POLS 3305: Public Administration, Spring 2018    TR: 12:30-1:45 p.m., Rassman 112

Dr. Watts
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Office Hours: MW: 1-4 p.m.; TR: 2-4 p.m.; All other meetings by appointment only

Course Description: This class is an overview of the field of public administration; its development as a discipline and theoretical foundations. This course will also address the politics of public sector management, policymaking process, decision-making, and bureaucratic structure and organization.

Student learning objectives and program for this class: This course is designed to promote critical thinking and students’ ability to interpret and evaluate information relevant to an event, issue, or factors that influence elected and non-elected officials’ decisions and government actions. Students will also continue developing their ability to express knowledge and understanding of concepts, information, and dynamics of the political environment through effective verbal and written communication.

 Bring your textbook to every class. Time permitting, supplemental or in-class readings may also be assigned.

Angelo State policies: As outlined in ASU’s student handbook, students are responsible for regular and punctual attendance at all scheduled classes. The university reserves the right to deal with individual cases of non-attendance. The handbook also outlines the university’s Academic Honor Code, the parameters of academic integrity, and students’ responsibilities.

Decisions on Incompletes will be made after consulting with the Office of Student Affairs.

Blackboard: This course has a Blackboard site where you can obtain a copy of the syllabus and your grades. When necessary, I will post announcements or send emails about any changes to the course schedule.

Lecture outline, assignments, and exams: Depending on the pace of class discussion or unforeseen events (weather related cancellations, illness, etc.), the course outline is subject to change. Exam dates will only be changed in the event the university closes due to weather conditions.

If you miss class, it is your responsibility to contact me about the material that was discussed and make arrangements to acquire a copy of a classmate’s lecture notes because I no longer provide students with copies of my lecture slides or movies.

Policies on examinations: Prior to an exam all students will be required to turn off all cell phones and computers, and place all belongings under their seat. Anyone caught cheating will immediately forfeit their exam and receive and automatic F for the assignment.

It is your responsibility to contact me if you miss an exam due to a university-related event or illness to schedule a make-up exam. Make-up exams must be taken within the two weeks following the original exam date. Failure to schedule a make-up exam within this time frame will results in an automatic zero for that exam.

Excuses: The professor is the sole judge of all excuses. No excuse will be accepted after the fact or for students’ personal convenience. In the case of an emergency or extended absence, a notification from the Office of Student Affairs will be required.

Accommodations: Any student who needs accommodations due to a disability, participation in university-related activities, religious observances, family matters, or a difficult life event should contact the Office of Student Affairs as soon as possible so they can assist you with making arrangements and notifying your professors. The office is located in the Houston Harte University Center, Room 112, and additional information can be found on ASU’s website.
**Assignments and Exams**

**Exams:** All three exams will consist of two sections; short answer and fill-in-the-blank. Each exam will be worth 100 points. The chapters covered in each are noted in the Course Outline section of the syllabus.

**News Articles:** Students will be divided into three groups; A, B, and C. Beginning on February 6th, each student will be required to bring in a printed copy of a news article related to the federal bureaucracy and asked to give a brief, verbal summary at the beginning of class on the dates designated in the Course Outline section of the syllabus. Following class discussion, each student will turn in a printed copy of their news story with their name and the class date printed at the top. Each student must have a unique news report, I will not accept duplicates. Therefore, you will need to consult with the members in your assigned group to ensure that everyone has a different article. News articles must be current and from a legitimate news organization or U.S. government website. Each news article is worth 25 points.

Five additional extra credit points will be awarded for news stories that are accompanied by a two-paragraph brief explaining how the news report relates to the material assigned for that particular week or material that was covered previously. The content of the brief must be clear, concise, relevant, and in your own words; no quotes, no outside sources. No credit will be awarded for plagiarized or half-hearted paraphrasing of the textbook material (rearranging of sentences, replacing a few words with synonyms, etc.).

**Pop Quizzes:** Pop quizzes will be given throughout the semester and based on the assigned reading. Quizzes can only be taken in-class. Make-ups will only be permitted for absences related to participation in a sanctioned university event and notification by a faculty advisor. Each pop quiz will be worth 25 points and the lowest quiz grade will be dropped at the end of the semester. The number of pop quizzes will range between 5-20 depending on student preparedness and time constraints.

**Extra Credit:** A movie will be shown at the end of the semester. Only students who attend every class in which the movie is shown and discussed will have 10 points of extra credit added to their final grade.

**Final grades will follow Angelo State University's Grading Scale:**
A: 100-90%; B: 89-80%; C: 79-70%; D: 69-60%; F: 59% or below

**Additional Notes: Class Etiquette and Student Conduct**

Plagiarism and cheating will not be tolerated. Anyone caught plagiarizing or cheating on an assignment will receive an F for that assignment.

Computers will permitted in class but if it appears that devices are being used for purposes other than taking notes, I reserve the right to prohibit their use by anyone. If you have computer related issues during the semester, contact ASU’s IT Department, not me.

Texting in class is prohibited. Anyone caught texting in class will be asked to leave the classroom.

The Department of Political Science and Philosophy is committed to support the learning of all students. As part of maintaining the decorum of the classroom, students are expected to behave appropriately and in a responsible manner. Comments made during class discussion should be well thought out and not based on personal prejudice. Any student who is disruptive or engages in ad hominem attacks during class discussion will be asked to leave.
Course Outline: It is your responsibility to read the assigned material, including the examples and case studies in each chapter, prior to class. You are also expected to bring your textbook to each class for reference.

Part I: Accountability and the Job of Government

Week 1: January 16th & 18th
(T) First day of class, review of the syllabus
(Th) Chapter 1, Accountability

Week 2: January 23rd & 25th
(T) Chapter 2, What Government Does
(TH) Chapter 3, What is Public Administration?

Week 3: January 30th & February 1st
(T) Lecture wrap-up and review
(TH) Exam 1 (covers Chapters 1-3)

Part II: Organizational Theory & the Role of Government Structure

Week 4: February 6th & 8th (News Group A), Chapter 4, Organizational Theory
Week 5: February 13th & 15th (News Group B), Chapter 5, The Executive Branch
Week 6: February 20th & 22nd (News Group C), Chapter 6, Organization Problems
Week 7: February 27th & March 1st (News Group A), Chapter 7, Administrative Reform
Week 8: March 6th & 8th
(T) Lecture wrap-up and review
(Th) Exam 2 (covers Chapters 4-7)

Spring Break: March 12th-16th, No classes

Part III: People in Government Organizations

Week 9: March 20th & 22nd, Chapter 8, The Civil Service
Week 10: March 27th & 29th (News Group A), Chapter 9, Human Capital

Monday, April 2nd, Last day to drop with a “W”

Week 11: April 3rd & 5th (News Group B), Chapter 10, Decision Making
Week 12: April 10th & 12th (News Group C), Chapter 11, Budgeting
Week 13: April 17th & 19th
(T) Chapter 12, Implementation
(Th) Chapter 13, Regulation and the Courts

Week 14: April 24th & 26th, Chapter 14, Administrative Accountability, Effectiveness, and Politics
Week 15: May 1st & 3rd
Movie and Final Exam Review

Week 16: Final Exam (covers Chapters 8-14), Thursday, May 10th, 10:30 a.m. – 12:30 p.m., Rassman 112