Course Description: This course is an overview of the field of public administration; its development as a discipline and its theoretical foundations.

Student learning objectives (SLOs):
Critical Thinking (CT1): Promote students’ ability to think critically about politics, the roles and authority of government institutions and officials, and the dynamic nature of the American political system. Thinking critically means more than simply memorizing information, it is the ability to gather, analyze, and synthesize information that is factual and relevant to a question, issue, or event.

Communication (CS1 & CS2): Students will develop the ability to express their knowledge and understanding of concepts through effective written and oral communication.

Social Responsibility (SR2 & SR3): Gain an understanding of the contexts that shape and influence the federal government’s actions and decisions on public policy. The study of the American political system allows for a greater appreciation of civic responsibility and ability to engage others in civil discourse.

Personal Responsibility (PR1): Students will be able to demonstrate the ability to understand and evaluate political choices and outcomes.

Required Text: Kettl, Politics of the Administrative Process, 7th Edition. Bring your textbook to every class. If needed, an older edition will be placed on Course Reserve and accessible at Porter Henderson Library’s front desk.

Blackboard: This course has a Blackboard site where you can obtain a copy of the syllabus and your grades. Print copies of the congressional research assignment will be provided in class. Anyone who is absent the day course materials are distributed or needs a replacement can pick up a copy during my office hours. Also, I no longer post the lecture slides online.

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 is 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 make-up the exam within this time frame will result in an automatic “F” for that exam.

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.
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, 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.

Title IX: The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of sexual misconduct which includes all forms of gender-based harassment or discrimination, sexual assault, sexual exploitation, sexual harassment, public indecency, interpersonal violence, and stalking.

Faculty members are required by law and ASU policy to report any allegations we are notified about to the Office of Title IX Compliance. Students are encouraged to report any incidents of sexual misconduct directly to ASU’s Office of Title IX Compliance and its Director/Coordinator, Michelle Boone, J.D.

The office is located in the Mayer Administration Building, Room 210. Contact information: 325-942-2022 or michelle.boone@angelo.edu. Reports can also be filed online 24/7 at www.angelo.edu/incident-form.

Anyone wishing to speak to someone about an incident in confidence may contact the University Health Clinic and Counseling Center at 325-942-2173 or ASU’s Crisis Helpline at 325-942-6345. Additional information is available at www.angelo.edu/title-ix.

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.

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.

-Anyone habitually engaging in disruptive or distracting behavior (sleeping, talking, etc.) will be asked to take a seat in the front row, or closest available, for the rest of the semester.

-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 will be asked to leave.
Assignments and Exams

Exams (100 points each): All three exams will consist of two sections; short answer and fill-in-the-blank. Each exam will be worth 100 points. Exams 1 and 2 will cover the material noted in the Course Outline section of the syllabus. The Final Exam is comprehensive and will consist of both new material and terms from the two previous exams. Again, make-ups for Exams 1-2 must be scheduled within two weeks of the originally scheduled exam date.

News Assignment (75 points): Students must submit one news assignment brief sometime after Week 7 (Feb. 27) and before the end of Week 13 (April 19).
- Your submission must include:
  - Printed copies of a recent news report from a mainstream news outlet and a 2-3 paragraph brief explaining how the news article relates to assigned course material. Points are based on the quality of your submission.
  - Your submission MUST use relevant terms and concepts from the textbook. Cite only the textbook’s page numbers at the end of sentences or each paragraph.
  - News articles must focus on an event that involves one or more government agencies, be current (December 2019-present), from a mainstream news source, contain substantive information regarding one or more government agencies, and be of reasonable length (no “News Briefs” or “Roundups”). Opinion pieces (Op-Eds) are prohibited.
  - Content must provide a connection to the news report and the course material. Work that is either a general summary of the news article or features weak or irrelevant connections to terms or concepts will not be accepted.
  - Formatting: single-space, 1-inch margins, and either 11-pt Calibri or 12-pt Times New Roman fonts. Excessive quoting from either source is prohibited.
  - Do not email your assignment. Only print copies will be accepted.
  - To benefit everyone, questions about this assignment must be asked before or during class.

In-Class Tabletop Exercises (TTX) (75 points each): Students must attend class on the day these exercises to receive credit. Only university-related absences, verified by a faculty advisor, will be accepted.
- In a class prior to two of the exercises, students will be provided a handout detailing the scenario for that particular TTX. The third will be based on an unforeseen crisis event that will only become known the day of the TTX.
- For each, students will be provided an outline of factors to be considered that will be due at the end of class following each TTX.

Pop Quizzes (25 points each): 7-10 pop quizzes based on the assigned reading will be given throughout the semester. Pop 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. The lowest quiz grade will be dropped at the end of the semester.

Extra Credit Opportunities:
1) A movie will be shown at the end of the semester. Only students who attend each class in which the movie is shown and discussed will have 10 points of extra credit added to their final grade.
2) Students can submit one additional news brief AFTER they have submitted and received a grade for the required news assignment to earn up to 15 extra credit points. Same criteria applies. Points are based on the quality of your submission. This extra credit opportunity can only be used once.
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 every class.

Part I: Accountability and the Job of Government

Week 1: January 14th & 16th
(T) First day of class, review of the syllabus; White House memo distributed
(TH) Chapter 1, Accountability; White House memo

Week 2: January 21st & 23rd
(T) Chapter 2, What Government Does
(TH) Chapter 3, What Is Public Administration?

Part II: Organizational Theory & the Role of Government Structure

Week 3: January 28th & 30th
(T-TH) Chapter 4, Organizational Theory

Week 4: February 4th & 6th
(T) Lecture wrap-up and review.
(TH) Exam 1 (covers chapters 1-4, WH memo)

Week 5: February 11th & 13th
(T-TH) Chapter 5, The Executive Branch

Week 6: February 18th & 20th
(T-TH) Chapter 6, Organizational Problems

Week 7: February 25th & 27th
(T-TH) Chapter 7, Administrative Reform; TTX 1: Scenario will be distributed in class on Tuesday.

Week 8: March 3rd & 5th
(T) In-Class, TTX 1
(TH) Exam 2 (covers chapters 5-7)

Spring Break: March 9th-13th, No class, the University is closed.

Part III: People in Government Organizations

Week 9: March 17th & 19th
(T-TH) Chapter 8, The Civil Service

Week 10: March 24th & 26th (Note: Thursday, March 26th, Last day to drop classes.)
(T-TH) Chapter 9, Human Capital

Part IV: Making and Implementing Government Decisions in a Democracy

Week 11: March 31st & April 2nd
(T-TH) Chapter 10, Decision Making: Rationality and Risk

Week 12: April 7th & 9th
(T-TH) Chapter 11, Budgeting; TTX 2: Scenario will be distributed in class on Tuesday.

Week 13: April 14th & 16th
(T) In-Class, TTX 2
(TH) Chapter 14, Accountability and Politics

Week 14: April 21st & 23rd
(T) Chapter 14, Accountability and Politics (cont.); Chapter 12, Implementation and Performance
(TH) In-Class, TTX 3; Scenario will be distributed at the beginning of class.

Week 15: April 28th & 30th, Movie and Final Exam Review

Week 16: Final Exam (covers Chapters 8-12, and 14, plus select terms from Exams 1 & 2)
(T) May 5th, 10:30 A.M.-12:30 P.M. (RAS 110)