



Jimmie R. McKnight, Ph.D. (ABD)
Instructor of Political Science
Email: jmcknight@atlm.edu

Office Hours - Students may schedule online meetings when necessary from 4:00-6:00 on Thursday

NOTICE: During office hours, you can also contact me via Desire2Learn mail. You can also attempt to reach me during office hours at the external email provided to the left. Yet your primary method of contacting me should be via email within Desire2Learn since someone may be in my physical office chatting during the above-listed office hours or I may be working from a remote location if attending a meeting and/or participating in professional development activities.

Please use the internal course e-mail for general correspondence. I provide my external e-mail address for emergencies only. I cannot answer questions, accept assignments, or discuss grades via external e-mail so please use it for emergencies only.

Response Time: Unless you are notified otherwise, I will work to respond to all student questions and emails within 24 hours during the week and 48 hours during the weekend.

Anticipated Turnaround on coursework Assessments

I will work to return graded coursework assessments within a week after submission due date in conjunction with class size and volume of student course-related inquiries.

ATLANTA METROPOLITAN STATE COLLEGE
School of Arts and Sciences



American Government - Online Distance Education - 8 Week Session II, Spring 2023, Brightspace Desire2Learn (D2L)

Semester: Fall Semester 2025	Last Date to Withdraw Without Penalty: October 20, 2025 last day to withdraw with a "W" without penalty Last Date to Withdraw With a "WF": December 6, 2025, last day to withdraw with a "WF".
Instructor: J. McKnight	Midterm Exam: October 14, 2025
Course Number: Political Science 1101 – 204	
Course Registration Number:	Last Day of Class: December 6, 2025
Course Start Date: August 15, 2025	Final Assessment Date: December 9-11, 2025
Course End Date: December 11, 2025	Last Date to Attend: October 24, 2023. <i>(Students who do not attend/log in to their course nor contact the course instructor prior to the end of the late registration period are reported to the Registrar as a "No Show" and will be withdrawn from the course.</i>

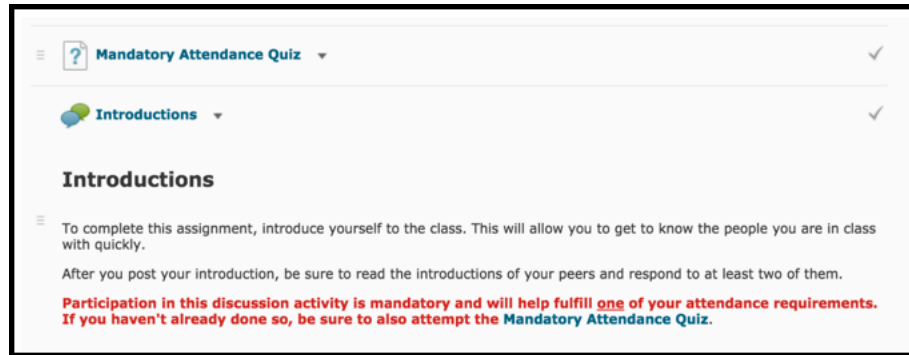
The University System of Georgia (USG) institutions encourages all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet of social distancing may not always be possible.

Students or faculty members testing COVID positive must report that they have COVID and provide supporting documentation to the Department/Office of Counseling and Accessibility Services, Dr. Dorothy Williams, Director, Student Services & Success Center, Building 650-Suite 252, 404-756-4016, <https://www.atlm.edu/students/counseling-and-disability-services.aspx>. Upon doing so, this office will stay in touch with the student until the student provides a negative test to return to campus. This office will then provide the faculty with the return to class information and notify the student when to return.

Attendance Verification & Semester Dates

IMPORTANT - In order to confirm your attendance and participation in this course, you must complete the Mandatory Attendance Quiz AND the Introductions discussion activity by **Wednesday, March 8, 2023, before 11:59pm**. BOTH of these activities are required and can be found within the START HERE module.

Please note: failure to complete these activities may result in you being removed from the course.



Catalog Course Description

Catalog Course Description

This course is a study of the American system of government with emphasis on the structure, functions, institutions, and processes for participation in the American political system. Attention is also focused on Georgia government. This course satisfies the state requirement for study of the United States and Georgia constitutions.

POLS 1101 Course Learning Outcomes

Students should be able to:

- Demonstrate an understanding of the American system of government with emphasis on structure, foundations, institutions, and processes for participation in the American political system.
- Demonstrate an understanding of the development and ratification of the U.S. Constitution, as well as, the evolving nature of it into the 21st century stemming from legislative law-making, presidential influence and enforcement power, and judicial interpretation.
- Demonstrate an understanding of similarities and differences between national government and State of Georgia constitutional government.
- Demonstrate an understanding of historical, political, and cultural contexts from which contemporary issues develop.
- Identify and explain national government and State of Georgia lawmaking, enforcement, and interpretation powers and processes within systems of checks and balances.

Prerequisites

Registration permitted with ENGL 0999 and ENGL 1101 or exit or exemption from Learning Support English. Accessed from AMSC 2018 - 2019 Catalog that is accessible at

https://www.atlm.edu/downloads/Catalogs/College%20Catalog%202018_Finalv5.pdf

Course Credit Hours: 3

Course Texts

In conjunction with AMSC political science faculty exploring cost-reduction options for students, this course currently offers open source textbook for this course. The term *open* implies information or technology that is shared freely without copyright restrictions.

The open texts for this course allow students to read, download, and/or print the book at no cost. The assigned chapters are embedded in each of the six units that make up the course.

Title	The Basics of American Government
Author	Carl D. Cavalli
Contributors	Maria J. Albo, Ross C. Alexander, Carl D. Cavalli, Barry D. Friedman, Craig B. Greathouse, Jonathan S. Miner, Brian M. Murphy, K. Michael Reese, Charles H. "Trey" Wilson III, Mary Catherine Beutel
Publisher	University of North Georgia Press
Edition/Year	2017
Required /Optional?	REQUIRED
Access	A PDF version of the text is embedded within the course content; however, you can download the full-text or purchase a printed copy of the text by

accessing the following link:
<https://web.ung.edu/media/university-press/basics%20of%20american%20government-third%20edition-100917.pdf?t=1522431382722>

Unit Breakdown

The following lessons are covered in this course:

- Lesson 1 - Democracy and the U.S. Constitution
- Lesson 2 - Federalism and the Georgia Politics
- Lesson 3 - Political Socialization and the Media
- Lesson 4 - Political Parties and Interest Groups
- Lesson 5 - Congress
- Lesson 6 - Presidency and Bureaucracy
- Lesson 7 - The Judiciary, Civil Rights, and Civil Liberties
- Lesson 8 - Policymaking and Foreign Policy

Attendance, Participation, and Time Commitment

Attendance Policy – Students are now to login to this Desire2Learn course during Semester Timeline (last page on this course syllabus) module lesson coursework periods. An attendance log will be kept. Additionally, attendance in conjunction with the completion of all exams and assignments will be taken into account at the end of the semester for students needing a point to earn a grade in the next level of the grading system.

You will be expected to participate in ongoing discussions of the lesson topics and to interact with other students and your instructor regularly. It is expected that you will demonstrate a positive attitude and courtesy toward other participants in the discussion and observe good discussion netiquette. Be sure to read and observe the following procedures:

- You are a guest in the instructor's classroom, so be sure to observe the class rules.
- Practice manners and civility, and be polite and respectful of your instructor and classmates in all your communication.
- Respect your instructor, and be on time in your work submissions.
- Keep your instructor informed of your status.
- Address your instructor as Professor or Doctor.
- Use correct grammar and punctuation in all your communication ('Dear Professor xxx' not 'Hey').
- Accept your instructor's feedback and learn from it.

In the online environment, problems associated with power outages, networks being down, and ISP troubles inevitably result in legitimate reasons for delays, however, you should still be prepared to deliver your work by the stated deadlines. If you have a problem, let your instructor know as soon as possible. The student who repeatedly turns in late work will be subject to penalties.

Time Commitment

As a general rule, in this course you will be expected to:

- Log in regularly to check messages from your instructor and other students.
- Check the Calendar for announcements from your instructor.
- Study, read online materials, and work all assigned problems for each lesson.
- Complete all course work and assignments in the time allowed.

Conduct

You are expected to refrain from profanity, crudeness, and slurs of any kind. In other words, you are expected to behave and treat your fellow students and instructor fairly, just as you would in the traditional classroom.

Just as you would listen to others speak in the classroom, you are expected to read and respond politely and thoughtfully to others in the online course. You are expected to refrain from crude or unbecoming comments and be supportive to the class. Proper conduct applies to all forms of communication in the course.

ADA Statement

Atlanta Metropolitan State College is committed to providing support for all students and making their college experiences an enriching opportunity. In compliance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the Office of Counseling and Accessibility Services oversees the coordination of services for students with documented disabilities. The Coordinator of Disability Services collaborates with faculty and staff to offer provisions for reasonable accommodations to students who meet the requirements. Accommodations cannot be provided until a reasonable accommodation plan is in place. To the greatest extent possible all college representatives shall observe confidentiality. This office is located in the Student Services and Success Center, Building 650, Suite 252. Telephone contact information for the aforementioned office is 404-756-4016. Additional information regarding this office can also be located at <https://www.atlm.edu/students/counseling-and-disability-services.aspx>

Late Policy

No make-ups will be given for examinations, quizzes, and/or assignments without a valid excuse. For instance, if a student misses an exam, he/she will receive grade "F" for that exam. Students must submit a valid excuse within one week after returning to class unless a student experiences a situation such as, but not limited to, hospitalization for the remainder of the semester. Documents can be scanned and sent to me via Desire2Learn email. Overall, discretion regarding make-up work rests with me. Late coursework submitted and accepted without a valid excuse is subject to a 10-point reduction penalty in conjunction with discretion of instructor to accept late coursework.

Methods of Assessments

Graded Activity	Points	Weight	Brief Description
Discussions x 8	800	30%	8 Module discussions worth 100 points each. Discussions will be graded based on the Discussion Board Rubric.
Quizzes x 8 (Non-proctored)	800	20%	8 Module quizzes worth 100 points each. Quizzes cover information in each module.
Writing Assignments x 2 question type categories	200	20%	Brief writing assignments (issue and self-reflection categories) randomly administered throughout semester.
Midterm Exam (Non-proctored)	100	15%	Covers Module Lessons 1 – 4
Final Exam (Non-proctored)	100	15%	Covers Module Lessons 5 – 8 with a few questions from Lessons 1 – 4
Total Points	2000	100%	

Center for Academic Advising and Success: <https://www.atlm.edu/academics/CAAS.aspx>

Galileo Homepage: <https://www.galileo.usg.edu>. Spring 2023 GALILEO password for off campus access: unlock (use until May 11, 2023).

Tutorial Services available via [tutor.com](https://www.tutor.com) accessible within this Desire2Learn course. Also accessible via Course Resources tool near top bar on course Desire2learn webpage.

THE WRITING CENTER

The Writing Center is open year-round to support students, staff, and faculty at AMSC. We offer one-on-one remote and in-person tutoring for various projects (essays, applications, reports, theses, etc.), at any stage of the writing process (from brainstorming to final revisions). Our faculty at the Writing Center will work with students on idea development, structure, use of sources, style, grammar, and more. We are not a proofreading or editing service, but rather offer strategies and resources to help students compose, revise, and edit their own work. We also support the literacy needs of ESOL Students. The Writing Center is located in Room 211, Building 100. You can reach us through email at writingcenter@atlm.edu

Grade Scale

Grades are based on student performance and capability. Simply turning in all the assignments does not guarantee that the student will receive a "good grade." To receive a higher grade, a student must demonstrate proficiency in the material. For different students, gaining that proficiency requires different levels of work, because not all students walk into the class with the same aptitude for the course content. The standards for the respective grades are as follows:

A: 90-100%
 B: 80-89%
 C: 70-79%
 D: 60-69%
 F: 0-59%

Expectations and Standards

A – To achieve this grade you must display superior performance in his/her course work. This includes demonstrating the ability to process and comprehend complex ideas, and to be able to convey those ideas to others in a clear, intelligent manner. An "A" student will go beyond simple requirements and seek to excel in his/her preparation for and presentation of assigned work. He/she will demonstrate excellence in communication skills and the ability to contextualize material.

B – To achieve this grade you need to display above average performance in your course work, including demonstrating the ability to process and comprehend complex ideas, while being able to convey those ideas in a clear, intelligent manner. As a "B" student you will also go beyond minimum requirements in terms of preparation and presentation of assigned work. You will demonstrate above average communication skills and ability to contextualize material.

C – For this grade, you must meet the minimum requirements for the course, displaying adequate performance in his/her course work, and adequately demonstrate the ability to comprehend complex ideas, while also being able to convey those ideas in a like manner. A "C" student demonstrates competence in terms of preparation and presentation of assigned work. You will demonstrate adequate communication skills and ability to contextualize materials.

D – A student receiving this grade is performing below the minimum requirements for the course. This could include failure to complete or turn in assignments on a timely basis, or failure to adequately demonstrate the ability to comprehend or convey complex ideas. A "D" indicates that your performance is below the average in terms of preparation and presentation of assigned work. You may not be demonstrating adequate communication skills or ability to contextualize materials.

F – If you receive an F, you have failed to meet the requirements of the course, including failure to complete or turn in assignments, or failure to demonstrate the ability to comprehend or convey complex ideas. An "F" student has not performed in a manner satisfactory to the standards of the class.

Class Policies:

Withdrawal - You may withdraw from classes UP TO MID-TERM without penalty. If you do not attend classes in courses for which you have registered, and you have not officially withdrawn from them, you have abandoned the courses. Failure to withdraw from classes that you do not attend means that you will earn a grade of F in the courses. Please remember that it is the student's responsibility to initiate the withdrawal process. Go to the following website for information: https://dynamicforms.ngwebsolutions.com/Submit/Page?form=7a0d99ad-82a2-4d4c-8de3-fd7ebdd33140§ion=264527&page=246014&token=hBQIWPNXCvm_PNKDNW75MCZ-ncSvesdgzCzxe-Qlb_c. The last day to withdraw without penalty can also be found in the current Semester Academic Year Calendar. This calendar may be located on Atlanta Metropolitan State College's website.

Enrollment Status: Students are ultimately responsible for ensuring that the course(s) in which they enroll are included in the approved degree plan and program map for their program of study. Students **must** periodically check their enrollment status in this course during the semester. The student is responsible for determining changes, if any in enrollment status and taking necessary steps (e.g., pursuing re-instatement in this course) following those outlined in the AMSC catalog. Additional academic and student affairs related policies and procedures can be found on the AMSC webpages, College Catalog and within the Student Handbook. Students are encouraged to review them at: http://www.atlm.edu/downloads/Student%20Handbook_Update_050714.pdf.

Class Cancellation – In case of class cancellations due to emergencies or ill health, I will make every effort to notify you in advance via AMSC D2L Brightspace email. In the event of an emergency that forces the college to close for an extended period, students must contact the instructor of this class within 48 hours using the contact information (e.g., D2L Brightspace email address or office telephone number) on the syllabus to obtain directions for continuing the course. The instructor will provide directions for the transmission and submission of course assignments and course assessments, including due dates. Students can obtain an Atlanta Metropolitan State College Student D2L Brightspace email address in the Center for Academic Success on the third floor of the Library Building. If the instructor for the course cannot be reached within the specified period of time (within 48 hours), the chair of the division responsible for the course can be reached at the email address posted on the college's website.

AMSC Children in Classroom Policy: "Children are NOT allowed in classes. There are no exceptions to this policy."

Academic Honesty - Students are expected to exhibit academic honesty throughout the semester. In the event that students do not exhibit academic honesty, Atlanta Metropolitan State College processes and procedures will be implemented.

Computer Hardware & Software Requirements:

One of the challenges many encounter with enrolling in and completing an online course is the accessibility to the required and recommended software and hardware. Different institutions, and even different courses within the same institution, have varying technology requirements. Check your hardware and software systems to determine its compatibility with the online course you have selected.

Minimum hardware recommendations to take online courses:

D2L System Requirement

Internet Connection:

- Ethernet Network required
- Wireless Network required

Operating System Requirements

- PC:
 - Compatible Operating System:
 - Web Browser: Firefox, Chrome
- Mac:
 - Compatible Operating System:
 - Web Browser: Firefox, Chrome, Safari

Hardware requirements:

Minimum Technical Specifications for Hardware:

- A processor of 2GHz or faster
- 4GB RAM or greater
- 500 GB of Hard Drive space
- Monitor and video card with a minimum resolution of 1024x768
- Keyboard and mouse

Minimum Technical Specifications for Computer Peripherals:

- Speakers
- Headphones
- Microphone
- Webcam

Software requirements:

Browser Requirements/Supported Browsers

Compatible Browsers:

- [Apple Safari](https://support.apple.com/downloads/safari) - <https://support.apple.com/downloads/safari> (Mac)
- [Google Chrome](https://www.google.com/chrome/) - <https://www.google.com/chrome/> (Mac or PC)
- [Mozilla Firefox](https://www.mozilla.org/en-US/firefox/new/) - <https://www.mozilla.org/en-US/firefox/new/> (Mac or PC)

Application Software

- Microsoft Office 2016 (Word, Excel, PowerPoint) (Mac or PC)
- [Adobe Reader](https://get.adobe.com/reader/) - <https://get.adobe.com/reader/>

Plug-ins

- [Java](https://www.java.com/en/download/) - <https://www.java.com/en/download/>

- [Adobe Flash Player](https://get.adobe.com/flashplayer/) - <https://get.adobe.com/flashplayer/>
- [Windows Media Player](https://www.microsoft.com/en-us/download/details.aspx?id=20426) - <https://www.microsoft.com/en-us/download/details.aspx?id=20426>
- [Apple QuickTime](https://support.apple.com/downloads/%2523quicktime) - <https://support.apple.com/downloads/%2523quicktime>
- [Microsoft Silverlight](https://www.microsoft.com/getsilverlight/Get-Started/Install/Default) - <https://www.microsoft.com/getsilverlight/Get-Started/Install/Default>

Accessibility: Wi-Fi is also available for use in the campus parking lots.

Other Miscellaneous Policies:

Policy and Grading Course Management Concerns - Problems related to the grading policy for this course or other course management concerns should be first brought to the attention of the professor for the course. However, a resolution of unsettled problems or concerns may be pursued by following the grievance procedures outlined in the AMSC Student Handbook and the Academic Catalog. Students can file a formal complaint via https://atlm-advocate.symplicity.com/public_report/index.php/pid531874 or via

School of Arts and Sciences – Procedures for Reviewing and Resolving Complaints and Grade Appeals

Designated Complaint and Grade Appeal School of Arts and Sciences Dean: **Dr. Harry Akoh**

1. Generally, problems related to the grading policy for courses--including course grade appeals--or other course management concerns should be brought to the attention of the **Course Instructor first**. However, a resolution of unsettled problems or concerns may be pursued by following the grievance procedures outlined in the **AMSC Academic Catalog** according to the specific nature of the issue.
2. If the matter is not resolved with the instructor to the satisfaction of the student, then the student may fill out a School of Arts and Sciences Concern/Complaint Form which is available in Room S-126 or online and turn it in to the School of Arts and Sciences Dean. The School of Arts and Sciences Dean will assign it to the School of Arts and Sciences Chair for Inquiry and resolution. The student should attach to the form a detailed letter with documentation explaining the concern or complaint.
3. The School of Arts and Sciences Chair meets separately with the student regarding the complaint or grade appeal, and requests additional documentation for support and clarity as deemed necessary.
4. The School of Arts and Sciences Chair also meets separately with the instructor to discuss the student's concerns. The School of Arts and Sciences Chair must ask the instructor to submit a detailed written statement with documentation for support and clarity in response to the student complaint or grade appeal.
5. If deemed necessary to expeditiously resolve the matter to the satisfaction of all involved or to get a better understanding of the issues from all perspectives, the School of Arts and Sciences Chair may consider meeting with both student and instructor in the main office of the School of Arts and Sciences.
6. To reach a decision, the School of Arts and Sciences Chair must review all information provided by the parties involved and consult pertinent policies for Atlanta Metropolitan State College, particularly those related to the Office of Academic Affairs. The decision of the School of Arts and Sciences Chair must be sent to the student in a formal letter; a copy of the letter must be sent to the instructor, as well as the Dean of School of Arts and Sciences and Vice President for Academic Affairs.
7. If a student wishes to appeal the decision made by the School of Arts and Sciences Chair, he/she must first file the appeal with the Dean of the School of Arts and Sciences. The Dean of the School of Arts and Sciences will review the case and the School of Arts and Sciences Chair's decision. The Dean can either affirm the decision of the School of Arts and Sciences Chair or take a different course of action to resolve the matter.
8. If not satisfied with the decision of the Dean of School of Arts and Sciences, the student may file an appeal with the Vice President for Academic Affairs.

General Grade Appeal Process (AMSC Catalog)

If a student believes that he or she has been assigned a grade in error, the student has the right to appeal the grade. The appeals process must be initiated within **one** semester (fall, spring, summer) immediately following the semester in which the grade was assigned. Students must take the following steps:

- Step 1.** Within the first semester immediately following the assignment of a final grade, the student who wishes to appeal the grade must meet with the instructor. At this meeting, the student and instructor must make every effort to resolve the disagreement and arrive at a mutual consensus. **Note:** If the instructor is not on campus, the School of Arts and Sciences Dean will contact the instructor.
- Step 2.** If, after Step 1, a student wishes to further pursue a change of grade, the student must make a written appeal to the School of Arts and Sciences Dean within **twenty** working days of the meeting with the instructor. Supporting documentation should be attached.
- Step 3.** The Dean may meet with the student and instructor individually or jointly to review the student's appeal and to review any materials needed to form an objective decision and discuss options for resolution.
- Step 4.** The Dean will make a decision and submit that decision in writing to the faculty member and student within ten (10) working days.
- Step 5.** If the student wishes to further appeal the decision of the School of Arts and Sciences Dean, he or she may seek redress from the Vice President for Academic Affairs (VPAA). The VPAA will review the student's original written appeal, supporting documentation and the decision by the School of Arts and Sciences Dean before rendering a decision.
- Step 6.** The Vice President for Academic Affairs will provide a written decision to the student within ten (10) days.
- Step 7.** If, after Step 6, the student still wishes to appeal his or her grade, the student has ten (10) working days in which to make a written appeal to the President. The judgment of the President will be considered the final and binding decision on the matter. Revised 7/15

Atlanta Metropolitan State College School of Arts and Sciences Concern/Complaint Form

Date of Report: _____
(Month) (Day) (Year) Time of Report

Name: _____
First Middle Last

Address: _____
City State Zip Code

Telephone Number: (____) _____

AMSC Email Address: _____

Your Classification: (Please Check)

Student: _____

Faculty: _____

Non-Teaching Staff: _____

Administrator: _____

Visitor: _____

AMSC ID Number: 932_____

Your Signature: _____

Abandoning a Course (AMSC Catalog) - “Abandoning a course should be avoided at all cost. Abandoning a course instead of following official drop procedures will result in a grade of “F” at the end of the course. It is the student’s responsibility to initiate and complete the withdrawal process.”

Who’s My Advisor?

- Go to www.atlm.edu
- Scroll over Students
- Click on Student Portal
- Enter your AMSC ID# and PIN#
- Click on Student Services and Financial Aid
- Click on View Information
- Select Term (Spring, Summer or Fall)
- Submit

Your primary Advisor’s names will appear on this page along with a link to your advisor’s email. You must schedule an appointment with your advisor during his/her office hours.

Semester Timeline

Weekly Schedule	Reading Assignments	Lesson Module	Activities – What’s Due
	Introduction and discussion of assignments		Introduction Quiz Course Introductions
Democracy and The U.S. Constitution			
August 18-24, 2025	Chapter 1 – Theories of Democracy and Types of Government	1	
August 24, 2025-August 31, 2025	Chapter 2 – The U.S. Constitution	1	Module 1 Discussion Posts Module 1 Quiz
Federalism and Georgia Politics			
August 31, 2025-09-07-2025	Chapter 3 – Federalism	2	
09-07-13-2025	Chapter 4 – Civil Liberties	2	Module 2 Discussion Posts Module 2 Quiz
Political Socialization and the Media			
09-14-21, 2025	Chapter 4 – Political Socialization and the Communications Media	3	Module 3 Discussion Posts Module 3 Quiz
Political Parties and Interest Groups			
09-21-28, 2025	Chapter 5 – Interest Groups	4	
09-29- 2025-10-04, 2025	Chapter 6 – Political Parties, Voting, and Elections	4	Module 4 Discussion Posts Module 4 Quiz
10-5-12, 2025	Student Self or Group Review for Midterm Exam		
10-13-20, 2025	Midterm Exam	Lessons 1 – 4	Midterm Exam
Congress			
10-20-26-25	Chapter 7 - Congress	5	Module 5 Discussion Posts Module 5 Quiz

The Presidency and the Bureaucracy			
10-26-2025- November 2, 2025	Chapter 8 – The Presidency	6	
November 3-10, 2025	Chapter 9 – Executive Agencies	6	Module 6 Discussion Posts Module 6 Quiz
The Judiciary, Civil Rights, and Civil Liberties			
November 10-17, 2025	Chapter 10 – The Federal Judiciary	7	
November 17-23, 2025	Chapter 11 – Civil Liberties and Civil Rights	7	Module 7 Discussion Posts Module 7 Quiz
Policy Making and Foreign Policy			
November 24-November 28	Chapter 12 – Public Policy	8	
November 28, 2025-December 4, 2025	Chapter 14 – U.S. Foreign Policy	8	Module 8 Discussion Posts Module 8 Quiz
December 4-12, 2025	Student Self or Group Review for Final Exam		
December 9-12, 2025	Final Exam	Lessons 5 – 8 with a few questions from Lessons 1-4	

Note: Dates are tentative and are subject to change. Additionally, the dates on this course syllabus semester timeline reflect the dates in which course instructional materials are scheduled to be released to the class. Keep in mind that students enrolled in this course should have access to this course within D2L Brightspace 24 hours a day.

Frequently Asked Questions and Helpful Links

I need:	LINK
D2L/BrightSpace Student Orientation	https://www.atlm.edu/downloads/advisement/Brochure%20-%20Student%20Orientation%20to%20Desire2Learn.pdf
For help with password and other technical support issues	https://d2lhelp.view.usg.edu/
ADA Accommodations	https://www.atlm.edu/students/counseling-and-disability-services.aspx
Academic Support and Advising	https://www.atlm.edu/academics/CAAS.aspx
To Make a Student Complaint	https://atlm-advocate.symphlicity.com/public_report/index.php/pid810499?
To Make a Grade Appeal	https://www.atlm.edu/downloads/advisement/CAAS%20Grade%20Appeal%20Brochure.pdf
To Withdraw from a Course	https://dynamicforms.ngwebsolutions.com/Submit/Page?form=7a0d99ad-82a2-4d4c-8de3-fd7ebdd33140&section=264527&page=246014&token=hBQIWPXCVm_PNKDNW75MCZ-ncSvesdqzCxe-QIb_c
To Request a Hardship Withdrawal	https://www.atlm.edu/downloads/advisement/CAAS%20Hardship%20Withdrawal%20Application%20-%20June%202017.pdf
To Know the Campus Carry/HB 280 Policy	https://www.usg.edu/hb280/additional_information

Disclaimer: Information contained in this syllabus and schedule was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the semester. This syllabus should be considered only a guide for instructor and students, not a formal contract between Atlanta Metropolitan State College and any student. The instructor reserves the right, acting within the policies and procedures of AMSC, to make changes in course content or instructional techniques.