

All quizzes will be available online on Wednesdays for 20 minutes, from 4:00 to 4:20 pm.
The two hourly exams will be available online for 75 minutes, from 4:00 pm to 5:15 pm.
The final exam will be available online for 150 minutes, from 7:00 pm to 10:00 pm, Friday, 4 May 2007.

WEEK	DATE	LOCATION	TOPIC
1	10 January	Online	Introduction to the course
2	17 January	Online	Quiz 1: Wilson, Ch. 1: What Should We Know About American Government?
3	24 January	Online	Quiz 2: Wilson, Ch. 2: The Constitution (<i>MicroCase ExplorIt Exercise 1</i>)
4	31 January	Online	Quiz 3: Wilson, Ch. 4: Federalism (<i>MicroCase ExplorIt Exercise 2</i>)
5	7 February	Online	Quiz 4: Wilson, Ch. 5: Public Opinion and the Media (<i>MicroCase ExplorIt Exercises 3, 6, & 7</i>)
6	14 February	Online	EXAM I: Wilson chapters 1, 2, 4, 5 & related <i>MicroCase ExplorIt</i> exercises
7	21 February	Online	Quiz 5: Wilson, Ch. 6: Political Parties and Interest Groups (<i>MicroCase ExplorIt Exercises 9 & 11</i>)
8	28 February	Online	Quiz 6: Wilson, Ch. 7: Campaigns and Elections (<i>MicroCase ExplorIt Exercises 8 & 10</i>)
9	7 March		Spring Vacation
10	14 March	Online	Quiz 7: Wilson, Ch. 8: Congress (<i>MicroCase ExplorIt Exercise 12</i>)
11	21 March	Online	Quiz 8: Wilson, Ch. 9: The Presidency (<i>MicroCase ExplorIt Exercise 13</i>)
12	28 March	Online	EXAM II: Wilson chapters 6 - 9 & related <i>MicroCase ExplorIt</i> exercises
13	4 April	Online	Quiz 9: Wilson, Ch. 10: The Bureaucracy (<i>MicroCase ExplorIt Exercise 14</i>)
14	11 April	Online	Quiz 10: Wilson, Ch. 11: The Judiciary (<i>MicroCase ExplorIt Exercise 15</i>)
15	18 April	Online	Quiz 11: Wilson, Ch. 3: Civil Liberties and Civil Rights (<i>MicroCase ExplorIt Exercises 4 & 5</i>)
16	25 April	Online	Quiz 12: Wilson, Chs. 12 & 13: Making Domestic Policy & Making Foreign and Military Policy
17	Friday 4 May	Online	FINAL EXAM: Wilson chapters 10, 11, 3, 12, 13 & related <i>MicroCase ExplorIt</i> exercises, Friday, 7:00 to 10:00 pm

MY PHILOSOPHY OF EDUCATION

I believe that good teachers can be best recognized by two traits. First, good teachers enjoy assisting their students in mastering knowledge and knowledge-acquisition skills. Hence, good teachers invest a great deal of time and effort in designing learning experiences (assignments, lectures, discussions, quizzes, exams, etc.) that motivate and bring out the best in students. *In other words, good teachers work hard to help their students.*

Second, good teachers also recognize their obligation to uphold academic standards. They meet their responsibility to their discipline, institution, and society to verify that the students they certify have mastered appropriate knowledge and knowledge-acquisition skills. Only then do the grades, credits, and degrees granted have meaning, integrity, or worth. *Hence, good teachers expect hard work from their students.*

These two teaching traits are not contradictory. Good teachers exhibit both traits. They do this by clearly stating requirements, stressing high standards from the very beginning of class, and not wavering from that commitment to excellence. Once it is clear what the rules are -- and that those rules will not be capriciously bent -- then the good teacher works hard to aid student efforts to achieve those high standards. But, the good teacher also expects hard work from all students. *Mastery of knowledge and knowledge-acquisition skills at the university level is not an easy challenge. It requires significant effort on the part of the student as well as the teacher.*

STUDY HINTS

For this course, you are expected to complete the reading assignments (listed on the previous page) *before the class meets*. Learning experts suggest five ways to improve your study habits:

- Budget your time.
 - A reliable rule of thumb is 2 hours of study per week outside the classroom for every course credit hour. For this three-credit-hour course, that means **about 6 hours per week** (in addition to class time) for reading, review, and study.
 - Pulling an all-nighter before the exams will *not* make up for investing 5 hours per week each and every week of class.
- Maximize your learning efficiency.
 - Find a quiet location with no distractions.
 - Find your best time of day for study. Research indicates that most adults are more efficient in the morning than in the afternoon or evening (which is why surgeries are scheduled for early morning hours), but that may not be the case for you.
 - Break up your study sessions. After 40 or 50 minutes, take a 5 or 10 minute break.
- Read and listen critically.
 - Make marginal notes to yourself in the text and on the chapter outline handed out in class.
 - Be an active participant in class. Ask questions about any reading materials or classroom discussions that are not clear to you or that you disagree with.
- Read and review daily
 - Don't wait until the last day or weekend before an exam to try to cram.
 - Read each chapter ahead of class discussion.
 - Review your class notes and textbook notations after every class.
- Recruit other students into a study group.
 - Compare study notes.
 - Quiz each other on facts, concepts, and theories covered in your reading assignments.

PREPARING & GRADING YOUR MICROCASE *EXPLORIt* EXERCISES

- Using the instructions and access code on the card inside of the front cover of your workbook, download MicroCase *ExplorIt* to a personal computer and follow the "Getting Started" instructions on page ix of your workbook. **Note to Macintosh users: you will need PC emulation software or hardware to run MicroCase *ExplorIt* on your Mac.**
- Complete the assigned MicroCase *ExplorIt* exercise
 - For review, you may wish to print all tables, maps, and figures used to complete your assignment.
 - Tap the **ENTER** key until you return to the MicroCase *ExplorIt* main menu.
 - Tap the **X** key to exit MicroCase *ExplorIt*
- To grade your exercise
 - go to the course website and click the **MicroCase *ExplorIt* answer-key** link,
 - click the link to the exercise number that you wish to grade,
 - when prompted for a **user name**, type **lowery** [in lower case letters],
 - for the **password**, type **pls101** [in lower case letters] and click the **OK** button,
 - scroll down to see the answer key,
 - compare its answers to your own and contact me if your answers don't agree with those in the answer key (and you don't know why)