

POLS 3340-060

Introduction to Public Administration

Fall 2026 Geoffrey Willbanks

Office and Office Hours: Monday and Wednesday, 1:20 to 2:40 pm;
Monday and Wednesday, online via Zoom and Teams, 3:00 to 4:00 pm;
Tuesday and Thursday, 8:30 to 11:30 am; by appointment.

I do not have a UTTyler campus office, but I do have an office at Tyler Junior College, Jenkins Hall 179

Phone: I do not have a UTTyler phone number, but you may call the Political Science Office; you may call my TJC office at 903-510-2768; my e-mail: gwillbanks@uttyler.edu or GWIL1@tjc.edu (not case-sensitive)

Course Description:

This course is 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 they will read and discuss in class to the work environment of citizens in public service careers.

Textbook:

Rosenbloom, B., Kravchuk, R., & Clerkin, R. (2022). *Public Administration: Understanding management, politics, and law in the public sector* (9th ed.). Routledge

ISBN 978-1-03-205555-8

Grading System

Students will be evaluated on the following:

1. There will be a series of short written assignments of approximately one to two pages. The topic of the short assignments relates to the weekly chapter(s) discussed. The scholarly written assignment should be in 12-point New Times Roman, with all sources cited using APA 7th edition (student version), including a cover page and a references page. Each short weekly assignment will be worth 2 points, for a total of 20 percent.

2. Various chapters in the required text explorations will include a five-question multiple-choice quiz worth 1 point each for 10 percent. Generally, this will occur at the beginning of each of the first ten weeks of the semester, beginning with week two.
3. We will divide students into groups. Each group will create a PowerPoint presentation on public administration for the class and submit it to the professor via Canvas. We will NOT present to the class members. Each contributing group member will receive the same grade, worth up to 15 percent.
4. Students will read and analyze a posted article. Each student will answer a five-question essay quiz. Each article is worth 2 points for a total of 20 percent.
5. Each student will write a research activity paper worth 15 percent. Students will receive a separate handout with instructions.
6. The final grade for the course will be an exam with three essay questions. A separate handout will provide information about the 20 percent exam.
7. Although it will not be a formal part of the grade, I will use the information on the course website 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 percent = A

80-89 percent = B

70-79 percent = C

60-69 percent = D

0-59 percent = F

Class Policies: Upper-Division Political Science Courses

General Statement Regarding the Conduct of the Class

The teaching and learning aspect of university life is the central purpose of the University, an institution unique to our culture. While research and graduate study are essential components of a university, professors' and students' goals in a course should be to learn, gain needed skills, and acquire knowledge. Consequently, I do not view students as "customers" or consider myself an "employee." I view myself as a professional, and I view you as someone present in my class to learn the subject matter. Your grade in the course will reflect the quality of your work and nothing else, as determined by my professional judgment.

Late work and missed assignments

The professor has due dates and one deadline. Assignment due dates are flexible. Students may submit all work, except the final exam, after the due date without penalty until the one-course deadline. The professor strongly suggests that students submit all work by the assigned due date to maintain a reasonable workflow. No work will be accepted after the semester deadline. The deadline is April 30, 2025. While a student may wait until the deadline or near it to submit all work, this is a poor time-management strategy. Students may receive a placeholder grade of 0 or 70 if an assignment needs to be updated and corrected. Students are encouraged to read the professor's assignment comments as a guide for editing and revising their work.

Attendance Policy

While we are in an online version of the class, I strongly encourage students to log into the website several times a week. I can see how often students log in and how long they stay. I focus on their work for the class, but for most students, there is a connection between attendance and performance.

Grading Policy

The final examination will consist of essays. Your course grade comprises written assignments (short papers and newspaper article summaries), short quizzes, an individual presentation paper, a group PowerPoint project, a class research activity paper, and a final exam. Students can find additional information in the instructions for each assignment. The course grade is based on points and not percentages. Please be aware that the Canvas gradebook will display percentages. The percentage is based on graded work, which can be misleading during the semester.

Withdrawing from Class

Students may [withdraw](#) (drop) from this course using the [Withdrawal Portal](#). Withdrawing (dropping) this course can impact your Financial Aid, Scholarships, Veteran Benefits, Exemptions, Waivers, International Student Status, housing, and degree progress. Please speak with your instructors, consider your options, speak with your advisor, and visit the One-Stop Service Center (STE 230) or email enroll@uttyler.edu to get a complete review of your student account and the possible impacts of withdrawing. We want you to make an informed decision. UT Tyler faculty and staff are here for you and can often provide additional support or assistance. Make sure to carefully [read the implications for withdrawing from a course and the instructions](#) on using the [Withdrawal portal](#).

Texas law prohibits students from dropping more than six courses during their entire undergraduate career*. The six courses dropped include those from other 2-year or 4-year Texas public colleges and universities. Consider the impact withdrawing from this class has on your academic progress and other areas, such as financial implications. We encourage you to consult your advisor(s) and Enrollment Services for additional guidance. **CAUTION #1:** Withdrawing before census day does not mean you get a full refund. Please see the [Tuition and Fee Refund Schedule](#). **CAUTION #2:** All international students must check with the [Office of International Programs](#) before withdrawing. All international students are required to enroll full-time for fall and spring terms. **CAUTION #3:** All UT Tyler Athletes must check with the Athletic Academic Coordinator before withdrawing from a course. **CAUTION #4:** All veterans or military-affiliated students should consult with the [Military and Veterans Success Center](#).

* Students who began college for the first time before 2007 are exempt from this law.

Artificial Intelligence Statement

UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools' ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler's Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes

shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional research approaches. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy. Refer to the About This Course section of the UT Tyler Syllabus Module for specific information on the appropriate use of AI in your course(s).

Professor Willbanks' policy on using AI platforms: Students can use AI platforms to help prepare for assignments and projects. You can use AI tools to revise and edit your work (e.g., identify flaws in reasoning, spot confusing or underdeveloped paragraphs, or correct citations). When submitting work, students must locate any writing, text, or media generated by AI. Students **MUST** adequately cite the use and inclusion of any and all work created or attained using AI platforms. You should use the 7th edition APA standards to cite the AI work. Your ethical responsibilities as a student remain the same. You must follow UT Tyler's Honor Code and uphold the highest standards of academic honesty. This applies to all uncited or improperly cited content, whether created by a human or in collaboration with an AI tool. Students are cautioned that AI-generated content is not necessarily accurate or appropriate. You must assess the validity and applicability of any submitted AI output. You will not earn full credit if inaccurate, invalid, or inappropriate information is found in your work. [How to cite ChatGPT](#)

Final Exam Policy

Final examinations are administered as scheduled. If unusual circumstances require special arrangements for an individual student or class, the Dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members must retain students' final examination papers for a minimum of 3 months following the examination date.

Incomplete Grade Policy

If a student, due to extenuating circumstances, is unable to complete all requirements for a course by the end of the semester, the instructor may recommend an Incomplete (I) for the course. The "I" may be assigned in place of a grade only when all of the following conditions are met: (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all coursework or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor, and (c) the student presents these reasons before the time that the final grade roster is due. The semester credit hours for an Incomplete will not be used to calculate the grade point average. The student and the instructor must submit an Incomplete Form detailing the required work and the deadline for completion to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to complete all work for the course within the time limit, the instructor may assign zeros to the unfinished work, compute the student's course average, and assign the appropriate grade. If a grade has not been assigned within one year, the Incomplete will be changed to an F or NC. If the course was initially taken on a CR/NC basis, this may adversely affect the student's academic standing.

Grade Appeal Policy

Disputes regarding grades must be initiated within sixty (60) days from the date of receiving the final course grade by filing a Grade Appeal Form with the instructor who assigned the grade. A grade appeal should be used when the student thinks the final course grade awarded does not reflect the grades earned on assessments or follows the grading scale as documented in the syllabus. The student should provide the rationale for the grade appeal and attach supporting documents about the grades earned. The form should be sent via email to the faculty member who assigned the grade. The faculty member reviews the rationale and supporting documentation and completes the instruction section of the form. The instructor should return the form to the student, even if a grade change is made at this level. If the student is not satisfied with the decision, the student may appeal in writing to the Chairperson of the department from which the grade was issued. In situations where there is an allegation of capricious grading, discrimination, or unlawful actions, appeals may go beyond the Chairperson to the Dean or the Dean's designee of the college from which the grade was issued, with that decision being final. The Grade Appeal form is found in the Registrar's Form Library.

NOTE: The Grade Appeal Form is different from the Application for Appeal form submitted to the Student Appeals Committee, which does not rule on grade disputes as described in this policy.

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 of Texas at Tyler offers accommodations to students with learning, physical, and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or a history of modifications or

accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler/> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with the Assistant Director Student Accessibility and Resources/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <https://www.uttyler.edu/disability-services>, the SAR office located in the Robert Muntz Library, LIB 460, email saroffice@uttyler.edu, or call 903.566.7079."

Military Affiliated Students

UT Tyler honors the service and sacrifices of our military-affiliated students. If you are a student who is a veteran, on active duty, in the reserves or National Guard, or a military spouse or dependent, please stay in contact with your faculty member if any aspect of your present or prior service or family situation makes it difficult for you to fulfill the requirements of a course or creates disruption in your academic progress. It is important to make your faculty member aware of any complications as far in advance as possible. Your faculty member is willing to work with you and, if needed, put you in contact with university staff who are trained to assist you. The Military and Veterans Success Center (MVSC) has campus resources for military-affiliated students. The MVSC can be reached at MVSC@uttyler.edu or via phone at 903.565.5972.

Students on an F-1 Visa

To remain in compliance with Federal Regulations requirements you must do the following:

- Traditional face-to-face classes: Attend classes on the regular meeting days/times.
- Hybrid Classes: Attend all face-to-face classes convened by the instructor according to the schedule set for your specific course.
- Online course: Only one online course can count toward your full-time enrollment. Students are expected to be fully engaged and meet all requirements for the online course.

Academic Honesty and Academic Misconduct

The UT Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions of those who do." Therefore, we enforce the Student Conduct and Discipline policy in the Student Manual Of Operating Procedures (Section 8).

FERPA

UT Tyler follows the Family Educational Rights and Privacy Act (FERPA) as noted in University Policy 5.2.3. The course instructor will follow all requirements to protect your confidential information.

Absence for Official University Events or Activities

This course follows the practices related to Excused Absences for University Events or Activities as noted in the Catalog.

Absence for Religious Holidays

This course follows the practices related to Excused Absences for Religious Holy Days as noted in the Catalog.

Absence for Pregnant Students

This course follows the requirements of Texas Laws SB 412, SB 459, SB 597/HB 1361 to meet the needs of pregnant and parenting students. Part of the support afforded to pregnant students includes excused absences. Faculty who are informed by a student of needing this support should make a referral to the Parenting Student Liaison. NOTE: Students must work with the Parenting Student Liaison in order to receive this support. Students should reach out to the Parenting Student Liaison at parents@uttyler.edu and also complete the Pregnant and Parenting Self-Reporting Form.

Campus Carry

We respect the rights and privacy of students who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>.

1. All submitted written work will be subject to review by plagiarism software.

UT Tyler Resources for Students

- [UT Tyler Student Accessibility and Resource \(SAR\) Office](#) (provides needed accommodations to students with document needs related to access and learning)
- [UT Tyler Writing Center](#)
- [The Mathematics Learning Center](#)
- [UT Tyler PASS Tutoring Center](#)
- [UT Tyler Supplemental Instruction](#)

Course Calendar

Date	Details
Monday, August 24, 2026	Introduction to the course
Monday, August 31, 2026	Assignment: Short Paper One Assignment: Newspaper Article One Quiz One
Monday, September 14, 2026	Assignment: Short Paper Two Assignment: Newspaper Article Two Quiz Two
Monday, September 21, 2026	Assignment: Short Paper Three Assignment: Newspaper Article
Three	Quiz Three
Monday, September 28, 2026	Assignment: Short Paper Four Assignment: Newspaper Article Four Quiz Four
Monday, October 5, 2026	Assignment: Short Paper Five

	Assignment: Newspaper Article Five Quiz Five
Monday, October 12, 2026	Assignment: Short Paper Six Assignment: Newspaper Article Six Quiz Six
Monday, October 19, 2026	Assignment: Short Paper Seven Assignment: Newspaper Article Seven Quiz Seven Assignment Group PowerPoint
Project	
Monday, October 26, 2026	Assignment: Short Paper Eight Assignment: Newspaper Article Quiz Eight
Eight	
Monday, November 2, 2026	Assignment: Short Paper Nine Assignment: Newspaper Article Quiz Nine
Nine	
Monday, November 9, 2026	Assignment: Short Paper Ten Assignment: Newspaper Article Ten

	Assignment: Class Research Activity
Monday, November 16, 2026	Assignment: Individual
Presentation Paper	
November 23-27, 2026	Thanksgiving holidays Assignment:
Week of December 7-11, 2026	Final Exam