



Course Syllabus: Congress

POLS 4043-201

Spring 2021

Monday, Wednesday, Friday: 10:00am-10:50am

PY 209

Contact Information

Dr. Jeremy F. Duff

Office: 211 O'Donohoe

Office hours: Monday, Wednesday, Friday: 11:00am-12:00pm

Tuesday and Thursday: 10:00am-11:00am

Office hours are by appointment only. You must email me and indicate which office hours you wish to attend, and how you wish to attend them (in-person or via zoom).

E-mail: jeremy.duff@msutexas.edu

Course Description

This class explores the process by which the U.S. Congress has been institutionalized throughout U.S. History to create a political entity whose main role is to protect the interests of its members. Students will be taught not only how the U.S. Congress works, but the theories and concepts that underscore how Congress has become the institution we see today. To do this we will focus on Congress's "collective dilemma": Can a truly representative legislature also be a responsive and efficient political institution? What tradeoffs occur when legislators seek to maximize both representation and responsibility?

Textbooks

The United States Congress. E. Scott Adler, Jeffrey A. Jenkins, and Charles R. Shippan. 2019. W. W. Norton.

Course Website

The course will use a D2L page as a place to obtain copies of the syllabus, and any other course documents that may be posted. You will also use the dropbox in D2L to turn in some of your assignments.

Course Delivery

This course has been planned as a fully face-to-face course. The class will meet in its regularly scheduled room but will utilize social distancing and an assigned seating chart.

I will use D2L for posting syllabi, course communication, course schedule, attendance, and the gradebook. There will be some online office hours announced through D2L. You should regularly check D2L and the email hosted via D2L for important course information. In the event of increased incidence and risk of COVID-19 that results in the university moving back to a shelter-in-place mode, the course instruction will transition to fully online. More instructions will be given at that time.

Any requests to become a fully online student in an in-person class have to be made to me and Disability Support Services (DSS).

Student Handbook

Refer to: [Student Handbook-2018-19](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty is cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct. [Office of Student Conduct](#)

Grading

The two exams will count 30% (15% each) toward your final grade. 40% of your grade will be made up of your participation in the legislative simulation. Your grade for this part of the course will consist of my evaluation of your participation as a whole in the simulation as well as your completion of the assignments associated with the simulation. The last 30% of your grade will be your three reaction papers (10% each).

Table 1: Grade Scheme

Cut Off	Grade
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Less than 60%	F

Student Responsibilities

Readings

The readings serve as a point of departure for lectures and discussions. Therefore, it is imperative that each student completes the assigned reading before a topic is taken up in class. Remember, the readings are a point of departure from class lectures. You will be held accountable not only for my

discussion in lecture, but also for anything in the textbooks that may not be covered in lecture or discussion.

Attendance and Classroom Safety Procedures

Facemasks are required for students. Students without masks will be sent to the Dean's office for a mask. Students refusing to wear masks will be asked to leave class. Desks are spaced 6 feet apart. I will take attendance every day and there will be a seating chart. Students are required to sit at the same desk every class period. Students need to sanitize their hands before and after class. Additionally, students need to clean off their desk areas (paper towels and cleaner will be provided) before leaving class.

Class attendance is strongly encouraged. It has been my experience that those who do not attend class tend to have a difficult time with the course and generally receive lower grades. During the simulation, I will take attendance, and attendance will be considered when evaluating your participation.

Participation

Students should feel free to raise questions concerning the readings, the instructor's discussion, and the comments of other students. Participation enhances course quality.

Reaction Papers

In order to demonstrate an understanding of the literature, you are required to write a total of three "reaction" papers that summarize the readings for three different weeks. The papers should run no longer than 5 double-spaced pages. As we get further in the semester, better papers will draw on readings and research discussed in previous weeks. Students who choose a particular week will be expected to contribute heavily in class discussion for that week. The due dates for the papers are as follows:

1. February 12, 2021
2. March 12, 2021
3. March 31, 2021

Your papers should be uploaded to the proper D2L Dropbox Folder no later than 11:59pm on the due dates. Late papers will not be accepted.

Congressional Simulation

Students will be required to play a role in a congressional simulation. Specific guidelines for the simulation will be provided in a separate handout. All material for the simulation must be turned in on the due dates provided. Late work will not be accepted. This portion of the class makes up 40% of your final grade and should be taken very seriously.

Required Examinations

There will be two required examinations. The scheduled examination dates are as follows (these will not change):

Exam 1: February 19, 2021

Exam 2: April 7, 2021

Exams for this course will be conducted in D2L. They will utilize the Respondus Lockdown Browser and Respondus Monitor for testing. In order to install these programs, you will need the following:

- A desktop computer or laptop other than a Chromebook.
 - Chromebooks **are not** compatible with the Respondus Lockdown Browser and Monitor.
 - Apple iPads may be used for quizzes and exams, but these are not advised for any assignment with a written component.
 - Mobile phones and similar devices are not compatible with the required programs.
- A working webcam on the computing device used for the exam.

A limited number of webcams and laptops with cameras are available for check-out through the MSU Texas Moffett Library.

Respondus

Exams will be administered through D2L, however, you will be monitored during exams by Respondus. Respondus is a live online proctoring service that will monitor you while you take your exam through D2L. When you login to take the exam, Respondus will run you through some tests to get you set up to take the exam.

This also means that for exams, students will not be allowed to use their books, notes, or anything else. Respondus has been instructed on this policy and will notify me if a violation occurs. Students who violate this policy will receive a grade of zero on that particular exam.

If for any reason you are not comfortable with using the Respondus service, then you should drop the class. Respondus is not optional.

When taking the exam, Respondus will ask you to conduct an environmental check to verify that there are no cheating aids placed where you will be taking the exam. If you do not conduct a full environmental check of your test taking area, your exam will not be graded, and a grade of zero will be assigned.

Basic Policies

Make-up Policy

If a student has a University-approved excuse and if the instructor is notified in writing, prior to the examination or assignment, and the student can provide official documentation to validate the excuse, arrangements for a make-up may be made. If a student fails to do any of these things, the student will receive a zero for the exam or assignment. Official documentation does not include a letter from the Dean of Students Office. You must provide me with actual

documentation that validates the excuse and clearly demonstrates that you were unable to complete the assignment (or exam) by the due date. If a student fails to notify the instructor, or provide the proper documentation, the student will receive a zero for the assignment (or exam). For COVID related illnesses, I will be notified by the university that you must be quarantined or self-isolated. In that instance you will be excused for the period that the notification specifies. But will be required to make-up missed work once you are approved to participate in class again.

Exams, Assignments, and Grading

I will only discuss a grade with you in my office hours or via e-mail. I will not discuss a grade with you before or after class in the classroom, in the hallway, outside by my car, or over the phone. I want you to take time to look over your exam thoroughly before you make an argument for a different grade. Any discussion of exam grades should take place within my office hours or via e-mail. If you feel that you and another student provided similar or equal answers to an exam question and you received a lower grade on that question, then both students must come to the assigned office hours with their exams in order for me to evaluate the answers equally and fairly. Keep in mind that in some cases I may lower the grade of the other student and not raise yours after reviewing both answers, if I feel that the situation deems it necessary.

Taking Exams Early

Only under extraordinary circumstances will a student be allowed to take an exam early. Only university approved excuses, death in the family, illness, etc. will be considered for taking an exam early.

Wikipedia

At no time will a student be allowed to use Wikipedia as a source for any project or paper in my class. If it is determined that Wikipedia was used as a source for a project or paper, the student will be given a grade of zero automatically.

Plagiarism

Plagiarism in any form is unacceptable. Any test, paper or report submitted by you and that bears your name is presumed to be your own original work that has not previously been submitted for credit in another course unless you obtain prior written approval to do so from your instructor.

In all of your assignments, including your homework or drafts of papers, you may use words or ideas written by other individuals in publications, web sites, or other sources, but only with proper attribution. "Proper attribution" means that you have fully identified the original source and extent of your use of the words or ideas of others that you reproduce in your work for this course, usually in the form of a footnote or parenthesis.

As a general rule, if you are citing from a published source or from a web site and the quotation is short (up to a sentence or two) place it in quotation marks;

if you employ a longer passage from a publication or web site, please indent it and use single spacing. In both cases, be sure to cite the original source in a footnote or in parentheses.

This is not limited to direct quotations. Any time you use material from a published source, whether quoting directly, borrowing from it, or paraphrasing, you can only do so with proper attribution.

If you are not clear about the expectations for completing an assignment or taking a test or examination, be sure to seek clarification from me.

Finally, you should keep in mind that as a member of the campus community, you are expected to demonstrate integrity in all of your academic endeavors and will be evaluated on your own merits. So be proud of your academic accomplishments and help to protect and promote academic integrity at MSU. The consequences of cheating and academic dishonesty – including a formal discipline file, possible loss of future internship, scholarship, or employment opportunities, and denial of admission to graduate school – are simply not worth it.

Any paper or assignment that is found to be plagiarized will be given a grade of zero and will be reported through the proper channels according to the guidelines provided in the MSU Student Handbook.

Late Assignments

I do not accept late assignments, papers, exams, quizzes, or anything else. If it is late, it will receive a grade of zero. If you miss an assignment because you arrive to class late, you will receive a grade of zero on that assignment.

Syllabus Test

First, do not mention this to any other student in the class. Second, for five points extra credit on the first exam, email to me the funniest meme you have ever seen. It needs to be “clean.” I will show these in class. Do not send anything inappropriate, explicit, or of a sexual nature. Email the meme to me by 5:00pm, Friday, January 22, 2021.

Cellphones

These should be turned off when entering the classroom, unless prior arrangements have been made with me concerning a family emergency. At no time will you be allowed to look at your cellphone during an exam or quiz. If you are observed looking at your cellphone once an exam or quiz has been handed to you, you will automatically receive a grade of zero for that exam or quiz.

General Behavior

Students are expected to act like responsible adults. There should be no talking while I am lecturing or while another student is answering a question or sharing their opinion on the subject matter of the class. If this occurs, students will be

warned and if the disruptive behavior continues you will be removed from the class.

Student Honor Creed

As an MSU Student, I pledge not to lie, cheat, steal, or help anyone else do so. As students at MSU, we recognize that any great society must be composed of empowered, responsible citizens. We also recognize universities play an important role in helping mold these responsible citizens. We believe students themselves play an important part in developing responsible citizenship by maintaining a community where integrity and honorable character are the norm, not the exception. Thus, we, the Students of Midwestern State University, resolve to uphold the honor of the University by affirming our commitment to complete academic honesty. We resolve not only to be honest but also to hold our peers accountable for complete honesty in all university matters. We consider it dishonest to ask for, give, or receive help in examinations or quizzes, to use any unauthorized material in examinations, or to present, as one's own, work or ideas which are not entirely one's own. We recognize that any instructor has the right to expect that all student work is honest, original work. We accept and acknowledge that responsibility for lying, cheating, stealing, plagiarism, and other forms of academic dishonesty fundamentally rests within each individual student. We expect of ourselves academic integrity, personal professionalism, and ethical character. We appreciate steps taken by University officials to protect the honor of the University against any who would disgrace the MSU student body by violating the spirit of this creed.

Written and adopted by the 2002-2003
MSU Student Senate.

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 disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Support Services in Room 168 of the Clark Student Center, 397-4140.

Campus Carry Statement

Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University's webpage at [Campus Carry Policy Website](#).

Course Schedule

Date	Readings/Activities
January 11	Introduction and Overview of the Course No Readings
January 13-20 No Class on January 18	Representation and Governing in a Separated System Chapter 1
January 22-27	The Historical Development of Congress Chapter 2
January 29-February 3	Representation Chapter 3
February 5-10	Elections Chapter 4
February 12-17	Committees Chapter 5
February 19	Exam 1
February 22-26	Parties Chapter 6
March 1-5	Policy Making Chapter 7
March 8-12	The Legislative Effectiveness of Congress and Its Members Chapter 8
March 15-19	Congress and the President Chapter 9
March 22-26	Congress and the Bureaucracy Chapter 10
March 29-April 5 No Class April 2	Congress and the Courts Chapter 11
April 7	Exam 2
April 9	Simulation Begins Party Caucuses
April 12	Writing Legislation

Date	Readings/Activities
April 14	Health Education and Welfare Committee Hearing
April 16	Economic Affairs Committee Hearing
April 19	Health Education and Welfare Committee Markups
April 21	Economic Affairs Committee Markups
April 23	Floor Session