

UTA Political Science, Fall 2016  
2312-003 State & Local Government Syllabus MWF 11-11:50 AM in UH110  
Professor Richard Millsap

This syllabus is a contract between the instructor and the student on how the course will be conducted. Read it, as you are responsible for complying with its contents. My below website will provide amendments.

**Office:** Room 413, elevator up to 4<sup>th</sup> floor University Hall, left to north wall T intersection, right two doors.

**Office hours:** UH 413 Tuesdays 1-150PM and Tuesdays and Thursdays 330-430 PM

**Phone:** The Political Science Department Office phone is 817-272-2991 where I can pick up messages several days a week. Due to the budget crisis, the State removed my office phone to save money; consequence of tax policy. *See my website announcements for your class regarding the latest and best ways to contact me.* During my class, set your phone to off or vibrate so not to disturb me or students or you will be ejected, and you may never have them on or look at them during exams.

**Email:** [millsap@uta.edu](mailto:millsap@uta.edu)

**Our class website address is:** <https://wwwb.uta.edu/faculty/millsap> **I do NOT use Blackboard since I have my own website.** You must copy & paste this link exactly into your browser, or you will not get there. My home page will describe how to use this site to obtain class announcements, assignments, this detailed syllabus, some exam review information, PowerPoint slides, and other links to keep you up to date for exams. To get to our class announcements page, on this home page under UT Announcements choose the **2312** State and Local Government hyperlink that leads you to this page <https://wwwb.uta.edu/faculty/millsap/UT%20announcements/2312/contents.htm> Some have chosen the wrong course link and is why they received bad information for our course.

**Required text.** I am using Lone Star Politics: Tradition and Transformation, by Collier, 4<sup>th</sup> edition by CQ Press-Sage, ISBN 9781483352770. I think you will be taking a dangerous risk to use an earlier edition because I am asking questions from this edition. **Get this text as fast as you can by the beginning of the semester, as there is not a moment to waste using the text to look up actual reading questions I provide on my class website, from which I select questions (up to half the exam) to use on exam 1 and future exams.** If you do so and remember the correct answer, that part of the exam will be easy. Then if you master class lecture material, too, you will find the exam easy. But, it will be easy only if you work hard. You can buy it from the UTA bookstore about as cheap as anywhere else, but check out price and other options. Go to our bookstore or go to this link <http://www.bkstr.com/texasatarlingtonstore/home> and upper right gray area "search by keyword," enter the title of this book. I think the bookstore will also rent this text at a cheaper price. Students can purchase directly from the CQ Press site, where you can order the book for CQ's suggested retail of \$ 80.00 at <http://www.cqpress.com/product/Lone-Star-Politics-Tradition-5.html> Course Smart has a price of \$40.00, which may be a rental price at <http://www.coursesmart.com/lone-star-politics-tradition-and-transformation/ken-collier-steven-galatas-julie-harrelson/dp/9781483352770> Google is your friend to look for other sources. Amazon, Barnes and Noble, [www.chegg.com](http://www.chegg.com) and <http://www.coursesmart.com> will have options too, and perhaps you will find some competition. I argue that a citizen's role in

democracy is critical and for that reason you should save this manual about how government works (and doesn't) for your personal library. Do not delay getting this text for reason stated. If you do not, it will cost you dearly on exams. A student sent me this Amazon link for a cheap \$32 ebook version of the text

[http://www.amazon.com/dp/B00T6C1UEI/ref=pe\\_385040\\_118058080\\_TE\\_M1T1DP](http://www.amazon.com/dp/B00T6C1UEI/ref=pe_385040_118058080_TE_M1T1DP) Here is an amazing deal for the course textbook. If students go to Amazon

<http://www.amazon.com/Lone-Star-Politics-Tradition-Transformation/dp/1483352773> there you will see how you can rent the textbook for a mere \$24.94 plus tax. On top of this, students who have the Amazon Prime service, either by paying for it or signing up for the 6 month trial as a university student, will be able to get it without any shipping costs and receive it in the next two days.

**Political Science 2312 State & Local Government course description:** 3 hours credit. "This course covers state constitutions, historical context, parties, elections, the branches of government, the bureaucracy, local governments, public policy, & interests that impact government."

**Political Science 2312 course goals:**

Students will:

- 1). Demonstrate a well-rounded knowledge of state government and politics.
- 2). Demonstrate an understanding of how political scientists analyze and interpret the foundations, institutions, processes, and actors that constitute state government and politics.
- 3). Demonstrate critical thought about state government and politics.

**Political Science 2312 learning objectives/outcomes:**

Upon completion of this course, students are expected to be able to:

- 1). Define fundamental concepts associated with American politics through appropriate responses on exams.
- 2). Explain the theoretical and historical underpinnings of state constitutions, as well as basic understanding of its content.
- 3). Describe the structure, function, powers of the differing branches of state governments and influences on public policy.
- 4). Describe the evolving history of elections, eligibility and impact of participation on democracy.

**Grading:**

We will have 4 exams, and each will be worth 25%. The test grading scale for the course will be A=90-100, B=80-89, C=70-79, D=60-69, F=59 and below. The exam scores are normally added up and divided by 4 to obtain your average, but I will drop the lowest exam grade. Thus, your grade will be determined by taking your highest 3 exam scores and dividing by 3. Study. The only other way you can impact your grade is to complete an **optional term project** which is worth 25 points of extra credit - depending on evidence you satisfied all project requirements. That's the deal; satisfy requirements and you earn the extra points. Do not comply and you earn nothing. But this is optional. These points will be added to the sum of your 3 highest exam scores and divided by 3 to obtain your average. This can boost your course grade up to the next letter grade. All details for the project options will be posted on our class web announcements page soon after the beginning of the course. A big mistake some students make is to wait until near the due date close to the end of the semester to decide to do a project only to discover there is not enough time to comply. Students are expected to keep track of their performance throughout the semester and seek guidance from available sources

(including the instructor) if their performance drops below satisfactory levels; see “Student Support Services,” below.

**Student Support Services:** UT 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. Resources include (click on hyperlinks) [tutoring](#), [major-based learning centers](#), developmental education, [advising and mentoring](#), personal counseling, and [federally funded programs](#). For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at <http://www.uta.edu/universitycollege/resources/index.php>.

**The IDEAS Center** (2<sup>nd</sup> Floor of Central Library) offers **free** tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email [IDEAS@uta.edu](mailto:IDEAS@uta.edu) or call (817) 272-6593.

**Exam Grades.** After entry in my grade book, your scan forms are always returned to you after each exam (next class) and you should keep them as evidence. Grades will not be posted. If you want your grades, pick up your scan form from me. My Mav will show you how to obtain your progress reports or mid-term grades, as well as your final course grade. There is a My Mav tutorial on my website's general announcements. Course grades are turned in during final week and are available to you on the internet when posted by the registrar through My Mav. If you want your final exam grade sooner than the university will send your course grade, provide me with a self-addressed & stamped envelope at final exam time and I will mail your grade as soon as I have it. I do not have time during final exam week to answer several hundred phone calls and emails requesting grades and it is against the FERPA federal law (see our web announcements regarding how to get grades). And in the spring I leave for distant places – like Alaska 4,500 miles away, so meeting is impossible after the final. ***Lastly, do not throw away any of any your graded work until satisfied all were recorded correctly.***

### **Examinations:**

Exams will be multiple choice, unless announced otherwise, and may come from all material --- including lectures, reading assignments, videos and guest speakers. It is my experience that students who do not attend class regularly and do not take careful class notes have a more difficult time with exams because many of the answers to questions come from lectures. Warning! You are responsible for all reading material assigned, whether or not it was covered in class! So pace yourself and do not leave your reading until just before a test. Use whatever learning skills you like, but I would recommend reading the material at least twice, and making notes about key concepts, or make an outline. You must be able to demonstrate knowledge of the material presented in class, as well as the assigned reading material. Take good notes, organize material, and study hard. I give you more detailed ideas in the general announcements on your class web page.

**SCAN Form # 882E.** You must provide this form for every test, which can be purchased at the bookstore. It is a narrow light green form that has "A-E" responses for 50 questions on the front and back. Wrong forms will not be accepted because they cannot be scanned by the machine. If you fail to bring one to the test, you will not be allowed to take the test.

You must use a #2 pencil! Follow test instructions. Mark only the appropriate places on the SCAN Form #882E to avoid confusing the scan machine. If you make an answer erasure on

your Scan Form 882 test answer sheet that leaves any image, I recommend that you transfer your answers to a new answer sheet that will be handed in for grading. The reason is because the scan machine sometimes confuses erasures with darker answer marks and incorrectly counts the question wrong. Unfortunately, because a few students have been caught cheating in the past, no credit will be given for a question marked wrong, when an erasure is involved. I do not have time to check every response of every student. There must be no erasures. A solution is to use the exam as a worksheet before transferring to your answer sheet.

Remember to place your NAME on your scan answer sheet; some forget. Please PRINT your name so I can read it. If I cannot tell who the answer sheet belongs to, you get a zero! PLEASE do not fold, mutilate, tear, or crumple your Scan Form in any way – especially the left feeding side - as it will not feed into the machine and you will not receive a grade!

Do not be late to the beginning of the exam or you may not be admitted. The reasons are: 1). you have to learn to be on time and you need all of our class time for the exam, 2). students entering late disturb others taking the exam, 3). Some have waited for students to leave to ask what is on the exam. That is why I want you to be on time to be eligible to take the exam. Be on time. 3). You must take the exam with your class at the scheduled time, unless you have made prior arrangements with me, or you may earn a zero.

**Makeup exams.** You may be denied taking a makeup exam unless you have a valid, documented excuse, or you may earn a zero. Makeup exams can be more difficult for numerous reasons mentioned on the website. Avoid makeup exams if at all possible! All makeup exams will be scheduled for our last class meeting of the semester before the final, unless announced otherwise. The reason is because I do not have time to write multiple makeup exams to give to multiple students at different times. Thus makeup exams may be more difficult due to the time that has passed since we covered that material; however, those who study do well. On occasions the makeup exam may be a different format (essay), it may be comprehensive, and will require specific, detailed answers. It has the reputation as an "either you know it, or you don't" kind of a test. There is also a disadvantage if a curve was provided on the regular exam because it is not provided on the different makeup exam.

*Important: if you miss a scheduled exam for any reason, you must immediately before or after (emergency) explain to me why. You can explain in person, but I will also need an email from you explaining the exact reason for the absence, with attached documentation, like a doctor's note or official university excuse or an obituary, and so forth in order to qualify to take the makeup test. This will be saved in our class folder to remind me later who qualifies for the makeup. You will be ineligible for the makeup exam without a serious legitimate documented reason. Over sleeping or being late or not being prepared do not qualify and you may receive a zero for that exam. Plan ahead; it is to your advantage to take the scheduled exam. If you have approval to take a makeup exam and fail to take it at the scheduled time, a zero will be recorded.*

**Academic Integrity.** Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University. If I catch a student, I take more immediate action that can result in a "failing" grade (see my website general announcements). No one may wear headphones or ear speakers during exams, nor may you answer or look at your cell phone or have it on during an exam or you will receive a zero on the exam. Turn off your cell phone during exams.

**Attendance:** At The University of Texas at Arlington, taking attendance each is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. I will not take attendance on a routine basis, but will do so occasionally for federal government tracking purposes. If you are not attending class you are wasting your money and you will have much greater difficulty on exams as much of the test material will come from class lectures.

**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. For more information, contact the Office of Financial Aid and Scholarships (<http://www.uta.edu/aao/fao/>). If you plan to drop the course, it is your responsibility to officially drop before the last day to drop. If you fail to do so, you may receive an "F" in the course, instead of a "W."

**Citizenship:** Students pay money to take this course, and most want to learn. However, sometimes an individual is not interested in learning, and disturbs and/or distracts others during class in a variety of ways, such as talking and laughing. Therefore, due to student complaints, the instructor reserves the right to ask the student to leave class and to reduce a student's course grade. This also extends to a student who distracts others and the teacher by reading newspapers and other non-class materials and making noise by turning pages, listening to music on head phones, receiving or making phone calls, or text messaging. Turn cell phones off or to vibrate for emergency calls. Do not walk in late or leave early and crawl over others to get to your seat. It disturbs others, so sit in an area at the back of the class where you will not be so disturbing to others. Be careful with notebook computers. They are wonderful education tools, but most students (from observed history), rather than using them for class note taking use them to surf the web for un-related material, play games and read email and much worse - rather than paying attention to the lecture. From history, when I see a laptop computer being used in class, I know there is a 75% probability it is being used for something other than class purposes and I make a mental note about that student. I am mystified why such students even come to class.

Please be considerate of others trying to listen, trying to contribute, and trying to learn. If you do not, a serious case can result in expulsion from the course, and a grade of "F." See the "Why Students Fail" article hyperlinked on my web site in the general announcements. If you are not interested in abiding by these rules, I recommend you drop now. Thank you in advance for being considerate to others!

**Disability Accommodations:** UT 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)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the Rehabilitation Act*. 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 disability. Students are responsible for providing the instructor with official notification in the form of **a letter certified** by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

**The Office for Students with Disabilities, (OSD)** [www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability).

**Counseling and Psychological Services, (CAPS)** [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

**Non-Discrimination Policy:** *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit [uta.edu/eos](http://uta.edu/eos).*

**Title IX Policy:** The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or [jmhood@uta.edu](mailto:jmhood@uta.edu).*

**Student Support Services:** UT 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. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at [www.uta.edu/resources](http://www.uta.edu/resources).



### **Start Strong.**

All first time freshmen can receive six FREE hours of tutoring for this course and other selected subjects for this semester. It is called Start Strong and you can find details at <https://www.uta.edu/universitycollege/current/academic-support/learning-center/tutoring/start-strong.php> Students must sign up and complete their first hour of tutoring by **September 23**. To sign up, visit UTSI in 205 Ransom Hall/University College. Upon completion of your first tutoring appointment, you will receive five hours of additional free tutoring. Flexible tutoring hours are available from 7:00am – 9:00pm, seven days a week at secure locations on campus. All tutors receive extensive training.

**Supplemental Instruction (SI)** is a FREE voluntary academic development program (your tuition paid for it) that increases student performance and retention. The program is offered to all students in some classes, as well as for other historically difficult subjects on campus. SI provides regularly scheduled out-of-class peer facilitated sessions. Senior students (SI Leaders), who have successfully taken the course before, facilitate structured group study sessions to support students to master course content and learn effective study skills. It is a great way to study while also getting to know students in your class. All SI Leaders receive extensive training. Session times will be presented by your SI Leader during the first week of class; alternatively you can visit our website at <http://www.uta.edu/universitycollege/current/academic-support/learning-center/si/> and see this PDF information sheet <https://www.uta.edu/faculty/millsap/UT%20announcements/Faculty%20Information%20for%20SI.pdf> The SI cannot work miracles if you wait until just before the exam to ask for help. **If you are not doing well and you are not taking advantage of SI sessions, you are making a mistake.** See these short You Tube videos to understand the benefits of attending SI. Ohio State [https://www.youtube.com/watch?v=4c\\_8HFURH04](https://www.youtube.com/watch?v=4c_8HFURH04) and you will find more info at University of Oklahoma <https://www.youtube.com/watch?v=jUxjsgEJkN0> and more at Texas A & M <https://www.youtube.com/watch?v=mE4T8N2OnbE>

**Student Feedback Survey:** At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback via the SFS database is aggregated with that of other students enrolled in the course. Students’ anonymity will be protected to the extent that the law allows. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

### **Library information:**

Library Home Page [library.uta.edu](http://library.uta.edu)

#### **Academic Help**

Academic Plaza Consultation Services [library.uta.edu/academic-plaza](http://library.uta.edu/academic-plaza)

Ask Us [ask.uta.edu/](http://ask.uta.edu/)

Library Tutorials [library.uta.edu/how-to](http://library.uta.edu/how-to)

Subject and Course Research Guides [libguides.uta.edu](http://libguides.uta.edu)

Subject Librarians [library.uta.edu/subject-librarians](http://library.uta.edu/subject-librarians)

#### **Resources**

A to Z List of Library Databases [libguides.uta.edu/az.php](http://libguides.uta.edu/az.php)

Course Reserves [pulse.uta.edu/vwebv/enterCourseReserve.do](http://pulse.uta.edu/vwebv/enterCourseReserve.do)

FabLab [fablab.uta.edu/](http://fablab.uta.edu/)  
Special Collections [library.uta.edu/special-collections](http://library.uta.edu/special-collections)  
Study Room Reservations [openroom.uta.edu/](http://openroom.uta.edu/)

**TED lectures** <http://new.ted.com/> introduce us to the world's most fascinating thinkers and doers, who are challenged to give the talk of their lives in 18 minutes or less. A wide variety of topics - many of whom are spell binding.

**Electronic Communication:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

**Campus Carry:** Effective August 1, 2016, the Campus Carry law (Republican Legislature Senate Bill 11) allows those "licensed individuals" to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. If you see someone with a gun (other than police), call 911 as it is a crime. For more information, visit <http://www.uta.edu/news/info/campus-carry/> and <https://www.uta.edu/policy/hop/12-500?hl=handgun>

**The Metro Arlington Xpress bus service,** or The MAX, will stop near the corner of UTA Boulevard and Center Street when it brings riders to the College Park District. The bus connection to Trinity Rail Express' CentrePort Station is useful to students. Trinity Rail Express' connects to downtown Fort Worth & Dallas and connects to AMTrak destinations around the USA. Buses will make regular trips 6 a.m.-10 p.m. Mondays-Fridays between the TRE CentrePort Station and College Park District at UT Arlington. Free WiFi will be available on The MAX in September, and another stop is planned in Arlington's entertainment district by November. Fares will be \$5 for the general public and only \$2.50 for college and high school students, senior citizens, and the disabled. Visit <http://www.ridethemax.com/> for more information.

**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. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Voter registration:**

Being a responsible member of a democracy means voting at the minimum. See my website "voting" hyperlink for details and see <http://www.votetexas.gov/> If you are a U.S. citizen



and 18 you are eligible to vote, unless you fall into one of those few other limited categories, such as non citizen. Registration is permanent and you have to be registered 30 days or more before any election to vote in that election. You have to get into the critical civic habit of registering to vote (cannot vote unless you do), researching candidates and issues, and voting. It is a vital community responsibility for you to do this for your neighborhood. We want you to vote in an informed way, but as you are getting started I personally don't care if you write in the name of Kermit the Frog! Vote! If you are from another state, I will show information on my elections PowerPoint presentation how to register and vote by mail in your home state, or ask me. Vote! It is your one opportunity to tell government what you think.

**Emergency Exit Procedures:** Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is located at the front of our classroom near the screen. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities. Evacuation plans may be found at [http://www.uta.edu/campus-ops/ehs/fire/Evac\\_Maps\\_Buildings.php](http://www.uta.edu/campus-ops/ehs/fire/Evac_Maps_Buildings.php) and UT Arlington Emergency/Fire Evacuation Procedures are found at ([http://www.uta.edu/police/Evacuation\\_Procedures.pdf](http://www.uta.edu/police/Evacuation_Procedures.pdf))

**Emergency Phone Numbers:** In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911.

**Course schedule:**

The instructor reserves the right to change and make adaptations to the following schedule, as required and will be announced in class and on our class website as necessary.

Week (month/class week dates Monday through Friday) UTA Fall 2016 semester academic calendar <https://www.uta.edu/uta/acadcal.php?session=20166>

Week 1 First Day of Classes (Aug 25-26)

- If you intend to do an optional term project due near end of the semester, do not decide to begin late in the semester, as you will discover there is not enough time to complete the project and you will have conflicts with studying for my exams and your other courses.

Week 2 (Aug 29-Sept. 2)

Week 3 (Sept. 5-9)

- Monday Labor Day holiday – no classes

Week 4 (Sept 12-16)

Week 5 (Sept 19-23)

- Exam #1 may be Wednesday this week, but exact date will be announced and will cover (A) all class lecture material. (B) These Collier chapter: Chapter 9: Campaigns & elections; Chapter 10: Political parties; Chapter 11: Organized interests. (C) You are also responsible for "general announcement # 4" (follow instructions carefully as you are liable for speedreading - outlining ONLY minimal key information requested and NOT the whole thing) at <https://web.uta.edu/faculty/millsap/UT%20announcements/General%20announcement.s.htm> - this is my website essay on important government issues I have observed over

a multi decade career working for government and studying it. Let me know if you have questions after reading # 4 announcement language.

- Always see web exam announcements for latest modifications to coverage as well as you must listen to class announcements, as it is the final word. Do not be late to the beginning of the exam or you may not be admitted.
- Your exam grades will not be posted on MyMav – only final course grades and progress reports are posted on MyMav. You get your exam grades by picking up your scan form in class after each exam, and I bring them every class. See my website General Announcement # 10 about other ways to get grades from me  
<https://web.uta.edu/faculty/millsap/UT%20announcements/General%20announcements.htm>

Week 6 (Sept 26-30)

Week 7 (Oct. 3-7)

Week 8 (Oct 10-14)

Week 9 (Oct 17-21)

- Exam #2 may be Wednesday this week, but exact date will be announced and will cover (A) all class lecture material since the last exam, and (B) these Collier chapters: Chapter 1: Intro – historical context of Texas government; Chapter 2: Constitution; Chapter 12: Local governments.
- Always see web exam announcements for latest modifications to coverage as well as you must listen to class announcements, as it is the final word. Do not be late to the beginning of the exam or you may not be admitted.
- Your exam grades will not be posted on MyMav – only final course grades and progress reports are posted on MyMav. You get your exam grades by picking up your scan form in class after each exam, and I bring them every class.

Week 10 (Oct 24-28)

Week 11 (Oct 31-Nov 4)

- 11/2 last day to drop – submit to advisor by 4 PM

Week 12 (Nov 7-11)

Week 13 (Nov 14-18)

- Exam #3 may be Wednesday this week, but exact date will be announced and will cover (A) all class lecture material since the last exam, and (B) these Collier chapters: Chapter 3: Legislature overview; Chapter 4: Legislature organization & process; Chapter 7 (courts).
- Always see web exam announcements for latest modifications to coverage as well as you must listen to class announcements, as it is the final word. Do not be late to the beginning of the exam or you may not be admitted.
- Your exam grades will not be posted on MyMav – only final course grades and progress reports are posted on MyMav. You get your exam grades by picking up your scan form in class after each exam, and I bring them every class.
- Optional term project due last class period this week, as with hundreds of students I have to have time to grade papers. Will count off if late (see project instructions posted on website). Do not wait until last minute to begin. (Details will be on my website as a hyperlink in our class announcements). Be sure to pick up your project before final exam week in case you need to make corrections to obtain credit, which you do not want to do at the last minute. Follow each and every instruction and you earn the points! Do it right the first time or you might not get credit and waste your time and mine. I do contract

with the Honors College and award honors credit as well as class credit for successfully completing a project.

Week 14 (Nov 21-25)

- No class 11/24 & 11/25 Thanksgiving holidays

Week 15 (Nov 28-Dec 2)

Week 16 (Dec 5-9)

- 12/7 is last Day of classes
- Friday Dec 9 reserved only for makeup exams during regular class time. Only for those students authorized to take a makeup exam (those who provided valid documentation at the time the exam was missed). No other students come to class.

Week 17 (Dec 12-16) Final exam week.

- Exam #4 will be this week, but exact date will be announced and must be given at the time assigned by the registrar. Remember, the final is optional in the sense that your grade will be determined by taking your highest 3 exam scores and dividing by 3. Thus, if you are happy with your grade average before the final, the final is optional. You have nothing to lose by taking the final. See schedule for all your courses at <http://www.uta.edu/records/downloads/finals/finalexamschedulefall2016.doc.pdf> Final will cover (A) all class lecture material since last exam, and ((B) these Collier chapters: Chapter 5 Governor; Chapter 6 Plural executive & bureaucracy; Chapter 7 Judicial system.
- Always see web exam announcements for latest modifications to coverage as well as you must listen to class announcements, as it is the final word. Do not be late to the beginning of the exam or you may not be admitted.
- Your exam grades will not be posted on MyMav – only final course grades and progress reports are posted on MyMav. Course grades will be available to you via MyMav. See my website General Announcement 10 about other ways to get grades from me <https://www.uta.edu/faculty/millsap/UT%20announcements/General%20announcements.htm> Grades will not be posted except final course grades on MyMav. If you want, remember to bring a self addressed stamped envelope to the final and I will mail your final exam grade. Keep all your graded work as evidence until satisfied your grade is correct.

Instructor background summary:

- Political Science faculty for the University of Texas, as well as other 3 other higher education institutions, where some 50,000 students have passed thru perhaps 450-500 of my upper and lower level political science courses. Specialize in teaching the US Constitution line by line using historical intent and US Supreme Court cases, including the Bill of Rights and Human Rights and effective government institutions. Received a 2013 “Excellence in Teaching” award and one of 3 nominees for another similar honor in 2003. Team taught a university course on Congress and the Presidents for 20 years with a former U.S. Speaker of the U.S. House of Representatives (next in line to the presidency after the VP) for whom I used to work.
- Executive Director of Congo Freedom Alliance USA, a pro democracy alliance for peace, truth & reconciliation, justice, rule of law, freedom, liberty, equality, and government of the people, by the people and for the people in the DRC. We share ideas to improve the quality of life for all, especially for DRC children who are the future. Trustee leaders come from all around the world and within the DRC. Advisors include a former U.S. Speaker of the House of Representatives. The Congo is the scene of the worst wars in history since WWII that is ongoing since 1994 with about 8-9 million killed, 24 million wounded and millions of women and children raped as weapon of terror.
- Supervisory United States Park Ranger (federal police, firefighting, emergency medical service, technical rescue, bear management) for the National Park Service, Department of the Interior – many years serving

in supervisory, incident command and strike team leader positions. Hold national security clearance. I served decades as a ranger, who worked way up highway patrol to supervisor of operations, who saved many lives during disturbing extremely stressful emergency incidents, and who provided emergency care to others dying a violent death in my arms. There are only about 1500 of us federal officers protecting about 280 million people a year visiting 401 national parks representing a federal jurisdiction area about the size of Montana.

- Former Special Assistant, executive appointment to U. S. Congress serving as liaison to national, state and local public safety agencies, the military, and served as a Department of Justice Special Deputy U. S. Marshal who coordinated a successful 7 year international man hunt for the murderer of an American law enforcement officer.
- Former Presidential Management Fellow, authorized by Executive Order of the President of the United States
- Former Project Manager, Executive Office of the President of the United States (White House). Have served every POTUS since Lyndon Johnson in some federal capacity, including inner perimeter residence Presidential Protection detail when on National Park Service property. Many do not know that the White House is NPS jurisdiction.
- Former NASA Space Shuttle & future space programs analyst & personnel manager advising senior executive service managers during transition from Apollo moon program.
- Captain (ret), 0311/0302, United States Marine Corps infantry, Fleet Marine Force, 1<sup>st</sup> Marine Regiment commanding several hundred combat ready warriors. We are professional gunfighters - masters of any weapon - the tip of the spear first called to fight, the original special forces for the Navy - soldiers of the sea, air and land, the grunt ground pounder "kick in the door" component of that spear, and I was a master of small unit tactics, weapons, explosives, and was an authority on defeating Soviet tanks. Held national security clearances and was a former enlisted expert rifleman & once range record holder with the M14 7.62 rifle with "open sights" at long distances.
- Former consultant representing a client before the legislature on higher education issues.
- Former State of Texas Administrator of Technical Programs working for Bob Bullock, who was the state's elected comptroller and later lieutenant governor (constitutionally the most powerful elected state official).
- Once spent over a year as a candidate for the Texas Legislature with a staff of several hundred, & previously served in manager staff positions for national and state level legislative campaigns; thus I am well acquainted with all aspects of campaigns & elections from 1<sup>st</sup> hand experience.
- Undergraduate and graduate government and public affairs education occurred at the University of Texas at Austin and TCU.