

Professor

Office

Email \_\_\_\_\_

Phone

Office Hours

Course Description

Required Text

*Politics: Institutions & Reform: The Essentials*

*State & Local*

Weekly Reading Assignments:



<u>Letter Grade</u>	<u>Percentage</u>
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D	60-69
	<60

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### **Course Administration:**

#### **Attendance Policy:**

#### **Courtesy Expectations:**

Students will treat their classroom obligations as they would treat any serious professional engagement. That includes:

- 1) Preparing tho
- 2) Adhering to deadlines and timetables established by the instructor;
- 3)

