

Introduction to Careers in Government and Public Administration

Course Overview and Syllabus

Grade level: 9–12

Prerequisite Courses: None

Credits: 0.5

Course Description

This semester-long course provides students with an overview of American politics and public administration, including how political institutions and public management systems at the local, state, and federal levels exercise supervisory authority and maintain accountability. Students explore the foundations of the U.S. government, the separation of powers, the federal civil service system, and the relationship between the government and state and local officials. Students learn about politics in the United States and the electoral process, political attitudes and opinions, and American political parties. Students explore the structure of U.S. federal governmental institutions, the nature of bureaucracy, and the functions of the three branches of government. Students also learn about policy making in American government, including discussions of foreign and defense policies.

Course Objectives

Throughout the course, you will meet the following goals:

- Compare and contrast the roles of the three branches of U.S. federal government: executive, legislative, and judicial
- Review the different types of government agencies, their missions, and their responsibilities
- Understand key ideas behind the federal system, including how the federal government interacts with state and local governments
- Describe the federal civil service and the importance of intergovernmental cooperation
- Discuss the political party system, the electoral process, and the role of mass media
- Explore the policy-making process and the differences between types of public policies

Student Expectations

This course requires the same level of commitment from you as a traditional classroom course. Throughout the course, you are expected to spend approximately 5–7 hours per week online on:

- Interactive lessons that include a mixture of videos, readings, and tasks
- Assignments in which you apply and extend learning in each lesson
- Assessments, including quizzes, tests, and cumulative exams

Communication

Your teacher will communicate with you regularly through discussions, email, chat, and system announcements. You will also communicate with classmates, either via online tools or face to face, as you collaborate on projects, ask and answer questions in your peer group, and develop your speaking and listening skills.

Grading Policy

You will be graded on the work you do online and the work you submit electronically to your teacher. The weighting for each category of graded activity is listed below.

Grading Category	Weight
Lesson Quizzes	20%
Unit Tests	20%
Cumulative Exams	20%
Assignments	10%
Projects	30%
Additional	0%

Scope and Sequence

When you log into Edgenuity, you can view the entire course map—an interactive scope and sequence of all topics you will study. The units of study are summarized below:

- Unit 1:** Administrative and Political Systems in the United States
- Unit 2:** Overlapping Powers of Governments
- Unit 3:** Politics, Elections, and Democratic Participation
- Unit 4:** Governmental Institutions: Executive, Legislative, and Judicial
- Unit 5:** Public Policy and Program Implementation