

POLS 3340-01

Introduction to Public Administration

Spring 2020 Geoffrey Willbanks

Office and Office Hours: Before class MWF @8:45 to 9:00am, and by appointment

Phone: 510-2768 at TJC e-mail: gwillbanks@uttyler.edu or GWIL1@tjc.edu (not case-sensitive)

I also have an office at Tyler Junior College, Jenkins Hall 179

Course Description:

An introduction to the study of the administrative branch of the United States government and the principles and processes of public administration, including those affecting state and local government. Topics include organization theory, personnel, budgeting, and bureaucratic decision-making.

Course Objectives:

By the end of the course, students should:

1. Be able to memorize key concepts in public administration and which authors contributed to knowledge in the field (ex. budgeting, planning and policy development, ethics, management and personnel functions, etc.)
2. Be able to demonstrate an understanding of how politics and forces outside of government impact the work of public-sector managers.
3. Be able to demonstrate an understanding of key concepts and the interaction of managers with other “stakeholders.”
4. Be able to apply the broad scope of material he or she will read and we will discuss in class to the work environment of citizens in public service careers.

Textbook:

Milakovich, M. E., & Gordon, G. J. (2013). Public Administration in America. (11th ed.). Boston, MA: Cengage Publishing. ISBN 978-1-111-82801-1

Grading System

Students will be evaluated on the following:

1. There will be a series of short written assignments of approximately one page to two pages in length. The topic of the short assignments relates to the weekly chapter(s) discussed. The scholarly written assignment should be 12 font using New Times Roman font with all sources cited using APA standards including running head, cover page, references page. Each short weekly assignment will be worth 2 points for a total of **20 points**.
2. Various chapters in the required text explorations will include a five-question quiz worth 1 point each for a total of **10 points**. Generally, this will occur at the beginning of each of the first ten weeks of the semester.
3. We will divide students into groups. Each group will create a presentation for the class related to public administration. Each contributing member of a group will receive the same grade worth up to **15 points**.
4. Students will submit a series (10) of news articles discussing some aspects of public administration. Students will receive a separate handout with instructions. Each article is worth 2 points each for a total of **20 points**.
5. Each student will write a paper on some aspect of the group project. The paper will be worth **15 points**. Students will receive a separate handout with instructions.
6. The last grade for the course will be an essay final exam. Information on the final will be available in a separate handout. The final will be worth **20 points**.
7. Although it will not be a formal part of the grade, I will use attendance to determine between two letter grades when students are within a point or two of the next higher grade.

Thus, the grading scale is as follows:

90-100 = A

80-89 = B

70-79 = C

60-69 = D

0-59 = F

Class Schedule:

Milakovich, Chapter 1: An Era of Change Aug 27-Aug 31

Milakovich, Chapter 2: The Role of Government Aug 27-Aug 31

Milakovich, Chapter 1: Approaching the Study of Public Administration, January, 13-Jan 17

Attendance Policy

In all classes attendance is mandatory, not optional. Even in large classes, I will take the class roll in some form or fashion to monitor attendance. Class participation is a small, but formal part of the grade in this course. If you miss class because of university responsibilities, please let me know ahead of time and have some documentation. Any work missed will be made up as soon as possible, in consultation with me.

Grading Policy

The final examinations will consist of essays. Your course grade is composed of written assignments, short quizzes, class presentation, group work and a final. Thus, class attendance and good note taking, as well as thorough reading of course materials, are necessities to receiving high grades. Written papers in this class will consist of position papers, which will be explained in more detail in a separate handout.

Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are

eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions that students need to be aware of. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including non-visible a disability diagnosis such as a chronic disease, learning disorder, head injury or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources office and schedule an interview with an Accessibility Case Manager. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR

webpage(<http://www.uttyler.edu/disabilityservices/>) or the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to saroffice@uttyler.edu.

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement:

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation:

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.