Welcome and Introduction
Hello, and welcome to POLS 210: State and Local Government!

My educational and teaching backgrounds are varied. First I earned a bachelor’s degree in English with a minor in history. Then I earned a master’s degree in English with a focus on American literature. Most recently, I discovered a passion for nonprofit work and earned a master’s degree in public administration with a specialization in nonprofit management. I have been teaching at the University of South Dakota for ten years, four in the English Department and six in the Political Science Department.

I enjoy traveling, photography, and scrapbooking. I have two children: Ashley (17) and Zachary (almost 14). I have kids down from A to Z! I also have a goofy sense of humor. You’ll either laugh or groan a lot.

I’m really looking forward to this semester, and I hope you are too!

Course Information
POLS 210 is an introduction to state and local governments in the United States. After taking this course, students will better understand the institutions of state and local government and their effect on students’ lives. In addition, students will be able to answer questions about policy and politics using the comparative method.

I am thrilled to be your professor for this course. The phone number listed is my cell number. Please do not call outside office hours or scheduled appointments. I will hold office hours each week on Tuesdays from 1-3 pm and will post any changes in the News widget on Desire2Learn (D2L). If you wish to talk to me outside of office hours, please e-mail me to set up a mutually convenient time.

<table>
<thead>
<tr>
<th>Office Hours</th>
<th>Tuesdays, 1-3 pm</th>
<th>Changes will be posted on the D2L “News” widget.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number</td>
<td>605-659-5557</td>
<td>Feel free to call during office hours. Please do not use the D2L Pager tool.</td>
</tr>
<tr>
<td>E-mail Addresses</td>
<td><a href="mailto:malittle@d2l.sdbor.edu">malittle@d2l.sdbor.edu</a> <a href="mailto:Malene.Little@usd.edu">Malene.Little@usd.edu</a></td>
<td>Please use D2L e-mail as your primary method of correspondence. You can expect a reply within 48 hours.</td>
</tr>
</tbody>
</table>
Please contact me by e-mailing me at malittle@d2l.sdbor.edu from your D2L account. If you need to contact me before or after D2L access is available, please e-mail me at my USD address (Malene.Little@usd.edu). Please make sure you also check your USD e-mail address on a regular basis because the school will periodically send messages to that address about your courses, campus communications, and how to access and complete the IDEA course evaluations at the end of the term.

If you have any questions about the course content or my expectations, please contact me.

**Required Text**

Additional readings will be posted on D2L in the “Content” section.

**Course Requirements and Grading**
Throughout the course of the semester, you will be expected to do the following:

1. Complete quizzes and tests
2. Participate in discussion forums
3. Complete group activities
4. Write a final paper

For each assignment, a detailed assignment sheet with rubric will be posted to D2L. Extra-credit assignments may be offered, but you must complete all required coursework to be eligible to submit them. In other words, you can’t skip posting to a discussion forum and make up those points with extra credit.

**Technology Requirements**
For this class, you must have access to e-mail, the Internet, Adobe Reader, and Microsoft Office applications. As a USD student, you have access to Microsoft Office 365 at no additional cost.

USD has also established minimum requirements for participation in online courses. You can learn more about these requirements in the “Technology Support and Requirements” section of the Online Orientation Guide available at [http://www.usd.edu/continuing-and-distance-education/upload/Online-Orientation-Guide.pdf](http://www.usd.edu/continuing-and-distance-education/upload/Online-Orientation-Guide.pdf).

You must use your USD e-mail address to receive information about your courses, related campus communications, and instructions on how to access and complete the IDEA course evaluation at the end of the term.

If you require technical assistance with Desire2Learn or with your myUSD login credentials, please submit a request online to the ITS Help Desk at [www.usd.edu/technology](http://www.usd.edu/technology). Alternately, you can contact the ITS Help Desk by e-mail at helpdesk@usd.edu or by phone at 877-225-0027.

**Getting Started**
The first step is to familiarize yourself with the *Online Student Handbook*, which can be accessed from this link: [http://www.usd.edu/continuing-and-distance-education/upload/Online-](http://www.usd.edu/continuing-and-distance-education/upload/Online-)
Please take advantage of the technical and student support services that the Division of Continuing and Distance Education provides.

The second step to gain access to the course is to log into Desire2Learn (D2L) at https://d2l.sdbor.edu/index.asp. However, it is important to note that you won’t have access to the course until August 14. Once you have access to the course, please familiarize yourself with the class site, read the full course syllabus, and glance at the class readings. Sections will open as we move through the course, so please don’t be worried when you cannot open the Content for a future week (for example, week seven).

After classes begin on Monday, August 21, you will need to post to the “Introductions” forum under the “Discuss” tab. More instructions will be available at that time. You will receive no points for this post, but you may be dismissed from the course for nonparticipation if you do not post to this forum by 11:59 pm Central on Saturday, August 26.

Please familiarize yourself with the library’s resources by going through the Information Literacy lessons at http://www.usd.edu/library/tutorials. To use any of the materials listed on the site, log in using your myUSD username and password.

The final step is to begin reading the textbook and working on any assignments for the week. Here is a brief example of what you can expect throughout a typical week:

<table>
<thead>
<tr>
<th>Day</th>
<th>Task</th>
</tr>
</thead>
</table>
| Monday  | Start of the academic week  
New course readings; discussion board prompt posted; quiz, assignment, or paper opens at 12:00 am Central. |
| Tuesday |                                                                      |
| Wednesday | Post first comments on discussion board by 11:59 pm Central (if applicable that week). |
| Thursday |                                                                      |
| Friday  |                                                                      |
| Saturday | Post second, third, and fourth comments on discussion board by 11:59 pm Central (if applicable that week). |
| Sunday  | Submit quiz, assignment, or paper by 11:59 pm Central (if applicable that week).  
End of the academic week at 11:59 pm Central. |

Please note that if you wish to withdraw prior to the last day of the enrollment period, you must contact the Division of Continuing & Distance Education office by phone at 800-233-7937 or by e-mail at cde@usd.edu. If you withdraw by 8/31/2016, you will receive a full refund. If you withdraw by 11/3/2017, you will receive a WD on your transcript. For more important dates, please see the Academic Calendar at http://www.usd.edu/registrar/calendars/academic-calendar-2017-18.

Please contact me if you have any questions. I look forward to working with you this fall!