Instructor Information

Dr. Courtney Cullison
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Phone: (903) 566-7163
Office: BUS 224
Office Hours: Monday, 1:30 -2:30; Tuesday, 1:00-2:00; Wednesday, 1:30 - 3:30; or by appointment
(please email to schedule an appointment)

I am guaranteed to check email frequently during in-person office hours, though if I am with a student responses to email may be delayed during this time period. For any email sent outside office hours you should expect a response within 48 hours (excepting Sundays).

Email policy: per university request, I will only communicate with students through your Patriot email accounts. The university has had several problems reaching students with vital questions or information because they do not check their Patriot email, and they have asked faculty to require that students use their Patriot email accounts. All responses to student email will be sent only to your Patriot email account (even if you send the email from some other account). After September 4th (the census date), email sent from any non-Patriot email account will not be answered.

Required Course Materials

Understanding Public Policy (14th Edition)  
Thomas R. Dye
ISBN: 9780205238828

Eugene Bardach
ISBN: 9781608718429

These texts are available from the campus bookstore or online. The Dye text (our main text for the course) is also available electronically as a NookStudy book from Barnes & Noble. In addition to these texts, short articles or book excerpts will be posted on Blackboard.

Course Description & Objectives

This course will explore the formulation and implementation of public policy in the United States. Attention will be given to all stages of the policy process (from agenda setting to policy evaluation) and to all actors that might influence the policy life cycle (public officials, interest groups, the media, and the public). In addition to a general overview of the process and politics of the policy process, the stages of the policy process and specific policy areas will be explored with greater depth.

After successfully completing this course, students should be able to:
• describe the policy process and discuss the role of political and non-political forces in each stage of the policy process.
• describe the models, schools of thought and paradigms by which scholars attempt to understand and analyze the policy process and discuss the strengths and weaknesses of each model.
• analyze the content of a particular policy area, including the concepts and political issues related to the policy area.
• explain the nature of policy analysis as an analytical tool and a public profession.
It is my experience that many students do not understand what is required of them in order to achieve certain goals in a course. In order to help clarify this issue, here is some additional information about student expectations:

**What do grades mean?**
A) performance/work is exemplary, exceeds expectations, goes well beyond stated minimum requirements and performs the assigned task extremely well.
B) performance/work is above average, goes somewhat beyond stated minimum requirements and performs the assigned task relatively well.
C) performance/work is average, meets but does not exceed minimum expectations and the assigned task is completed in an acceptable manner.
D) performance/work is below average, does not meet minimum expectations, the assigned task is attempted but not completed in an acceptable manner.
E) performance/work is unacceptable, may be off-topic and well below the minimum standard, may include instances of academic dishonesty.

In an upper division University course, these are the general minimum expectations:
- students will attend every possible class session
- students will be mentally present during class sessions (pay attention, do not electronically disengage)
- students will complete the reading assignments before class
- students will submit assignments on time and follow the assignment instructions regarding content, format, and method of submission
- students will conduct themselves as adults (respect classmates and professor, engage in civil discourse, discuss controversial issues calmly and productively, etc.)

**Blackboard**

This class will be conducted through Blackboard. All of your course materials, assignments, and exams will be here. If you experience any problems logging into Blackboard, you should seek help from Campus Computing. Their office is located in BUS 101, and they can be reached by email at itsupport@patriots.uttyler.edu. Please include your full name, student ID number and date of birth in any communications you send to them.

**Grading**

Your grade in this class will consist of three components:
- Participation (10%) - This will be based on class attendance (roll will be taken every day, credit will be given only to students who are both physically and mentally present - students who electronically disengage for part or all of the class session will not receive credit), willingness to participate and quality of participation in class discussions, and various assignments given throughout the semester. If you would like feedback about your progress on this grade component, feel free to contact me.
- Reading Quizzes (15%) - These will be given in class and will cover the assigned reading for that day. If you have taken notes over the reading, you may use those notes (and only those notes – not your entire notebook) when you take the quiz. If you have typed your notes, they must be printed out. You will not be able to use your laptop on the quizzes. Notice of quizzes will be given in class (not posted on Blackboard) one class period prior to the quiz. Your lowest quiz score will be dropped from your average.
- Policy Brief & Presentation (25%) - during the last third of the course, you will each choose a specific policy to analyze. You will write a policy brief of no more than 5 pages and present your analysis to the class in a 10 to 15 minute presentation. Further details will be provided after the first exam.
- Exams (50%) - There will be two exam in this course, both given during the first third of the semester. Exams will consist of objective (short answer identifications and comparisons) and subjective (essay) sections.
Late & Make-Up Work

Assignments are due at the beginning of class on the due date. Late assignments will be accepted with penalty. One letter grade will be subtracted for every day or partial day (including weekends) you are late. *There will be no exceptions to this policy.* If you fear you will not be able to complete an assignment on time, you should contact me before the due date to request an extension. Extensions may be granted at the professor’s discretion.

Make-up quizzes will be given only if you were away for required participation in a University sponsored activity or absent due to a religious observance. If you leave class early on a quiz day for any reason other than required participation in a University sponsored event, your quiz will not be graded.

Make-up exams may be given at the professor’s discretion and only for the following reasons (documentation will be required):
- Serious illness
- Family emergency
- Required participation in a university sponsored event

Academic Dishonesty

The UT Tyler community regards cheating as an extremely serious matter and deals severely with those who violate the standards of academic integrity.

Examples of academic dishonesty include (but are not limited to):
- Copying from another person’s test paper
- During a test, possession of materials not authorized by the person administering the test
- Discussing the contents of an examination with another student who will take the examination or the divulging of examination contents to another when an instructor has allowed the exam to be kept by the student
- Working with others in taking tests or preparing academic assignments when not authorized by the course instructor
- Obtaining by any means another person’s work and submitting that work as one’s own. This included the downloading of academic papers or the purchase of papers written by others.

If a student is suspected of academic dishonesty, the classroom instructor may ask the student to meet with him or her to discuss the incident. A student may admit to allegations of academic dishonesty, waive the right to a hearing and accept penalties imposed by the instructor. The student may also deny all allegations and ask to see the Dean of Student Affairs. An accused student may accept the decision of the Dean of Student Affairs or ask for a hearing before an impartial hearing officer appointed by the university. Witnesses may be called and evidence presented. The hearing officer will consider all evidence and make a decision. The decision of the hearing officer may be appealed to the President by either the student or the Dean of Student Affairs. For a discussion of possible penalties, please see the [Guide to Student Conduct and Discipline](#).

University Policies

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://www2.uttyler.edu/wellness/rightsresponsibilities.php](http://www2.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](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 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 psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD 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 the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. 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 office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@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.
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