POS 3424 - CONGRESS & LEGISLATIVE PROCESS

Section: 0W61

College of Sciences

School of Politics, Security, and Intl Affairs

Course Information

Term: Fall 2025
Class Meeting Days: ASC
Class Meeting Location: Online
Modality: WW
Credit Hours: 3.00

Instructor Information

Name: Lynne Gleiber
Office Location: Howard Phillips Hall 302N
Office Hours
Wednesdays 10 - noon and by appointment
Email: Lynne.Gleiber@ucf.edu

Course Description

POS 3424 COS-POLS 3(3,0)Congress and the Legislative Process: PR: POS 2041 or C.I. Examination of the Congress as an institution undergoing dynamic change; emphasis upon recruitment of legislators, institutional and informal rules, the committee system, legislative procedures. Fall.

Student Learning Outcomes

After successful completion of this course, students will be able to:

- Understand the operations of Congress
- Discuss and evaluate theories addressing the workings of Congress
- Understand policy outcomes
- Understand the mechanisms of Congressional elections

Required Course Materials and Resources

Congress and Its Members
ISBN: 9781071901762
Authors: Roger H. Davidson, Walter J. Oleszek, Frances E. Lee, Eric Schickler
Publisher: CQ Press
Edition: 19th

Course Assessment and Grading Procedure

Exam 1	20%
Exam 2	20%
Final Exam	20%
Discussions	20%
Quizzes	20%

Assignment Schedule

Due Date	Assignment Name	Assignment Type	Points
5/16/25	Chapter 1 quiz	Quiz	100

Due Date	Assignment Name	Assignment Type	Points
5/16/25	Academic Engagement	Assignment	0
5/17/25	Chapter 2 quiz	Quiz	100
5/17/25	Discussion - Week 1	Discussion	100
5/21/25	Chapters 3 and 4 quiz	Quiz	100
5/24/25	Discussion - Week 2	Discussion	100
5/24/25	Exam 1 - Requires Respondus LockDown Browser + Webcam	Quiz	100
5/28/25	Chapter 6 quiz	Quiz	100
5/31/25	Chapter 7 quiz	Quiz	100
5/31/25	Discussion - Week 3	Discussion	100
6/4/25	Chapter 8 quiz	Quiz	100
6/5/25	Mid -course survey	Quiz	0
6/7/25	Discussion - Week 4	Discussion	100
6/7/25	Exam 2 - Requires Respondus LockDown Browser + Webcam	Quiz	100
6/11/25	Chapters 10 and 11 quiz	Quiz	100
6/14/25	Chapter 12 quiz	Quiz	100
6/14/25	Discussion - Week 5	Discussion	100
6/18/25	Chapter 13 and 14 quiz	Quiz	100

Due Date	Assignment Name	Assignment Type	Points
6/21/25	Discussion - Week 6	Discussion	100
6/21/25	Final Exam - Requires Respondus LockDown Browser + Webcam	Quiz	100

Grading Scale

This table displays the course's grade scale.

Letter Grade	Percentage
A	94-100%
A-	90-93%
B+	87-89%
B	84-86%
B-	80-83%
C+	77-79%
C	74-76%
C-	70-73%
D+	67-69%
D	64-66%
D-	61-63%
F	0-60%

Policies for Course Grade

Makeup Work Policy

- If a student misses an exam, they may take a make-up exam with documentation of an emergency. They must contact me within 24 hours of the missed assignment or exam via email.

Missed/Late Assignments

- If a student misses the due date of a weekly assignment, (not including exams) they may turn it in up to one week late. The grade will be reduced by 5% per day late.
- Make up exams may be given in the case of an emergency.

Discussion Due dates:

Discussion posts and replies are due on Saturdays

Artificial Intelligence (AI) Use Policy

Use of Generative Artificial Intelligence (GenAI) is prohibited. Use of GenAI tools via website, app, or any other access, is not permitted in this class. All components of assignments in this course must be independently and originally completed by the student. Representing work created by GenAI as your own will be treated as plagiarism.

Disability Access & Accommodations

The University of Central Florida is committed to providing equal access to all students with disabilities (ADHD, learning disabilities, Autism, chronic medical conditions, physical disabilities, etc.). To receive consideration for reasonable disability-related course accommodations, disabled students must contact Student Accessibility Services (SAS) and complete the steps required for SAS to review accommodation requests. More information can be found on the UCF Student Accessibility Services website under the Start Here tab or by contacting SAS directly (Ferrell Commons 185; sas@ucf.edu; Phone - 407-823-2371).

Approved accommodations are shared with course instructors via the SAS Course Accessibility Letter. Implementing certain accommodations may require discussion about specific considerations of the course design, course learning objectives, and the

individual academic and course challenges experienced by the student. While students with disabilities or chronic health needs are also encouraged to discuss any course concerns with professors in addition to contacting SAS, professors are not required to facilitate disability-related adjustments to the course unless the professor has received a Course Accessibility Letter from SAS that outlines approved accommodations.

Academic Integrity

Students should familiarize themselves with UCF's Code of Conduct at Student Conduct and Integrity Office. According to Section 1, "Academic Misconduct," students are prohibited from engaging in:

a. Academic misconduct is defined as any submitted work or behavior that obstructs the instructor of record's ability to accurately assess the student's understanding or completion of the course materials or degree requirements (e.g., assignment, quiz, and/or exam). Examples of academic misconduct include but are not limited to: plagiarism, unauthorized assistance to complete an academic exercise; unauthorized communication with others during an examination, course assignment, or project; falsifying or misrepresenting academic work; providing misleading information to create a personal advantage to complete course/degree requirements; or multiple submission(s) of academic work without permission of the instructor of record.

b. Any student who knowingly helps another violate academic behavior standards is also in violation of the standards.

c. Commercial Use of Academic Material. Selling of course material to another person and/or uploading course material to a third-party vendor without authorization or without the express written permission of the University and the instructor of record. Course materials include but are not limited to class notes, the instructor of record's slide deck, tests, quizzes, labs, instruction sheets, homework, study guides, and handouts.

d. Soliciting assistance with academic coursework and/or degree requirements. The solicitation of assistance with an assignment, lab, quiz, test, paper, etc., without authorization of the instructor of record or designee is prohibited. This includes but is not limited to asking for answers to a quiz, trading answers, or offering to pay another to complete an assignment. It is considered Academic Misconduct to solicit assistance with academic coursework and/or degree requirements, even if the solicitation did not yield actual assistance (for example, if there was no response to the solicitation).

Responses to Academic Dishonesty, Plagiarism, or Cheating

Students should also familiarize themselves with the procedures for academic misconduct in UCF's student handbook, *The Golden Rule*. UCF faculty members have a responsibility for students' education and the value of a UCF degree, and so seek to prevent unethical behavior and respond to academic misconduct when necessary. Penalties for violating rules, policies, and instructions within

this course can range from a zero on the exercise to an “F” letter grade in the course. In addition, an Academic Misconduct report could be filed with the Office of Student Conduct and Academic Integrity, which could lead to disciplinary warning, disciplinary probation, or deferred suspension or separation from the University through suspension, dismissal, or expulsion with the addition of a “Z” designation on one’s transcript.

Being found in violation of academic conduct standards could result in a student having to disclose such behavior on a graduate school application, being removed from a leadership position within a student organization, the recipient of scholarships, participation in University activities such as study abroad, internships, etc.

Let’s avoid all of this by demonstrating values of honesty, trust, and integrity. No grade is worth compromising your integrity and moving your moral compass. Stay true to doing the right thing: take the zero, not a shortcut.

Title IX

Title IX prohibits sex discrimination, including sexual misconduct, sexual violence, sexual harassment, and retaliation. If you or someone you know has been harassed or assaulted, you can find resources available to support the victim, including confidential resources and information concerning reporting options at Let's Be Clear and UCF Cares.

For more information on access and community engagement, Title IX, accessibility, or UCF’s complaint processes contact:

- Title IX – ONAC – Office of Nondiscrimination & Accommodations Compliance & askanadvocate@ucf.edu
- Disability Accommodation – Student Accessibility Services – Student Accessibility Services & sas@ucf.edu
- Access and Community Engagement (including the Ginsberg Center for Inclusion and Community Engagement, Military and Veteran Student Success, and HSI Initiatives)
- UCF Compliance and Ethics Office – Compliance, Ethics, and Risk Office & complianceandethics@ucf.edu
- The Ombuds Office is a safe place to discuss concerns.

Reporting an Incident or Issue

If you believe you have experienced discrimination by any faculty or staff member, contact the Office of Nondiscrimination & Accommodations Compliance via the ONAC

website or at 407-823-1336. You can also choose to report using the UCF Integrity Line either anonymously or as yourself at 1-855-877-6049 or by using the online form. UCF cares about you and takes every report seriously. For more information see the Reporting an Incident or Issue Webpage.

Deployed Active-Duty Military Students

Students who are deployed active duty military and/or National Guard personnel and require accommodation should contact their instructors as soon as possible after the semester begins and/or after they receive notification of deployment to make related arrangements.

Campus Safety

At UCF Public Safety and Police, safety is the top priority. Emergencies on campus are rare, but if one should arise, it's important to be familiar with some basic safety and security concepts.

- In an emergency, always dial 911.
- Every UCF classroom has an **Emergency Procedure Guide** posted on a wall near the door, which will show you how to respond to a variety of situations. This guide can also be found online here.
- In the event of an active threat, remember **AVOID, DENY, DEFEND**. Choose the best course of action and act immediately. Watch the video here to learn more.
    - **AVOID**. Pay attention to your surroundings and have an exit plan. Get as much distance and as many barriers between you and the threat as quickly as possible.
    - **DENY.** When avoiding is difficult or impossible, deny the threat access to you and your space. Lockdown by creating barriers, turning the lights off and remaining quiet and out of sight. Make sure your cell phone is silenced, but do not turn it off.
    - **DEFEND.** When you are unable to put distance between yourself and the threat, be prepared to protect yourself. Commit to your actions, be aggressive and do not fight fairly. Do whatever it takes to survive.
- For emergencies on campus, UCF will utilize the UCF Alert system. All UCF students, faculty and staff are automatically enrolled to receive these email and text alerts, however, it's a good idea to frequently ensure your contact information is up to date.

Financial Aid Accountability

All instructors/faculty are required to document students' academic activity at the beginning of each course. In order to document that you began this course, please complete this activity by the end of the first week of classes or as soon as possible after adding the course. Failure to do so may result in a delay in the disbursement of your financial aid.

Class Schedule

This table provides an overview of course topics by week.

Week	Topic
1	Part 1 - In Search of the Two Congresses: Chapter1
2	Chapter 2
3	Part 2 - A Congress of Ambassadors: Chapter 3
4	Chapter 4
5	Chapter 5
6	Part 3 - A Deliberative Assembly of One Nation: Chapter 6
7	Chapter 7
8	Chapter 8
9	Chapter 9
10	Part 4 - Policy Making and Change in the Two Congresses: Chapter 10
11	Chapter 11
12	Chapter 12
13	Chapter 13
14	Chapter 14
15	Chapter 15
16	Final exam week