

# Student Government Class PORTERVILLE COLLEGE


## General Studies P055

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Spring 2011  
791-2342

### Jeff's Office Hours in SM 113D

Fall 2010	Monday	Tuesday	Wednesday	Thursday	Friday
AM	11:05-12:00	11:05-12:00	11:05-12:00	11:05-12:00	
PM		4:15-5:15			

 If you need special accommodations for a disability, please contact me or contact the campus Disability Resource Center (AC 116, 791-2215) so that we may help you.

Required Text:

**Robert's Rules of Order** : any edition

Handouts to be provided, including the ASPC Constitution

### Catalog Description:

This course is designed to train students to assume student body leadership and responsibility in school affairs. Specific instruction in principles and application of parliamentary law; the co-curricular activity program; finances, including budgetary procedure; and group dynamics. Students conduct their own affairs in a democratic manner. Field trips may be arranged. This repeatable course may be taken up to four times.

### Student Learning Outcomes:

By the completion of this course the student should be able to:

1. Demonstrate knowledge of the principles of parliamentary procedure in a public meeting.
2. Demonstrate skills in leadership, fiscal and budgetary procedures.
3. Participate in the planning, organization and implementation of campus activities
4. Participate in student body government on campus and/or at district and statewide levels.

### Class Policies:

Attendance: Attendance at both Monday meetings AND Wednesday lab meetings is required. Attendance will be taken at both. You are allowed 4 class absences in the semester. Anything beyond that will result in grade penalties of 5% per absence. I may make an exception in VERY special circumstances but only if arranged beforehand.

Participation: Your courteous participation in meetings and activities is expected. Rudeness, including disruptive behavior during meetings, is unacceptable and will result in grade penalties after a fair warning.

Courtesy and respect for fellow students is crucial. Any indication of discourtesy or inappropriate behavior toward another student will result in disciplinary action and possibly being dropped from the class.

We will have several projects through the semester. You will be expected to participate whenever possible.

Grades will reflect:

60% for participation:

- Regular attendance and active, appropriate participation in ASPC regular meetings is expected.
- You are expected to participate actively in activities or projects taken on by ASPC. You will not be responsible for activities that conflict with your class schedule, but will be expected to participate in most of those that do not conflict. Sign-in sheets will be maintained to verify your participation in various activities.
- If you are assigned to serve on a committee, either an ASPC committee or a Porterville College Participatory Governance committee, you are expected to attend all of those meetings and report back to the ASPC.
- Office hours. Sign in sheets will be kept to verify your completion of scheduled office hours.

40% for your demonstrated knowledge of appropriate roles and responsibilities of members of publicly responsibly representative bodies in California including Public Meetings laws like the Brown Act, and general parliamentary procedure as represented in Robert's Rules.

- You will be expected to conduct yourself in ASPC meetings in accordance with Robert's Rules, as well as the ASPC Constitution and bylaws.
- **A few short quizzes** on the ASPC Constitution, Bylaws, or pre-specified sections of Roberts Rules may be part of this grading component
- **You will attend at least one meeting of an elected body to observe and then write a 2 page assessment** of that group's meeting structure and their compliance with parliamentary procedure and Open Meeting rules. Appropriate meetings: City Council, County Board of Supervisors, Tribal Council, School Board of Trustees, College Board of Trustees, State Legislature..
- **You will write a take-home final essay of 2 pages length** designed to demonstrate your achievement of one of the student learning outcomes listed on page 1. The instructor will assign which of the student learning outcomes you will address and give guidance with a prompt for the essay.

Written assignments will be submitted through Turnitin.com. The course account and password for this class on the turnitin.com web page is: Course #: 3755827. Case sensitive password: **pirates**.