**POLITICAL SCIENCE 467 – Section D1**

**AMERICAN LOCAL GOVERNMENT**

**Distance Learning Course**

**Maymester, 2023**

**COURSE INFORMATION**

**INSTRUCTOR:** Dr. Mikel Norris

**OFFICE:** Brittain Hall #356

**OFFICE HOURS:** Monday – Thursday, 11am – 1pm, and by appointment.

* I will have virtual office hours via Microsoft Teams

**E-MAIL & PHONE:** mnorris1@coastal.edu / (843) 349-4033

**COURSE INTRODUCTION**

Welcome to Political Science 467, American Local Government.

***Catalog Description:***

(3) (Prereq: POLI 201 or permission of the instructor) A study of the powers, organizations, processes and programs of municipal government, with special emphasis upon government in metropolitan areas.

***Course Objectives***

* Introduce students to different political, institutional and environmental factors that shape how local governments are structured and governed.
* Introduce students to important policy actors in local government and identify the roles they assume in local government policy making.
* Introduce students to important political controversies facing local governments in the 21st century.

***Student Learning Outcomes***

* Identify important dilemmas that confront modern American cities.
* Assess the political and fiscal strengths and weaknesses facing local government actors and institutions.
* Propose policy alternatives for coping with the important dilemmas facing American local governments in the 21st century.

**DISTANCE LEARNING AND MOODLE**

This course is an asynchronous distance-learning course. We will not meet in person. Rather, students will work through the different modules in American local politics on their own time, completing different modules online by dates established by the instructor and clearly stated throughout this syllabus and on the course Moodle page.

In order to take this course you must have access to the internet and be able to access [Coastal Carolina University’s Moodle site](https://moodle.coastal.edu). This course relies heavily on instructor videos. Students must have a device capable of displaying this content, as well as speakers or headphones to listen to this content. All of your lectures, assignments, and some of your readings will be conducted via Moodle, so it is imperative that you become familiar with it before you start the course. [Please see the Moodle resource site if you need some basic training in Moodle.](http://www.coastal.edu/services/scs/moodle) There are trained staff members who can assist you with your inquiries. I am also happy to answer your questions.

There are no other extenuating software or hardware demands for this course. All materials students will need to download will be either MS Word documents, MS Excel spreadsheets, or PDF files. Students need to make sure they are able to download materials in these formats.

Moodle will open new boxes on your computer, which at times are detected as pop-ups. In order to use Moodle, you will have to **turn off your pop-up blocker on your security system in your computer.** Please be aware of these issues prior to submitting an assignment or taking a test or quiz. It is **YOUR** responsibility to familiarize yourself with Moodle and to assure that you understand its components.

If you are having problems opening items or downloading/uploading items in Moodle, try using another Internet browser. For whatever reason, Moodle sometimes does not work properly when using Google Chrome or Safari. If you use these browsers and encounter problems, try using Firefox or Internet Explorer.

**Distance Learning is great, but it’s *Different:*** Taking a distance learning class can be very appealing. You work on your own time. You may fast forward through areas that you easily grasp and spend more time on those in which you need assistance. You may feel free to browse the web for more information on a topic that interests you. I highly recommend that you work on the course on a weekly basis. This is not a distance learning class in which you can wait until the last week of class to submit all of your assignments. If you fail to submit your assignment by the time allotted, you will not receive credit, nor will you be able to submit the assignment. I have organized the class in this manner to prevent you from falling behind.

**Student Responsibilities:** Students are expected to complete all readings by the end of the week in when they are assigned. Accordingly, students are expected to complete all assignments by their due dates.

**Student Code of Conduct:** [Coastal Carolina University operates on a Code of Student Conduct that provides clear definitions as to what constitutes cheating and plagiarism in the classroom (physical and online).](../../../../../pass%20through/code%20of%20conduct.pdf) Students are expected to avoid cheating and plagiarism at all times. Students who cheat and/or plagiarize in this course will receive an **F** in this course. My cheating and plagiarism policy is spelled out in more detail in the Course Policies section of this syllabus.

**Digital Etiquette:** In addition to following the Student Code of Conduct, students must communicate with the instructor and with one another with respect in all digital and in-person exchanges. I expect students to act with civility, using proper tone and style. I also expect students to communicate with formality when posting on discussion forums and emailing me. I will pay attention to spelling, grammar and punctuation. Continued violations of this digital etiquette statement will lead to reductions in your final grade.

**Instructor Responsibilities:** I will be available to address questions, concerns, etc. during virtual office hours, and virtual appointment. If my office hours must be changed for some reason, I will email you in advance.

The best way (and preferred way) for students to reach me is via **email.**  I will also be able to arrange face-to-face meetings on Microsoft Teams.

While I check my email regularly every day, students should **not** expect me to provide immediate response to emails sent over weekends. Instead, those who send me an email over the weekend should expect a response no later than the next Monday afternoon. I will respond to your emails within 24 hours, even if it is to let you know that I am unavailable to address your question presently and will respond as soon as possible.

I will work diligently to have all written assignments graded no more than five days after they are turned in. I will let students know beforehand if these expectations cannot be met.

**COURSE POLICIES**

[You can follow this link to Coastal Carolina University’s complete Distance Learning Policy.](../../../../../pass%20through/distance%20learning%20policy.pdf)

**Absence Policy:** Coastal Carolina University policy dictates that students must attend 75% of their classes to receive a passing grade. In this case, your attendance is your participation in the weekly on-line activities. An absence in a distance learning course is operationally defined as a missed online submission deadline—such as a quiz, assignment, or discussion post” (per the CCU Distance Learning Policy). Failure to complete 75% of the activities on-line will result in an F for this course.

**Academic Integrity Policy:** Cheating and plagiarism are wrong and I do not like it. It is unfair to other students. Furthermore, it reflects very poorly on your character. Cheating carries with it a severe penalty, and may even lead to expulsion from the university. **DON’T DO IT**. It is wrong and will not be tolerated. Those caught cheating or plagiarizing will be brought before Student Affairs, and I will request that the student receive an **F for the course**. Harsher penalties may be levied depending on the extent of cheating and/or plagiarism. Please refer to the Code of Student Conduct for more information about cheating and plagiarism.

**Late Assignment Policy:** I will not tolerate late assignments. Students who miss quizzes or fail to post on discussion forums before their closing dates will not be able to make up the activity. Students will receive a zero for missed quizzes and a zero if they do not complete their two discussion forum posts on time. Students will receive half credit if they have posted one discussion post before the due date. Ten points will be deducted each day a written assignment is late.

Late assignments will only be accepted if a student is “absent” on the day an assignment is due for an excused reason. Only three types of absences count as excused absences: **death of a family member, university representation, or extended illness.** Please pay attention to the last form of excused absence. Extended illness means you will miss **extensive time** due to illness. Unless this criteria is met I will not excuse a late assignment.

**Accessibility and Disability Policy:** I am committed to making all necessary accommodations for students with verified disabilities. Students with disabilities are urged to contact the Office of Accessibility and Disability Services as soon as possible – preferably within the first week of class. The Office of Accessibility and Disability Services is located in Kearns Hall #106. Their phone number is 843-349-2503, and they can also be reached at disability@coastal.edu. Students must obtain the proper forms and meet with me either in person or over email to discuss appropriate provisions and accommodations.

While I am sympathetic to issues of accessibility and disability, it is the student’s responsibility to make sure proper paperwork and process is followed, and not mine. If the student does not fulfill their responsibilities and complete paperwork as mandated by the Office of Accessibility and Disability Services then I will not make special accommodations. There is a link to the Office of Accessibility and Disability Services’ website in the Student Resources section of this syllabus.

**Incomplete and Withdraw Policy:** As a rule I do not give incompletes except under extraordinary and well-documented circumstances. Students who wish to withdraw from the course must do so by **May 23rd.** Your grade will be assigned as WF if you withdraw after that date. It is your responsibility to make sure you have properly withdrawn from the course if you choose to do so. If you are still on my roster at the end of the semester I will give you the grade you’ve earned up to that time (most likely an F).

**Inclement Weather and Miscellaneous Emergency Policy:** Please check Moodle and your email for information about how the course will proceed in the event the University must close due to inclement weather or some other emergency. We will redirect any learning material as needed.

**RESOURCES AND SUPPORT**

[The Office of Accessibility and Disability Services](https://www.coastal.edu/disabilityservices/) – Kearns Hall #106, (843)349-2503,

[The Tutoring and Learning Center](https://www.coastal.edu/uc/lac/) – The Writing Center is in Kearns Hall #205, (843)349-2937

[Kimbel Library Website](https://www.coastal.edu/library/) – (843)349-2400

[Counseling Services](https://www.coastal.edu/counseling/) – Student Health Services Bldg. 251 University Blvd., (843)349-2305

[Technical Support from Student Computing Services](https://www.coastal.edu/scs/) – Kearns Hall #113, (843)349-2220

[List of on-campus HelpDesks and the Help Request Form](https://www.coastal.edu/forms/studenthelpdeskform/)

[Office of Academic Integrity](https://www.coastal.edu/academicintegrity/) – aiofficer@coastal.edu., (843) 349-2451

[Office of the Registrar](https://www.coastal.edu/registrar/) – Baxley Hall #222, (843)349-2019

[Office of Financial Aid and Scholarships](https://www.coastal.edu/financialaid/) – Baxley Hall #219, (843) 349-2313

[Student Activities and Leadership](https://www.coastal.edu/osl/leadership/) – jcombess@coastal.edu, (843)349-2656

[Dean of Students Office](https://www.coastal.edu/deanofstudents/) – Indigo Hall, (843) 349-4161

**REQUIRED READINGS**

The following required books are available for purchase at the University Bookstore:

* Judd, Dennis R; and Todd Swanstrom. 2016. *City Politics,10th Edition.* Routledge.
* England, Robert E; John P. Pelissero, and David R. Morgan. 2017. *Managing Urban America, 8th Edition.* Sage/CQ Press.

These texts are also available through any number of online retailers. We will begin using these books immediately, so it is imperative that you purchase them immediately. Other readings may be assigned by the professor of the course of the class. You will be able to access these readings on JSTOR if they are assigned. I will inform students of any additional readings, if assigned, at least one week before any discussion or test/quiz over the readings are assigned.

**COURSE ASSIGNMENTS**

The assignments for the course are listed below:

**Written Assignments:** There will be four (4) written assignments given during the course of the semester. Written assignments will be based on the material covered during the week. Students will be expected to answer two essay questions by providing answers to each question no shorter than one and one-half pages in length. Each written assignment will be available on Moodle each Friday, and must be turned in no later than 9pm that Sunday. The first written assignment will be due **May 14th.** The second written assignment will be due **May 21st.** The third written assignment will be due **May 28th.** The fourth written assignment will be due **June 4th.** Written assignments will be worth 56% of your final grade.

**Unit Quizzes:** Students must take each of the unit quizzes on Moodle (there are quizzes for each unit, and sixteen (16) total). Quizzes cover the material discussed in the unit workbooks and the required readings. You may take the quizzes at any time during the week they are assigned, but they must be completed by 9pm on the Sunday of the week in which they are assigned. Unit quizzes will be worth 23% of your final grade in total.

**Discussion Forums:** Students need to either post and/or repost **at least twice** to each of the unit discussion forums on Moodle. There are forums for each unit, and sixteen (16) in total. Students are expected to make insightful comments that demonstrate an understanding of the course material and engage other students in a fruitful dialogue. Like the unit quizzes, your posts to discussion forums must be completed on the Sunday of the week in which they are assigned. Unit discussion forums will be worth 23% of your final grade in total.

**GRADING**

There are **720** points that can be earned in this course. Below is a breakdown of how much each assignment is worth:

* **Written Assignments:** 400 points (100 points apiece)
* **Unit Quizzes:** 160 points (10 points apiece)
* **Discussion Forums:** 160 points (10 points apiece)

Your grade will be calculated as follows:

* A (90% - 100%): 648 – 720 points
* B+ (88% - 89.99%): 634 – 647.99 points
* B (80% - 87.99%): 576 – 633.99 points
* C+ (78% - 79.99%): 562 – 575.99 points
* C (70% - 77.99%): 504 – 561.99 points
* D+ (68% - 69.99%): 490 – 503.99 points
* D (60% - 67.99): 432 – 489.99 points
* F (59.99% or less): 431.99 points or less

**COURSE SCHEDULE & ASSIGNMENTS**

This course**,** for the most part, is **self-paced.** This is not a "synchronous" course where we will all get together at the same time to talk over material. Nevertheless, it is important that you stay abreast of all the readings and assignments in the course. If you fall behind you will probably have a hard time getting caught up. To that end, I've provided a course schedule with a ***recommended* course of action** below.This pathway through the course may not work for some or even all of you, but it will ensure you complete all assignments on time and stay ahead of the required reading. Please note the important dates for assignments as well.

Although the outline below is only a recommended course of action, you **MUST** complete all assignments in a given section by the end of the week. All quizzes and discussion forums will close on **Sundays at midnight.** I will check all assignments on Monday mornings to make sure they are completed.

Below you will find the course schedule with topics, and required readings for each topic.

**May 8 – May 14: Introduction to the Local Metropolis. Origins of the Modern Metropolis. Metropolitan Political Structure**

* *Managing Urban America:* Chapters 1 & 3
* *City Politics:* Chapters 1 – 5
* **Monday May 8th:** Read syllabus and complete the syllabus quiz; watch all introductory videos and become familiar with the course content on Moodle; Read required book chapters; Complete the [Introduction to the American City](https://moodle2019.coastal.edu/mod/book/view.php?id=98429) workbook; complete the [Introduction to the American City Quiz](https://moodle2019.coastal.edu/mod/quiz/view.php?id=98459); post at least twice to the [Introduction to the American City Discussion Forum](https://moodle2019.coastal.edu/mod/forum/view.php?id=98454)
* **Tuesday, May 9th:** Read required book chapters; complete [A History of Urban Growth](https://moodle2019.coastal.edu/mod/book/view.php?id=98448) workbook; complete [A History of Urban Growth Quiz](https://moodle2019.coastal.edu/mod/quiz/view.php?id=98460); post at least twice to [A History of Urban Growth Discussion Forum](https://moodle2019.coastal.edu/mod/forum/view.php?id=98455)
* **Wednesday, May 10th:** Read required book chapters; complete [Reform Movements and City Government Structure](https://moodle2019.coastal.edu/mod/book/view.php?id=98449) workbook; complete [Reform Movements and City Government Structure Quiz](https://moodle2019.coastal.edu/mod/quiz/view.php?id=98461); post at least twice to [Reform Movements and City Government Structure Discussion Forum](https://moodle2019.coastal.edu/mod/forum/view.php?id=98456)
* **Thursday, May 11th:** Read required book chapters; complete [The Urban Electorate](https://moodle2019.coastal.edu/mod/book/view.php?id=98452) workbook; complete [The Urban Electorate Quiz](https://moodle2019.coastal.edu/mod/quiz/view.php?id=98462); post at least twice to [The Urban Electorate Discussion Forum](https://moodle2019.coastal.edu/mod/forum/view.php?id=98457)
* **Friday, May 12th:** Catch up on unfinished reading; begin reading ahead for the next week; Complete any unfinished work, including more posts on discussion forums; review Written Assignment #1 and begin writing answers.
* **Saturday,  May 13th:** Catch up on unfinished reading; read ahead for the next week; work on Written Assignment #1
* **Sunday, May 14th:** Read ahead for the next week; complete Written Assignment #1; finish up any unfinished work for the week.

**May 15 – May 21: Intergovernmental Relations. Urban Development, Planning and Policymaking**

* *Managing Urban America:* Chapters 2, 4 & 5
* *City Politics:* Chapters 6 – 9 & 13
* **Monday, May 15th:** Read required book chapters; complete the [Intergovernmental Relations](https://moodle2019.coastal.edu/mod/book/view.php?id=98463) workbook; complete the [Intergovernmental Relations Quiz](https://moodle2019.coastal.edu/mod/quiz/view.php?id=98474); post at least twice to the [Intergovernmental Relations Discussion Forum](https://moodle2019.coastal.edu/mod/forum/view.php?id=98470)
* **Tuesday, May 16th:** Read required book chapters; complete [The Urban/Suburban Divide](https://moodle2019.coastal.edu/mod/book/view.php?id=98465) workbook; complete [The Urban/Suburban Divide Quiz](https://moodle2019.coastal.edu/mod/quiz/view.php?id=98475); post at least twice to [The Urban/Suburban Divide Discussion Forum](https://moodle2019.coastal.edu/mod/forum/view.php?id=98471)
* **Wednesday, May 17th:** Read required book chapters; complete the [Urban Policymaking](https://moodle2019.coastal.edu/mod/book/view.php?id=98467) workbook; complete the [Urban Policymaking Quiz](https://moodle2019.coastal.edu/mod/quiz/view.php?id=98476); post at least twice to the [Urban Policymaking Discussion Forum](https://moodle2019.coastal.edu/mod/forum/view.php?id=98472)
* **Thursday, May 18th:** Read required book chapters; complete the [Urban Planning and Development](https://moodle2019.coastal.edu/mod/book/view.php?id=98466) workbook; complete the [Urban Planning and Development Quiz](https://moodle2019.coastal.edu/mod/quiz/view.php?id=98477); post at least twice to the [Urban Planning and Development Discussion Forum](https://moodle2019.coastal.edu/mod/forum/view.php?id=98473)
* **Friday, May 19th:** Catch up on unfinished reading; read ahead for the next week; complete any unfinished work and add more posts to the discussion forums; review Written Assignment #2 and begin writing answers
* **Saturday, May 20th:** catch up on any unfinished reading; read ahead for the next week; work on Written Assignment #2
* **Sunday, May 21st:** read ahead for the next week; complete Written Assignment #2; catch up on any unfinished work for the week.

**May 22 – May 28: Managing the Modern Metropolis**

* *Managing Urban America:* Chapters 6 – 10
* *City Politics:*Chapter 12
* **Monday, May 22nd:** Read required book chapters; complete the [Decision Making and Decision Analysis](https://moodle2019.coastal.edu/mod/book/view.php?id=98496) workbook; complete the [Decision Making and Decision Analysis Quiz](https://moodle2019.coastal.edu/mod/quiz/view.php?id=99918); post at least twice to the [Decision Making and Decision Analysis Discussion Forum](https://moodle2019.coastal.edu/mod/forum/view.php?id=99910)
* **Tuesday, May 23rd:** Read required book chapters; complete the [Service Delivery](https://moodle2019.coastal.edu/mod/book/view.php?id=98497) workbook; complete the [Service Delivery Quiz](https://moodle2019.coastal.edu/mod/quiz/view.php?id=99919); post at least twice to the [Service Delivery Discussion Forum](https://moodle2019.coastal.edu/mod/forum/view.php?id=99911)
* **Wednesday, May 24th:** Read required book chapters; complete [Management Process](https://moodle2019.coastal.edu/mod/book/view.php?id=98498) workbook; complete [Management Process Quiz](https://moodle2019.coastal.edu/mod/quiz/view.php?id=99921); post at least twice to [Management Process Discussion Forum](https://moodle2019.coastal.edu/mod/forum/view.php?id=99912)
* **Thursday, May 25th:** Read required book chapters; complete [Human Resources](https://moodle2019.coastal.edu/mod/book/view.php?id=99909) workbook; complete [Human Resources Quiz](https://moodle2019.coastal.edu/mod/quiz/view.php?id=99923); post at least twice to [Human Resources Discussion Forum](https://moodle2019.coastal.edu/mod/forum/view.php?id=99913)
* **Friday, May 26th:** Catch up on unfinished reading; read ahead for the next week; complete any unfinished work and add more posts to the discussion forums; review Written Assignment #3 and begin writing answers
* **Saturday, May 27th:** Catch up on any unfinished reading; read ahead for the next week; work on Written Assignment #3
* **Sunday, May 28th:** read ahead for the next week; complete Written Assignment #3; catch up on any unfinished work for the week

**May 29 – June 4: Governing the Modern Metropolis**

* *Managing Urban America:* Chapter 11
* *City Politics:* Chapters 10, 11, 14, 15
* **MONDAY, MAY 29th: MEMORIAL DAY**
* **Monday, May 29th:** **(Technically, there is no class on this day, but you should complete these assignments on that day to stay on schedule)** Read required book chapters; complete Finance and Budget workbook; complete Finance and Budget Quiz; post at least twice to Finance and Budget Discussion Forum
* **Tuesday, May 30th:** Read required book chapters; complete Governing Fragmented Cities workbook; complete Governing Fragmented Cities Quiz; post at least twice to Governing Fragmented Cities Discussion Forum
* **Wednesday, May 31st:** Read required book chapters; complete American Cities in the Global Context workbook; complete American Cities in the Global Context Quiz; post at least twice to the American Cities in the Global Context Discussion Forum
* **Thursday, June 1st:** Read required book chapters; complete The Future of American Cites workbook; complete The Future of American Cities Quiz; post at least twice to The Future of American Cities Discussion Forum
* **Friday, June 2nd:** Catch up on any unfinished reading, complete any unfinished work and repost to different discussion forums; review Written Assignment #4 and begin preparing answers
* **Saturday, June 3rd:** work on Written Assignment #4
* **Sunday, June 4th:** Finish Written Assignment #4, turn in, and complete class