

POLS 3305: Public Administration, Spring 2022

TTH: RAS 239

Dr. Watts

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Office: RAS 213 Office Hours: MW 2-5 pm.; TTH 12:30-1:30 pm; 3:30-4:30 pm.; or by appointment.

Note: I do not have internet access at home due to continuing online “harassment” activities, according to the FBI, so responses to all emails will be delayed.

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, 8th Edition. **Bring your textbook and assigned materials to every class.**

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 an 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 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 Miller, J.D.

The office is located in the Mayer Administration Building, Room 210. **Contact information:** 325-942-2022 or michelle.miller@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 be 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

(Dates in the course outline are subject to change due to unforeseen cancellations or time constraints, particularly the tabletop and budgeting exercises.)

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.

Agency Assignment (100 points): Students will be assigned an executive branch agency and will be tasked with accessing its official website to acquire information. After which, each student will submit a written assignment and participate in a brief presentation about their assigned agency.

- Additional instructions will be provided in a handout that will be distributed in class. Copies will be available during office hours.

- 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 Exercise (TTX) (75 points): Students must attend class on the day of 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.

In-Class Budget Exercise (50 points): The class will be divided into groups and assigned a role related to the policymaking and budget making processes and tasked with making decisions based on their group's role. Student must attend class on the day of the exercise.

Pop Quizzes (25 points each): Seven 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) Extra credit quiz (worth 25 points): This quiz will be given in-class sometime at the end of the semester, will follow the format of the previous quizzes, and will be comprehensive.

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.

-If there are cancellations due to weather or other unforeseen events, the schedule will be updated accordingly and as conditions allow (safe travel, water or electricity restored, etc.)

As previously stated in the syllabus, I do not have internet access at home due to, according to the FBI, continuing online "harassment" activities so responses to all emails will be delayed.

Part I: Accountability and the Job of Government

Week 1: January 18 & 20

(T) First day of class: Review of the syllabus

(TH) Chapter 1, Accountability

Week 2: January 25 & 27

(T) Chapter 1 (cont.); Chapter 2, What Government Does

(TH) Chapter 3, What Is Public Administration?

Part II: Organizational Theory & the Role of Government Structure

Week 3: February 1 & 3: (T-TH) Chapter 3 (cont.);

Chapter 4, Organizational Theory (Be sure to read: Case 4.1, pgs. 114-116)

Week 4: February 8 & 10

(T) Lecture wrap-up and review; **Agency Assignment**

(TH) Exam 1 (covers chapters 1-4)

Week 5: February 15 & 17: (T-TH) Chapter 5, The Executive Branch

Week 6: February 22 & 24: (T-TH) Chapter 6, Organizational Problems

Week 7: March 1 & 3: (T-TH) Chapter 7, Administrative Reform

(T) TTX materials will be distributed in class and reviewed. Anyone absent on this day, it is your responsibility to pick up the materials during office hours for review.

Week 8: March 8 & 10

(T) Lecture wrap-up and review; **TTX Discussion Paper due** at the beginning of class

(TH) Exam 2 (covers chapters 5-7)

--**Spring Break:** March 14-18, no class, the university is closed.

Part III: Government Personnel & Making and Implementing Government Decisions in a Democracy

Week 9: March 22 & 24

(T) In-class TTX Discussion

(TH) Chapter 8, The Civil Service

Week 10: March 29 & 31: (T-TH) Chapter 9, Human Capital

Week 11: April 5 & 7: (T-TH) Chapter 10, Decision Making: Rationality and Risk

Week 12: April 12 & 14: (T-TH) Chapter 11, Budgeting; **(TH) In-Class Budget Exercise**

Week 13: April 19 & 21: (T-TH) Chapter 14, Accountability and Politics

Week 14: April 26 & 28: (T-TH) Chapter 12, Implementation and Performance

(TH) Agency Assignment presentations and discussion

--Thursday, April 28: Last day to drop classes

Week 15: May 3 & 5, Movie and Final Exam Review

Final Exam (covers Chapters 8-12, and 14, plus select terms from Exams 1 & 2)

(T) May 10, (Ras 239): 10:30-12:30 pm