3

**Week of February 21st**  
Revenues and Expenditures  
Halter: Chapter 10; Harrigan: Chapter 12.

*Second Examination Friday, March 4th

**Week of February 28th**  
Revenues and Expenditures (cont. Monday)
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<tr>
<th>Date Range</th>
<th>Topic</th>
<th>Chapters/Sections</th>
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<tbody>
<tr>
<td>Week of March 7th</td>
<td>Political Participation</td>
<td>Halter: Chaps. 3 &amp; 6; Harrigan: Chaps. 4 and 5.</td>
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<td>Week of March 14th</td>
<td>SPRING BREAK</td>
<td>(No classes this week)</td>
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<td>Week of March 21st</td>
<td>Political Parties</td>
<td>Halter: Chapter 5</td>
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<td>Week of March 28th</td>
<td>Interest Groups</td>
<td>Halter: Chapter 4</td>
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<td>Week of April 4th</td>
<td>Interest Groups (cont.) Monday</td>
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<td>In Class Review – Wednesday, April 6th</td>
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<td>Week of April 11th</td>
<td>Legislatures and Governors</td>
<td>Halter: Chaps. 7 &amp; 8; Harrigan: Chaps. 8 and 9</td>
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<td>Week of April 18th</td>
<td>Legislatures and Governors</td>
<td>Harrigan: Chapter 14</td>
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<td>Week of April 25th</td>
<td>Bureaucrats/Courts</td>
<td>Halter: Chapter 9; Harrigan: Chaps. 10 and 11</td>
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<td>Week of May 2nd</td>
<td>Courts and the Judicial Process (con’t)</td>
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<td>In class Review for final: Friday, May 6th</td>
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May 6th is the last day of class for the semester.

*FINAL EXAMINATION: Wednesday May 11 at 8 a.m.*

**ADMINISTRATIVE REGULATIONS**

**SYLLABUS ERRORS:** Any errors on this syllabus will be corrected in class. Any changes will also be made in class. Students are responsible for compliance with these changes.
HONORS CREDIT  Any student seeking honors credit for this course must arrange the extra work requirements with the instructor by census day. The student should have an Honors Program Contract form at that time. After census date no honors credit will be granted.

END OF SEMESTER GRADES: Grades for all courses are available from the university after final week. Final exams may be picked up at the beginning of the next semester. Please do not call the department office or the instructor for final grades. It is against university policy for instructors to discuss grades on email or by phone.

SAFETY  Be sure that you are aware of the location of the nearest fire exits. You should not leave belongings unattended in the classroom.

INCLEMENT WEATHER. Students should follow instructions given by the university. If the university is closed, there will be no class. If a test is scheduled or a paper due, these will be rescheduled to the next class when the university opens.

Drop Policy: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student’s responsibility to officially withdraw if they do not plan to attend after registering. Students will not be automatically dropped for non-attendance. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. Contact the Financial Aid Office for more information.

Americans with Disabilities Act: The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the Americans with Disabilities Act (ADA). All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364. Since the first test is early in the semester, be sure
you make arrangements so that examinations may be taken in the testing center, if that is useful for you.

**Academic Integrity:** It is the philosophy of The University of Texas at Arlington that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University. According to the UT System Regents’ Rule 50101, §2.2, "Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts."

**Student Support Services Available:** The University of Texas at Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. These resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals to resources for any reason, students may contact the Maverick Resource Hotline at 817-272-6107 or visit [www.uta.edu/resources](http://www.uta.edu/resources) for more information.

**Electronic Communication Policy:** The University of Texas at Arlington has adopted the University “MavMail” address as the sole official means of communication with students. MavMail is used to remind students of important deadlines, advertise events and activities, and permit the University to conduct official transactions exclusively by electronic means. For example, important information concerning registration, financial aid, payment of bills, and graduation are now sent to students through the MavMail system. All students are assigned a MavMail account. **Students are responsible for checking their MavMail regularly.** Information about activating and using MavMail is available at [http://www.uta.edu/oit/email/](http://www.uta.edu/oit/email/). There is no additional charge to students for using this account, and it remains active even after they graduate from UT Arlington.

**Final Review Week:** A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabus. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final
Review Week. Classes are held as scheduled during this week and lectures and presentations may be given.