

POLI 3307-110, CRN 10469, Public Administration

Spring 2019

Texas A&M University-Central Texas

T/TR 1:00-2:15

FH-209

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Dr. John Koehler

Office: Heritage Hall 204Q

Phone:

Email: j.koehler@tamuct.edu

Office Hours:

TR 11-2:00 and by appointment

Mode of instruction and course access:

This is a lecture course with required attendance. Attendance will be taken for each class. Readings are expected to be completed prior to each meeting so that students are roughly familiar with the material and prepared to participate in class activities. In addition to in class assignments, some assignments will be completed online. This course uses the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com>].

Student-instructor interaction:

University email is the preferred method of communication. Every attempt will be made to respond to emails within 24 hours, however longer response times may take place over weekends and holidays. Students are welcome to come unannounced during office hours but appointments or notice is appreciated.

911 Cellular:

Emergency Warning System for Texas A&M University-Central Texas

911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911Cellular through their myCT email account.

Connect at [911Cellular](https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management) [<https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management>] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

Course Overview and description:

This course examines the concepts and practices of American public administration. Through both theoretical and empirical study, students will reflect upon issues such as federalism,

executive and bureaucratic power, organizational theory, leadership, policy creation and implementation, budgeting, and administrative law.

Student Learning Outcomes:

By the end of the course, students should be able to: 1. Cite seminal works and theorists in the study of public administration. 2. Identify key problems or issues related to public management. 3. Summarize the policy making process, particularly with regards to federal regulatory policy. 4. Cite major developments in bureaucratic reform. 5. Critically analyze the effectiveness and efficiency of government

Required Readings

Milakovich, Michael E. and George J. Gordon. 2013. *Public Administration in America*, 11th ed. Boston: Wadsworth Cengage Learning.

Additional readings such as journal articles can be found through the libraries database or be provided by the instructor.

The book is required and available for purchase at the bookstore. You are under no obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

COURSE REQUIREMENTS

Assignment	Points	Percentage		
Discussion Board	150	15		
Research Paper	200	20		
Midterm	250	25		
Attendance and participation	100	10		
Final Exam	300	30		
Total Possible	1000	100		
895+ = A	795-894=B	695-794=C	595-694=D	594 or lower = F

Grading Criteria Rubric and Conversion

Discussion boards will open once a week on Canvas. They will require responses to particular questions related to readings or current events. Comments must be meaningful, useful, and most importantly, respectful. Expectations for the paper are provided below. Short quizzes will be given both online and in class. Their purpose is to ensure that students are retaining important concepts and to assist students in preparing for the exams. The attendance score will be reduced by 1 percentage point for each unexcused absence. Exams will contain a mixture of question types such as short answer and multiple choice questions, the final exam is cumulative.

- **Research Paper: 20%.**
 - **5%: Bibliography**

- **5%: Grammar and Formatting**
- **10% Content**

Each student will be responsible for completing one research paper of **5-7 pages**. Formatting guidelines are as follows: double-spaced lines, one-inch margins (i.e., top, bottom, left, and right), and Times New Roman font. A bibliography must be included and follow American Political Science Association Style for citations. Papers will be graded based on grammar, content, and clarity. Topics must be approved by **Feb 21** and an annotated bibliography will be due on **Mar 21**. The final paper is due **Apr 18**.

Please submit topics **in writing** either in class or by email. Make sure that I respond with approval before continuing with your work. The annotated bibliography will be submitted **on Canvas by 5pm Mar 21**. **Papers must be submitted in hard copy by the start of class on Apr 18**. Any papers turned in after this time will be considered late. Each day late will result in the loss a full letter grade.

Posting of Grades

Grades will be posted on Canvas within a couple of days of each assignment.

COURSE OUTLINE AND CALENDAR

	Title	Readings	Assignments
Week 1 Jan 15, 17	Approaching the Study of PA	Ch 1	
Week 2 Jan 22, 24	PA, Democracy, and Bureaucratic Power	Ch 2	
Week 3 Jan 29, 31	Federalism and Intergovernmental Relations	Ch 3	
Week 4 Feb 5, 7	Organizational theory	Ch 4	
Week 5 Feb 12, 14	Decision Making	Ch 5	
Week 6 Feb 19, 21	Chief Executives	Ch 6	<i>Paper Topics Due</i>

Week 7 Feb 26, 28	Public Personnel Management	Ch 7	
Week 8 Mar 5, 7	Midterm Exam		Midterm Exam
Week 9 Mar 12, 14	Spring Break Mar 11-15 No Class		
Week 10 Mar 19, 21	Personnel Appointments	Readings on Canvas	
Week 11 Mar 26, 28	Budgeting	Ch 8	Annotated Bibliography due
Week 12 Apr 2, 4	Policy and program implementation	Ch 9	
Week 13 Apr 9, 11	Performance Management	Ch 10	
Week 14 Apr 16, 18	Regulation and Administrative Law	Ch 11	Paper due
Week 15 Apr 23, 25	Conflict and change	Ch 12	
Week 16 Apr 30, May 2	Privatization TBA and Course wrap-up	TBA	
Week 17 May 9, 10	Final Exam		Final Exam

Excused Absences, Make-Up Work, and Late Work

Late work will reduced one letter grade for each day late. No exam will be made up without an excused absence. Make up exams are scheduled at the instructor's convenience.

Important University Dates:

Jan 14 -Add, Drop, and Late Registration Begins for 16- and First 8-Week Classes. \$25 fee assessed for late registrants.
-Classes Begin

Jan16 Deadline for Add, Drop, and Late Registration for 16- and First 8-Week Classes

- Jan 21** Martin Luther King Jr. Day
- Jan 22** Deadline to Drop first 8 week classes with no record
- Jan 30** Deadline to drop 16 week classes with no record
- Feb 22** -Deadline to drop first 8 week classes with a Quit (Q) or Withdraw (W)
-Student end of course survey opens for first 8 week classes
- Mar 1** -Deadline for teacher education and professional certification applications
-Deadline for graduation application for ceremony participation
- Mar 8** -Deadline for Spring admissions applications
-Classes end for 1st 8 week session
- Mar 10** Student end of course survey closes for first 8 week classes
- Mar 11-15** **Spring Break**
- Mar 15** -Deadline for Clinical teaching applications
-Deadline for tuition and fee payment (2nd 8 wk classes)
- Mar 18** -Add, Drop, and Late Registration Begins for 16- and First 8-Week Classes. \$25 fee assessed for late registrants.
-2nd 8 week classes Begin
- Mar 20** Deadline for Add, Drop, and Late Registration for Second 8-Week Classes
- Mar 25** Deadline to Drop second 8 week classes with no record
- Apr 1** Deadline for GRE/GMAT scores to Office of Graduate Studies
- Apr 5** Deadline to drop 16 week classes with a Quit (Q) or Withdraw (W)
- Apr 12** Deadline for Final Committee-Edited Theses with Committee Approval Signatures to Office of Graduate Studies for Fall Semester
- Apr 26** -Deadline to drop second 8-week classes with a Quit (Q) or Withdraw (W)
-Student end of course survey opens for 16 weeks and second 8 week classes
- May 10** -Deadline for Applications for \$1,000 Tuition Rebate for Fall Graduation (5pm)
-Deadline for Fall Degree Conferral Applications to the Registrar's Office.
\$20 Late Application Fee.
-Deadline to Withdraw from University for 16- and Second 8-Week Classes
-Spring Semester Ends
- May 11** Commencement Ceremony Bell Co. Expo 7pm
- May 14** Deadline for Theses to Clear Thesis Office for Fall Semester

Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system. Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com>].

Username: Your MyCT username (xx123 or everything before the "@" in your MyCT e-mail address)
Password: Your MyCT password

Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report a Problem,” or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

Other Technology Support

For log-in problems, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [http://hdc.tamu.edu]

Please let the support technician know you are an A&M-Central Texas student.

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Drop Policy.

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar’s Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar’s Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar’s Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

Academic Integrity.

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student’s academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student’s work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university’s Office of Student Conduct. Ignorance of the university’s standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

Academic Accommodations.

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) webpage[<https://www.tamuct.edu/student-affairs/access-inclusion.html>].

Important information for Pregnant and/or Parenting Students.

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit the [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) web page[<https://www.tamuct.edu/student-affairs/index.html>]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), please visit the website [<http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf>].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

Tutoring.

Tutoring is available to all A&M-Central Texas students, both on-campus and online. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or have any other question, contact Academic Support Programs at (254) 519-5796, or by emailing Dr. DeEadra Albert-Green at deeadra.albertgreen@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an

online tutoring platform that enables A&M-Central Texas students to login and receive FREE online tutoring and writing support. This tool provides tutoring in over 40 subject areas. Access Tutor.com through Canvas.

University Writing Center.

Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free workspace open to all TAMUCT students from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours in the University Library Monday thru Thursday from 6:00-9:00 p.m. This semester, the UWC is also offering online only hours from 12:00-3:00 p.m. on Saturdays.

Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WOnline](https://tamuct.mywconline.com/) at [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu for any assistance needed with scheduling.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

If you have any questions about the UWC, please do not hesitate to contact Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu.

University Library.

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library.

Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index].

A Note about Sexual Violence at A&M-Central Texas

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].