



ALAMO COLLEGES DISTRICT  
San Antonio College

## Texas Government

### GOVT-2306-SAC 093

Fall 2023 Full Term AUG 28, 2023 - DEC 16, 2023

#### Course Information

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**CRN:** 18891

**Instructional Method:** Fully Distance Educ Course

**Part of Term:** Full Term

**Credit Hour Breakdown:** 3-3-0

**Meeting Location(s):** Internet:

**Class Meeting Times:** Internet: -

#### Instructor Information

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**Name:** Dr. Michael Sanchez

**Title:** Professor

**Email:** msanchez40@alamo.edu

**Office Location and Hours:**

Chance Academic Center Rm 214

**Phone:** 210-486-1697

**Preferred Method of Communication:**

If a current student use Canvas email.

**Faculty Profile (CV)**

EDUCATION

Ph.D. Political Science, Northern Arizona University Dissertation: Democracy in Puerto Rico: A Cultural Interpretation.

M.A. Political Science, Southwest Texas State University Thesis: Development of the Maquiladoras

B.B.A. Petroleum Land Management, The University of Texas at Austin

MAJOR FIELDS

American Politics, Public Policy, International Relations/Comparative Politics, U.S. Foreign Policy, Democratic Theory and Practice

#### RESEARCH INTERESTS

Community Power; Democratic Theory and Practice; Minority Politics; U.S.-Puerto Rico Relations

#### PROFESSIONAL EXPERIENCE

Professor, Political Science Department, San Antonio College (Fall 2005-present). Public Service Institute Lead (Fall 2017-present). Program

Coordinator (Spring 2012-Fall 2014). Faculty member of Mexican American Studies program (Fall 2016-Present).

Adjunct Professor, Government Department, Austin Community College (Spring 1995- present). General Education Department (2016-present).

Assistant Professor, Government Department, Suffolk University (Fall 2004- Summer II 2005). Also served as Graduate and undergraduate Internship Supervisor.

Lecturer, Department of Political Science, Texas State University at San Marcos (Fall 2000-Spring 2004).

Lecturer, Department of Political Science, Our Lady of the Lake University (Spring 2000).

Lecturer, Department of Political Science, Pontificia Universidad Católica de Puerto Rico en Ponce, (Fall 1999).

#### COURSES TAUGHT

Introduction to Political Science, Minority Politics, Social Research, American-Texas Government and Politics, American National Government, Parties and Party Politics, Congress and the Legislative Process, The American Founding, Texas Government & Politics, Principles of American Government, Functions of American Government, Federal & Arizona Constitution, Arizona Politics, State and Local Government, Introduction to the Social Sciences: Politics and Economics, Introduction to the Social Sciences and Cultural Aspects, Environmental Policy and Law, International Studies, Race and Public Policy, Puerto Rico Government and Politics, Mexican American Politics

#### **Description**

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Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas. This course fulfills the Government/Political Science foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

**Prerequisites:** INRW 0420

## **Learning Outcomes**

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1. Explain the origin and development of the Texas Constitution.
2. Describe state and local political systems and their relationship with the federal government.
3. Describe separation of powers and checks and balances in both theory and practice in Texas.
4. Demonstrate knowledge of the legislative, executive, and judicial branches of Texas government.
5. Evaluate the role of public opinion, interest groups and political parties in Texas.
6. Analyze the state and local election process.
7. Identify the rights and responsibilities of citizens.
8. Analyze issues, policies and the political culture of Texas.
9. Express oneself with precision and clarity, whether orally or in writing.

## **Materials**

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**There is no assigned textbook. This course will rely on open sources.**

## **Evaluation**

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The course grade assessment is based on a total of 925 points. The course grade is based on:

- 1) Nine Quizzes
- 2) Two assignments
- 3) Two discussion boards

4) Four Journal entries

5) Three Exams

Assessment means used:

Quizzes 265 points

Assignments 200 points

Discussion boards 80 points

Journal Entries 80 points

Exams 300 points

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Total 925 points

#### Grading Scale

A 833-925 points (90%-100%)

B 740-832 points (80%-89%)

C 648-739 points (70%-79%)

D 555-647 points (60%-69%)

F below 555 points (below 60%)

#### Schedule

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Due Date	Assignment	Assignment Type	Points
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#### Schedule

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Week/Date/Module	Read	Watch	Do
Week 1 /Aug. 28	· State Here folder	"Ropesville: New	·Introduction

<p>Module 1</p>	<ul style="list-style-type: none"> <li>· Chapter 1 History and Politics.pptx</li> </ul>	<p>Deal Community Farm" - People's History in Texas</p>	<p>Discussion Part 1 due by Aug. 29 (must be completed to stay in the course); Part 2 by Aug. 31 (you must complete Part 2 by Aug. 31 to get bonus points)</p>
<p>Week 2/Sept. 4</p>	<ul style="list-style-type: none"> <li>· Hispanic have accounted for...</li> <li>· Texas ignores New Demographics...</li> <li>· Texas will have virtually no ...</li> </ul>		
<p>Continue with Module 1</p>	<ul style="list-style-type: none"> <li>· Samuel HuntingtonTheHispanicC.pdf</li> <li>· Culture Clash.pdf</li> <li>· Republicans' hostility grows...</li> <li>· The Great Replacement Theory, Explained</li> </ul>		<p>Orientation quiz due Aug. 31 for bonus points</p> <p>·Assignment 1 by Sept. 3</p>
<p>Weeks 3 &amp; 4/ Sept. 11 &amp; 18</p>	<ul style="list-style-type: none"> <li>·Chapter 2 Texas Constitution and Federalism.pptx</li> <li>·Articles 1-6 of the Texas Constitution</li> </ul>		<p>·Terms from Ropesville</p> <p>·Quiz 1 due Sept. 10</p>
<p>Module 2</p>			<p>·Quiz 2 due Sept. 24</p> <p>·Journal 1 (over Modules 1 &amp; 2) due Sept. 24</p>

Weeks 5 & 6/ Sept. 25 & Oct. 2  Module 3	<ul style="list-style-type: none"> <li>·Chapter 4 Texas Legislature &amp; Chapter 5 Legislative Process.pptx</li> <li>·Legislative Process 85th Legislature.pdf</li> </ul>	<ul style="list-style-type: none"> <li>· Why does the Speaker Matter</li> <li>· Texas tea Party statement on the...</li> <li>· How the Session Works...</li> <li>· Texas 88th Legislative Session</li> <li>·2023 State of the State Address</li> </ul>	<ul style="list-style-type: none"> <li>Quiz 3 due Oct. 8</li> </ul>
Weeks 7 & 8/ Oct. 9 & 16  Module 4	<ul style="list-style-type: none"> <li>·Chapter 6 The Office of the Governor &amp; Chapter 7 The Plural Executive.pptx</li> <li>· Texas Separation of Powers article.pdf</li> </ul>	<ul style="list-style-type: none"> <li>·A Class Apart</li> </ul>	<ul style="list-style-type: none"> <li>·State of the State Address questions</li> <li>·Quiz 4 due Oct. 22</li> <li>·Assignment 2 due Oct. 22</li> </ul>
Week/Date	Read	Watch	Do
Weeks 9 & 10/Oct. 23 & 30  Module 5	<ul style="list-style-type: none"> <li>·Chapters 8 &amp; 9 Texas Court System &amp; Criminal Jusice.pptx</li> </ul>	<ul style="list-style-type: none"> <li>·10 Rules for Dealing with Police</li> <li>·Don't Talk to Cops Parts 1 &amp; 2</li> </ul>	<ul style="list-style-type: none"> <li>·Question sheet on "A Class Apart"</li> <li>A Class Apart Video Discussion</li> </ul>

	<ul style="list-style-type: none"> <li>·Thumbs-on-he-scale_CtWatch2021_Final.pdf</li> </ul>	<ul style="list-style-type: none"> <li>·Bill Moyers: Justice for Sale</li> <li>·A Class Apart Video</li> </ul>	<ul style="list-style-type: none"> <li>(Part 1 due Oct. 24 Part 2 reviews due Oct. 26)</li> <li>·Quiz 5 due Nov. 2</li> <li>Prepare for and take Exam 1</li> <li>Journal 2 (Module 3-5) due Nov. 1</li> <li>·Exam 1 over Module 1-5; opens Nov.2 and due Nov. 5</li> </ul>
<p>Weeks 11 &amp; 12/Nov.6 &amp; 13</p> <p>Module 6</p>	<ul style="list-style-type: none"> <li>·Read Chapter 10 Voting and Political Participation.pptx</li> <li>· Texas Secretary of State – Turnout and Voter...</li> <li>· Analysis: It is harder to vote in Texas...</li> <li>· U.S. Department of Justice sues...</li> <li>· Analysis: Texas' population has changed...</li> <li>· Texas voter turnout is huge... Independent Voters and 2020...</li> <li>· Texas 2020 Election Analysis; · 2022 Texas</li> </ul>	<ul style="list-style-type: none"> <li>·Conversation with Former Governor Ann Richards</li> </ul>	<ul style="list-style-type: none"> <li>·Quiz 6 due Nov. 12</li> </ul>

	<p>Primary Turnout</p> <p>·Chapter 11 Political Parties.pptx</p> <p>The Rise of the Southern Republicans.ppt</p> <p>·Is there really a Republican Latino?</p> <p>·Trump did win the Latino vote. He won...</p>	<p>·Professor Cal Jillson on Purple Texas: Demographic Change and the Future of Party Politics</p>	<p>·Quiz 7 due Nov.16</p> <p>·Exam 2 over Module 6; opens Nov. 16 and due Nov. 19</p> <p>·Journal 3 over Module 6 due Nov.15</p>
Week/Date	Read	Watch	Do
Week 13/ Nov. 20 Module 7	Chapter 12 Interest Groups.ppt		Quiz 8 due Nov. 23

<p>Weeks 14-16/Nov. 27, Dec. 4 &amp; Dec. 11</p> <p>Module 8</p>	<p>Analysis: On 2020's Texas legislative elections, competition...</p> <p>· Chapter 13 Local Government.ppt</p> <p>· Chapter 14 Public Policy in Texas.pptx</p> <p>·Abbott's 2022-2023 budget proposal (review table of contents and focus on anything you find interesting – nothing from this reading will be on the exam)</p> <p>·Texas Legislature 2021...</p> <p>· What is critical race theory...</p> <p>· As critical race theory and mask mandate debates...</p> <p>· Issues and Public Opinion in Texas</p> <p>· The Coronavirus Hits Texans of Color Harder...</p>	<p>·Sumners Scholars Public Policy...</p>	<p>·All work and redo assignments from weeks 1-15 due Dec. 4</p> <p>·Discussion "Public Policy and the General Welfare" 2 Part 1 due Dec. 5; Part 2 due Dec. 10</p> <p>·Journal 4 over Modules 7-8 due Dec. 5</p> <p>Quiz 9 due Dec. 13</p> <p>·Exam 3 over Modules 7-8 opens</p>
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<p>End of Semester Dec. 15</p>			<p>Dec. 13 and closes Dec. 14</p> <p>Final Exam opens Dec. 14 closes Dec. 15</p>
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## Course Policies

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1) It is the student's responsibility to initiate drop process from this course. Additionally, students are ultimately responsible for resolving any technical issues with SAC IT help desk.

2) The College has a general statement on excessive absences. I will enforce the absence rule for this course in the following way. The State requires 45 contact hours per course. For a long semester course this means there are 9 contact hours per week over 5 weeks. Per SAC policy from the Student Handbook, absences are considered excessive when a student misses more than 12.5 percent of the total contact hours of instruction in a semester. For example, in a three-credit-hour lecture class, students may be dropped after more than 5.6 contact hours of absences (three class periods over a 16-week session). In short, over a long semester (16 weeks) this means after missing class for 1.5 weeks a student can be dropped. For this course, if a student fails to turn in assignments over a two-week period I will drop them from the course for excessive absences, so please stay on top of the assignments. Email exchanges between a student and myself will not negate the failure to turn in assignments.

3) The Welcome Message sent to students at the beginning of the semester via Canvas email and posted in the Canvas announcements is an addendum to this syllabus.

## Department of Public Policy and Services Department Contact Information

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**Chair: Leonard Lira**

Office: Chance Academic Center (CAC), Room 238

Office Phone: (210) 486-1321

[LLira20@alamo.edu](mailto:LLira20@alamo.edu)

The Department Chair has an open-door policy and will meet with any students who wish to talk about courses offered by this Department's programs for any reason. Students wishing to meet with the Chair should email the Chair to request an appointment.

**Court Reporting Coordinator: Assistant Professor Myra J. Navarro, JD**

Office: Chance Academic Center (CAC), Room 216  
Office Phone: (210) 486-0539 Cell Phone: (956) 207-5872  
[MPerez398@alamo.edu](mailto:MPerez398@alamo.edu)

**Criminal Justice Program: Assistant Professor Myra J. Navarro, JD**

Office: Chance Academic Center (CAC), Room 216  
Office Phone: (210) 486-0539 Cell Phone: (956) 207-5872  
[MPerez398@alamo.edu](mailto:MPerez398@alamo.edu)

**DAAC Program Coordinator: Mrs. Suzanne Davis-Thomas**

Office: Nail Technical Center (NTC), Room 323  
Office Phone: 210-486-1270  
[SDavis-Thomas@alamo.edu](mailto:SDavis-Thomas@alamo.edu)

**Political Science Program Coordinator: Professor Christy Woodward**

Office: Chance Academic Center (CAC), Room 217C  
Office Phone (210) 486-1008  
[CWoodward-kauper@alamo.edu](mailto:CWoodward-kauper@alamo.edu)

**Academic Unit Assistant: Ms. Isela Argenal**

Office Phone: (210) 486-1313  
[iargenal@alamo.edu](mailto:iargenal@alamo.edu)

## **Institutional Policies**

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### **Student Responsibilities**

#### **A. Attendance**

**SmartStart.** Student absences will be recorded from the first day the class meets, and students who do not attend the first scheduled class meeting or contact the instructor will be dropped. Students should verify the drop is completed.

For fully online courses, an attendance verification activity is assigned and must be completed by the 3rd class day.

Regular and punctual attendance in all classes and laboratories, day and evening, is required. Students who are absent for any reason should always consult with their instructors. Course syllabi must provide specific information regarding attendance, including, for courses involving the internet, online activity that constitutes “attendance.” Also, both tardiness and early departure from class may be considered forms of absenteeism. In all cases, students will be held responsible for completion of course requirements covered in their absence.

Additionally, it is the student’s responsibility to drop a course for nonattendance. Course instructors may drop a student for excessive absences or, in the case of an online class, non-participation as defined by assigned work not being turned in during the course of a week. Absences are considered excessive when more than 12.5 percent of the total contact hours of instruction in a semester, including lecture and lab, are missed. For example, in a three-credit-hour lecture class, students may be dropped after more than six contact hours of absences. In a four-credit-hour lecture/lab class, students may be dropped after more than eight contact hours of absences. Absences are counted regardless of whether they occur consecutively.

In special programs with additional accreditation or certification standards, additional attendance requirements may be enforced, but faculty must clearly explain these policies in their syllabi. Students who stop attending class for any reason should contact the instructor as soon as possible. To officially withdraw from the class, a withdrawal request must be submitted in ACES via the “student course withdrawal” link. Contact your instructor, advisor, or the Admissions and Records office if guidance is needed.

Failure to officially withdraw from a class may result in a failing grade for the course. It is the student’s responsibility to withdraw officially from a class by submitting a “student course withdrawal” request in ACES.

## **B. Early Alert and Intervention**

Your instructor cares about your success in this course. During the semester, you may receive notice through your ACES email account regarding your progress and ultimate success in this course. Upon receipt of the email, please contact your instructor to discuss specific tasks or actions to improve success in this course. Discussions with your instructors and Certified Advisor allow you to identify and implement actions that will help to successfully complete the course requirements at the Alamo Colleges District.

### **3-Peat Rule**

Texas legislation has a financial impact on the students who repeat courses excessively. Texas residents attempting the same course for a third time, from Fall 2002 forward, will be charged an additional \$125 per credit hour for that course. This provision is described in the Texas Higher Education Coordinating Board Rules (Chapter 13, Subchapter B, §13.25).

### **150 Hour Rule**

Texas Education Code §54.014 specifies that undergraduate students may be subject to a higher tuition rate for attempting excessive hours at any public institution of higher education while classified as a resident student for tuition purposes.

Students will be charged at the non-resident rate if, prior to the start of the current semester or session, the student has attempted 30 or more hours over the minimum number of semester credit hours required for completion of the degree program (typically 120 hours) in which the student is enrolled.

## **C. Student Responsibility for Success (Alamo Colleges District [Policy F.6.2](#))**

As members of the Alamo Colleges District learning community, students, faculty, staff and administrators all share the responsibility to create an atmosphere where knowledge, integrity, truth, and academic honesty are valued and expected. A clear acknowledgment of the mutual obligations of all members of the academic community emphasizes this implicit partnership in fostering the conditions necessary for student success.

In this relationship, the Alamo Colleges District provides institutional policies, procedures, and opportunities to facilitate student learning that encourage interaction, involvement and responsible participation. Inherent in the academic climate is the expectation that students will assume responsibility for contributing to their own development and learning. Academic success is directly tied to the effort students put into their studies, the degree to which they interact with faculty and peers, and the extent to which students integrate into the campus life.

### **1. Engagement**

- a. Create connections and build relationships with faculty, staff and students (visit during office hours, join clubs and organizations, participate in student activities, etc.);
- b. Stay informed of policies, procedures, deadlines and events for academic and co-curricular activities;

- c. Complete all requirements for admission, registration, and payment by the stated deadlines;
- d. Apply for financial assistance, if needed, complying with all federal, state and local regulations and procedures;
- e. Meet all federal, state and local health care regulations.

## **2. Communication**

- a. Seek guidance from faculty, advisors or counselors for questions and concerns in regards to degree plans, major selection, academic status, grades, and issues impacting college success;
- b. Develop a peer support system to identify student contacts for questions, group assignments, etc. regarding academic and co-curricular activities;
- c. Communicate with College personnel promptly regarding academic or co-curricular concerns and for requests of assistance;
- d. Carefully consider the information provided by College personnel and make decisions using that information;
- e. Check the Alamo Colleges District's Web Services regularly for emails, holds, student records, financial aid status and announcements;
- f. Submit disability documentation if seeking services and request academic accommodations in advance of each semester.

## **3. Academic Success**

- a. Complete courses with passing grades and maintain good academic standing (2.0 GPA) status;
- b. Read and follow all syllabi;
- c. Purchase textbooks and required supplies in a timely manner;
- d. Attend classes regularly and on time, with as few absences, late arrivals, and early exits as possible;
- e. Arrive to class with all needed materials and completed assignments for that class period;
- f. Be attentive in class and actively participate as appropriate;
- g. Devote sufficient time for studying;
- h. Ensure integrity in all aspects of academic and career development;
- i. Accurately represent one's own work and that of others used in creating academic assignments. Use information ethically and exercise appropriate caution to avoid plagiarism on all assignments;

- j. Notify faculty in advance or as soon as possible about absences and provide documentation as appropriate;
- k. Consult faculty members in advance when unable to complete projects, assignments, or take examinations as scheduled.

#### **4. Self-Responsibility and Responsibility to Others**

- a. Update degree/certificate major selection and ensure that the contact information including name, address, phone number and emergency contact in ACES is accurate on a regular basis;
- b. Balance personal obligations and educational pursuits. Work with a counselor / advisor to design a realistic schedule that dedicates adequate effort to be successful in college studies;
- c. Know and follow the regulations and guidelines outlined in the Student Code of Conduct and Student Handbook;
- d. Maintain respectful and appropriate behavior within and outside the classroom;
- e. Ask for help when needed. Use all available resources and facilities provided by the College to enhance the learning experience;
- f. Attend scheduled advising sessions, tutorials, and other appointments. Cancel or reschedule only with good reasons as early as possible;
- g. Arrive prepared for tutorial sessions, bringing all needed materials (books, syllabi, rough drafts, calculators, assignment sheets, etc.).

#### **D. AlamoBOOKS+**

AlamoBOOKS+ provides easy textbook rentals for eligible students through Barnes & Noble College, so students can have all required instructional materials by the first day of class. Refer to the Instructional Materials section in this syllabus or ask the assigned instructor concerning materials for this class.

#### **E. Licensed Concealed Campus Carry**

No open carry of firearms is allowed on all property owned, controlled, or leased by the College District, including vehicles operated by the Alamo Colleges District. Concealed carry of a handgun by persons licensed to carry may not be restricted except in locations signed as prohibited areas.

- Special testing locations requiring a complete surrender of personal effects during testing will be signed as prohibited areas.
- Persons may be required to place their purse, backpack or briefcase away from their person, but within their view during tests at the direction of their instructor or test

administrator.

- License holders carrying on campus intending to access prohibited areas must leave their weapons locked in their vehicles. College lockers are not authorized for storage of handguns by license holders.

#### Disciplinary Sanctions

Open carry, intentional display, unlicensed carry, and carry in spite of signed prohibition are subject to employee and student discipline, as well as possible prosecution. Unintentional display of a weapon by a license holder must be avoided. Police will exercise enforcement at their discretion.

If you see a person openly carrying or deliberately displaying a firearm:

- Call the Alamo Colleges District Police 210-485-0911.
- Do not confront the person or ask if the person has a permit.

#### F. Title IX policy

Information and policy regarding Title IX, Civil Rights Discrimination, Harassment, and Retaliation can be found in [Board Policy H.1.2](#).

#### G. Use of Artificial Intelligence

Violation of the policies listed in this syllabus related to the use of Artificial Intelligence tools (AI) to produce academic work may result in an Academic Integrity violation per Alamo Colleges District procedure [F.4.2.2](#).-Academic Integrity.

Examples include, but are not limited to Bard, ChatGPT, GPT, DALL-E, Stable Diffusion, Midjourney, GitHub Copilot, Elicit, etc.

Faculty reserve the right to use Artificial Intelligence (AI) detection software to find instances of AI-generated content in student submissions.

#### COLLEGE REQUIREMENTS:

While other exams are given at the discretion of the instructor, a final assessment is given at the end of each semester for each course. The Final Exam Schedule changes with each term and

differs from normal class meeting dates and times. See the Final Exam Schedule in the Catalog/Schedule of Classes in the left hand navigation bar.

A student who must be absent from a final evaluation should petition that instructor for permission to postpone the evaluation. A student absent without permission from a final evaluation will be given a grade of a "0" on the exam.

**Incomplete Grades.** The conditional grade of "I" may be issued to a student having a passing average on all completed coursework but for a justified reason, such as illness or death in the family or by providential hindrance, has been prevented from taking the final examination or completing other required coursework. The "I" becomes an "F" in one hundred twenty (120) calendar days from the end of the term unless the student completes the balance of the coursework with a performance grade of "D" or higher. Re-enrollment in the course will not resolve the "I." The student and faculty must fill out an Incomplete Contract, clearly defining the work remaining to be finished.

## **College Priorities**

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### **Equity-Minded Expectations in Remote Learning Courses with Zoom**

"To promote a pleasant, enriching and rewarding class experience for all involved, students enrolled in Remote Learning classes online with Zoom participation should work as reasonably as possible to engage with their instructor and classmates using all the features that this technology provides and may require such as a webcam and a microphone.

Instructors will establish equitable expectations and /or attendance policies that reflect equitable active engagement. Students are encouraged to review these expectations and work with the instructor to address any potential issues that might prevent a student from meeting them. Students must make the best possible effort to meet participation requirements before negotiating alternatives with their instructor. Participation requirements may include the use of a webcam and microphone. Students should also remember that the policies and procedures established in the Alamo Colleges Student Code of Conduct apply to Zoom remote teaching and learning."

### **Netiquette**

Netiquette, simply defined, means etiquette on the Internet. In an online course, you will be speaking through writing both to fellow students and instructors. It is imperative to communicate well and professionally. The golden rule of netiquette in an online class or environment is, do not do or say online what you would not do or say offline.

### **Netiquette Guidelines**

1. Be friendly, positive and self-reflective. When people cannot see you, and do not know you, feelings can be hurt if you are not careful how you express yourself. Think before you write. Do not respond when you feel angry. Wait. Write it down somewhere and come back to it. When you do, you may find that you no longer feel the same way, after you have had time to reflect. If you still feel the need to be heard, then take time to reread and rewrite it in terms that are easily embraced. When you feel a critique is necessary, express yourself in a positive tone.
2. Use proper language and titles. Do not use "text" slang or even profane words in an online education environment as they will likely sound offensive to the reader. Leave characters like smiley faces, and instant message abbreviations out. They may be interpreted as childish or too casual for the online education environment. Do not refer to your professor as "Doc" or by his or her first name, unless it is acceptable with him or her to do so. Do not use caps lock when writing, as it insinuates yelling. Always say please and thank you.
3. Use effective communication. This takes practice and thoughtful writing. Try to speak and write clearly at all times. Reread before you respond. Define and restate your words when necessary. Correct a misunderstanding right away. Be mindful of chosen words and joking.
4. Ask for clarification. If you are unsure of what was said, or the instructor's directions, or are trying to interpret a person's expressions, then ask again. Do not sit in silence feeling confused or offended. A simple way to do this is to say (or write), "I did not understand...", always keeping the sense of the misunderstanding on yourself.

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<https://www.alamo.edu/contentassets/bd2e78936900417c9e3ea23fd12a7615/distance-learning-handbook.pdf>

### **Quality Enhancement Plan (QEP)**

The Fearless Learning SAC QEP goal is to deepen the collaboration between classroom faculty, librarians, and writing center tutors in order to ensure that FTIC students have first-year experiences in and out of the classroom that help them develop integrated reading, writing, and research skills needed to succeed as an information literate citizen.

### **MARKETABLE SKILLS**

At San Antonio College we make a commitment to teach our students not only the course student learning outcomes, but also more global outcomes, Marketable Skills. If this course is part of Professional and Technical Education, it also includes teaching degree level program outcomes.

**COMMUNICATION:** A student will effectively convey and understand information verbally, in writing, and/or visually.

**CRITICAL THINKING:** A student will explore, identify, analyze, and evaluate issues, documents, and circumstances before reaching a conclusion.

**EMPIRICAL AND QUANTITATIVE SKILLS:** A student will generate, frame, and analyze data to make informed conclusions.

**TEAMWORK:** A student will be a flexible and resourceful team member who looks at different points of view and works with others to support a shared purpose or goal.

**PERSONAL RESPONSIBILITY:** A student will connect personal choices, actions and consequences, with a commitment to excellence and success.

**SOCIAL RESPONSIBILITY:** A student will build rapport and establish competence within diverse multicultural settings.

**PERFORMANCE:** A student will create artistic or technical demonstrations through the means of self-expression, language, technology, and/or learned skills.

**LEADERSHIP:** A student will maintain a productive work environment and confidently motivate others to meet high performance standards.

## **LEARNING ASSESSMENT AT SAC USING eLUMEN**

Student Learning Outcomes are reported by instructors in the eLumen system each term by course.

As a student, you are able to track your progress on the Course Student Learning Outcomes by viewing the Courses tab in the Student Dashboard. If you are not already registered, go to <https://alamo.elumenapp.com> and click on “register for student account” found in blue, using your “student.alamo.edu” email account. There are resources to help you with eLumen located at <https://www.alamo.edu/sac/about-sac/college-offices/integrated-planning-and-performance-excellence/assessment/elumen-support/>

## **The Importance of Advising for Student Success**

San Antonio College is committed to providing holistic support to ensure students can successfully complete each class, stay on track to graduate, and transfer smoothly to a university or employment opportunity. Students are assigned a Certified Advisor to help them on this academic journey. Your advisor will help you clarify your goals, choose a degree plan, register for classes, and help you transfer to a university or find employment. They are also available to answer your questions and connect you to resources across the college and in the community. You will meet your advisor at New Student Orientation, and can also contact the Office of

Advising (210-486-0334) or the Dean for Student Success (210-486-0835) to get connected with your advisor.

## College Policies

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- A. San Antonio College is a smoke free campus.
- B. Alamo Colleges District Police Department Emergency Phone Numbers:
- Emergency Phone (210) 485-0911
  - General Phone (210) 485-0099
  - Weather Phone (210) 485-0189 (For information on college closures)
- C. Students are required to silence all electronic devices (e.g., pagers, cellular phones, etc.) when in classrooms, laboratories and the library.
- D. **COURSE REASSIGNMENTS:** The College reserves the right to change instructors and class locations, and to delete classes due to insufficient enrollment.
- E. Students must abide by the policies, procedures and rules set forth in the "Student Code of Conduct" and all other policies set forth in the San Antonio E-Catalog.
- F. **Academic Integrity Policy:** College personnel with administrative authority may initiate disciplinary proceedings against a student accused of scholastic dishonesty. "Scholastic dishonesty" includes, but is not limited to, cheating on a test, plagiarism, and collusion. See Student Code of Conduct in the Student Handbook for more details.
- G. **Children in the Classroom:** Students should not bring children to a classroom or lab. Faculty members have the right to prohibit children from entering the classroom for safety reasons. Minors under the age of 12 must not be left unattended on campus, including the library. DPS will be notified that unattended children are in the library.
- H. **3-Peat Rule**
- Texas legislation has a financial impact on the students who repeat courses excessively. Texas residents attempting the same course for a third time, from Fall 2002 forward, will be charged an additional \$125 per credit hour for that course. This provision is described in the Texas Administrative Code, Texas Higher Education Coordinating Board Rules (Chapter 13, Subchapter F, Rule §13.105).
- I. **150 Hour Rule**
- Texas Education Code §54.014 specifies that undergraduate students may be subject to a higher tuition rate for attempting excessive hours at any public institution of higher education while classified as a resident student for tuition purposes. Students will be charged at the non-resident rate if, prior to the start of the current semester or session, the student has attempted 30 or more hours over the minimum number of semester credit hours required for completion of the degree program (typically 120 hours) in which the student is enrolled.

- J. **Student Success Policy:** Click here to read the Complete [Student Success Policy](#).
- K. **Disability Access Statement** – In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, it is the responsibility of the student to self-identify with [disABILITY Support Services](#) at San Antonio College. Only those students with appropriate documentation will receive a letter of accommodation from disABILITY Support Services. Instructors are required to follow only those accommodation and/or services outlined in the letter of accommodation. Once approved, accommodations are valid for one semester and are course-specific. For further information, please contact the San Antonio College disABILITY Support Services office at (210) 486-0020, via email at [sac-dSSstudent@alamo.edu](mailto:sac-dSSstudent@alamo.edu) or visit the office located on the first floor of the Moody Learning Center.
- L. **Mental Health Services** - Free, confidential mental health counseling is available on campus in the Student Advocacy Center. Contact Jillian Denman by email at [jdenman5@alamo.edu](mailto:jdenman5@alamo.edu) or call the helpline at 210-486-1111.
- M. **Student Conduct** - The Student Conduct and Title IX Office at San Antonio College (SAC) is committed to creating an educational environment conducive of students' academic and personal success. The Student Conduct and Title IX Office ensures students abide by the Student Code of Conduct (SCC) (F.4.2), investigates possible violations of the SCC, and holds students accountable for violations through an educational conduct process. You can access the SCC at <https://www.alamo.edu/sac/experience-sac/current-students/sac-cares/non-academic-misconduct/>.
- N. **Title IX** - Title IX is a federal law that prohibits discrimination based on sex (gender) of employees and students of educational institutions receiving federal financial assistance. SAC does not tolerate sex discrimination, sexual harassment, or sexual violence of any kind. To report if you or another SAC community member has been impacted by a Title IX incident, please visit the SAC Cares website or contact their office at <https://www.alamo.edu/sac/experience-sac/current-students/sac-cares/> 210-486-0926 or [Sac-cares@alamo.edu](mailto:Sac-cares@alamo.edu)
- O. **Service Animals** - Service Animals (defined in 28 CFR 35.104) necessary for accommodating disabilities are permitted on College District property in all areas where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go. Animals must be currently licensed and tagged as appropriate for that type of animal, in accordance with state and local requirements.