



AMERICAN GOVERNMENT
Ms. Seifermann

American Government is a one semester course that is required for graduation from Notre Dame High School. You are also required by the State of Illinois to pass a *Constitution* Test.

FOCUS:

We study **American Government** in order to develop the knowledge and attitudes necessary for good citizenship. Good citizenship includes understanding the basic principles and functions of our form of government as well as appreciating the rights and responsibilities of the individual in a free society.

TEXTBOOKS:

1. *Magruder's American Government*-State of Illinois Textbook
2. *Writers Inc*--required purchase for all Notre Dame students.

SUPPLIES:

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|--------------------------------------|----------------------------------|
| 1. One two pocket folder (class use) | 5. A supply of "post-it notes" |
| 2. One two pocket folder (handouts) | 6. A supply of "white out" |
| 3. Two spiral notebooks 70-100 pages | 7. High liters |
| 4. A pocket stapler | 8. A supply of 3"x5" index cards |

GRADING:

1. Your grade in this course will depend on the quality of your tests, assignments, quizzes, *Constitution* Test classroom participation, and general classroom attitude.

<u>Quarter Grade Weighting</u>	<u>Semester Grade Weighting</u>
60%= Assignments and Quizzes	45% = First (Third) Quarter
40% = Major Assignments and Tests	45% = Second (Fourth) Quarter
	10% = Semester Examination

2. Formal grades (noted in points) are issued for tests, quizzes and assignments. Also, individual tests, quizzes, and assignments are weighted in averaging from 0.5 to 3 according to importance.
3. No formal participation grade is given in this class. However, your participation in class discussion is expected and will be informally noted in the grading process--especially in cases of borderline grades.
4. Peer evaluation of your participation in group work will be noted and recorded.

NDHS COMPUTER NETWORK AND CLASSWORK

American Government students are expected to have authorization to use the NDHS computer network. NDHS school I.D.'s are required.

1. You will be required to word process some assignments, and you will be required to use Internet sources for academic research and in-class activities.
2. Hopefully, we will also be able to use Notre Dame's e-mail to write to government officials.
3. Assignments that require the use of computers can be accomplished at school. A personal computer at home is desirable but not necessary.
4. Any conduct that would jeopardize your password access to the NDHS network will seriously affect your ability to complete these assignments. This would be extremely "unwise-gradewise."



ASSIGNMENTS:

1. Handwritten assignments should be neatly done in **black or dark blue ink** on regular **loose leaf** paper. Paper torn out of a spiral notebook is unacceptable.
2. **Word processed** assignments must be printed on plain **white paper** (standard letter size), and **1.5 or double spaced** between lines of type unless specifically instructed otherwise. **Use one inch margins** (all four sides), and a standard **12 point font**.
3. Crossing out and uncorrected word processing errors are unacceptable. Use "**white out**" to correct handwritten errors and typos that are discovered after your paper has been printed.
4. Assignments must be written in complete sentences unless specifically instructed otherwise.
5. Assignments that are more than one page in length **must be stapled**.
6. Assignments are **due at the beginning** of class.
7. **Points will be deducted for each** if "white out," staples and correct paper are not used. Points will also be deducted for blatant spelling errors and if there is no real attempt to write in complete sentences.
8. Special directions and requirements will be provided for any major assignments.

ABSENCE/LATE WORK POLICY FOR ASSIGNMENTS:

1. **ANY TIME AN ASSIGNMENT IS NOT TURNED IN ON THE DAY IT IS DUE, INCLUDING ABSENCE, YOU MUST ATTACH A NOTE OF EXPLANATION FROM A PARENT OR GUARDIAN.**
 - a. **USE THE "LATE WORK" FORM THAT HAS BEEN PROVIDED.**
 - b. **THE LATE WORK FORM MUST BE STAPLED TO THE FRONT OF THE ASSIGNMENT.**
2. There will be a grading penalty for any assignment turned in late for reasons other than absence or serious emergency.
3. There is no grading penalty for assignments that are one day late due to absence or serious emergency.
 - a. If you need more than one day, negotiate a new due date with Ms. Seifermann.
 - b. If this date is missed, your grade will be lowered.

4. The later any assignment is turned in, the greater the grading penalty will be.
5. In fairness to all, long range assignments must be turned in on time. They are due at the beginning of class or must be mailed, faxed, or e-mailed to Ms. Seifermann at Notre Dame--postmarked on the due date.

TESTS, CONSTITUTION TEST, QUIZZES, SEMESTER EXAMINATION:

1. Tests will generally contain multiple choice, true-false and matching questions. Short answer essay questions may also be included.

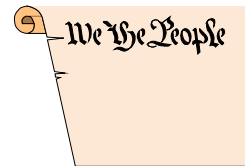
2. Make-up Tests--Absence

- a. No one is sick on every test day.
- b. Only **one test per quarter can be made up** because of absence on the test day.
- c. If you are absent for one test, you should be prepared to take that test on the day you return to class.
Any other arrangement requires the permission of Ms. Seifermann.
- d. Failure to make up a test within one week of your absence will result in a grade of zero.
- e. The lowest test score each quarter is dropped for quarter averaging. Missing one test will not destroy your average. Missing a second test is unwise.
- f. The *Constitution* Test must be taken--no matter what.

3. A passing grade on the *Constitution* Test is a **State of Illinois requirement** for all high school graduates.

You cannot receive a high school diploma unless you pass this test.

- a. Each student will take the *Constitution* Test as many times as needed to achieve a passing grade. **This must be accomplished before the last day of regular classes for the semester involved.**



- b. **This test is also a course requirement.** Therefore, if you have not passed the *Constitution* Test **before the last regular class day** of the Semester, your American Government grade will be an F.

- c. Even though you may have to take this test more than once to achieve a passing grade, your **FIRST GRADE WILL COUNT for quarter averaging.**

4. Short, informal quizzes missed due to absence cannot be made up. Two quizzes or regular assignments will be dropped from quarter averages. It would be unwise to miss more than two quizzes. In cases of extended illness, arrangements must be made with Ms. Seifermann.
5. The Semester Examination will cover the work from **both quarters**. The best preparation for the exam is consistent good work throughout the semester.

EXTRA CREDIT:

Opportunities for extra credit will occur from time to time, but extra credit work will not be considered as a substitute for regular assignments.

N.B. Please review the Notre Dame policy regarding cheating in any/all forms.

****Please read the policy regarding "Minnie the Mooch."**