



Course Syllabus: Public Administration

POLS 4133
Spring 2021
Online

Contact Information

Dr. Jeremy F. Duff
Office: 211 O'Donohoe
Office hours: Monday, Wednesday, Friday: 11:00am-12:00pm
Tuesday and Thursday: 10:00am-11:00am

Office hours are by appointment only. You must email me and indicate which office hours you wish to attend, and how you wish to attend them (in-person or via zoom).

E-mail: jeremy.duff@msutexas.edu

Course Description

This is an undergraduate course on the study of public administration. It will provide students with a solid, conceptual foundation in public administration and discusses the latest information on important trends in the discipline. The course presents a comprehensive overview of the development of public administration as a professional field with references to the major contributors from the beginning to the present.

Textbooks

Kettl, Donald F. 2020. *The Politics of the Administrative Process*, 8th Edition. Congressional Quarterly Press.

Course Website

The course website is in the University's D2L system. Everything for the course will happen there. You will be able to use this website to read class announcements, correspond with me, view lectures, take exams and quizzes, and to view this syllabus, among other things.

Student Handbook

Refer to: [Student Handbook-2018-19](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty is cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of

work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct. [Office of Student Conduct](#)

Grading

The three exams will count 60% (20% each) toward your final grade. The average of your discussion assignments will count 20% toward your final grade and your quiz average will count 20%.

Table 1: Grade Scheme

Cut Off	Grade
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Less than 60%	F

Student Responsibilities

Readings

The readings serve as a point of departure for lectures and discussions. Therefore, it is imperative that each student completes the assigned reading each week. Note: Reading the chapters includes covering the case studies at the end of each chapter. This material will be covered on exams and quizzes. You should also feel free to include the case studies in your discussion assignments (specified below).

Lectures

For each chapter I will post lecture material on the course website. Use this to supplement your reading. You will be responsible for knowing the material in the lectures as well as the material in the textbook for each chapter.

Participation

Students should feel free to raise questions concerning the readings, the instructor's discussion, and the comments of other students. Participation enhances course quality. This particular type of class lends itself to a favorable discussion environment, so please do not be afraid to ask questions or pose interesting topics for the class to discuss (that are relevant to the course material). This can all be easily conducted through the course website's Discussion and Chat features.

Required Examinations

There will be three required examinations. The scheduled examination dates are as follows (these will not change):

Exam 1: February 15-21, 2021

Exam 2: March 22-28, 2021

Final Exam: April 26-30, 2021

Exams for this course will be conducted in D2L. They will utilize the Respondus Lockdown Browser and Respondus Monitor for testing. In order to install these programs, you will need the following:

- A desktop computer or laptop other than a Chromebook.
 - Chromebooks **are not** compatible with the Respondus Lockdown Browser and Monitor.
 - Apple iPads may be used for quizzes and exams, but these are not advised for any assignment with a written component.
 - Mobile phones and similar devices are not compatible with the required programs.
- A working webcam on the computing device used for the exam.

A limited number of webcams and laptops with cameras are available for check-out through the MSU Texas Moffett Library.

Respondus

Exams will be administered through D2L, however, you will be monitored during exams by Respondus. Respondus is a live online proctoring service that will monitor you while you take your exam through D2L. When you login to take the exam, Respondus will run you through some tests to get you set up to take the exam.

This also means that for exams, students will not be allowed to use their books, notes, or anything else. Respondus has been instructed on this policy and will notify me if a violation occurs. Students who violate this policy will receive a grade of zero on that particular exam.

If for any reason you are not comfortable with using the Respondus service, then you should drop the class. Respondus is not optional.

When taking the exam, Respondus will ask you to conduct an environmental check to verify that there are no cheating aids placed where you will be taking the exam. If you do not conduct a full environmental check of your test taking area, your exam will not be graded, and a grade of zero will be assigned.

Quizzes

There will be quizzes covering the lecture and textbook material from each chapter. These quizzes will be graded and will count towards your quiz grade for the course. Each quiz should be completed by 11:59pm the night in which they are due. This should encourage you to keep up with the reading. If you do not turn in a quiz by the due date/time and do not have an officially documented University approved excuse, you will be given a grade of ZERO on that quiz.

Discussion Questions

Each week, I will post discussion questions related to our course material and relevant current events. As part of your course requirements I expect each

student to post a response to each of these questions. It is ok to post more and in fact I would encourage you to post more. But, at the very least you must fully answer each of the questions posted. Please have something substantive to post. In other words you need more than just "I agree." Students should spend time on these. A few sentences will not get full credit. These should be submitted by the end of the day in which they are due (11:59 p.m.). I will not accept late posts. Collectively these will count for your discussion assignment grade. Note: I intend for this to be largely student driven. I will post the prompt and monitor the discussions but I will provide you with a lot of leeway to decide the direction of the course and intentionally want to avoid influencing the direction of the conversation.

Basic Policies

Make-up Policy

If a student has a University-approved excuse and if the instructor is notified in writing, prior to the examination or assignment, and the student can provide official documentation to validate the excuse, arrangements for a make-up may be made. If a student fails to do any of these things, the student will receive a zero for the exam or assignment. Official documentation does not include a letter from the Dean of Students Office. You must provide me with actual documentation that validates the excuse and clearly demonstrates that you were unable to complete the assignment or exam by the due date. If a student fails to notify the instructor, or provide the proper documentation, the student will receive a zero for the assignment or exam. For COVID related illnesses, I will be notified by the university that you must be quarantined or self-isolated. In that instance you will be excused for the period that the notification specifies, but will be required to make-up missed work once you are approved to participate in class again.

Taking Exams Early

Only under extraordinary circumstances will a student be allowed to take an exam, including the final, early. Only university approved excuses, death in the family, illness, etc. will be considered for taking an exam early.

Wikipedia

At no time will a student be allowed to use Wikipedia as a source for any project or paper in my class. If it is determined that Wikipedia was used as a source for a project or paper, the student will be given a grade of zero automatically.

Plagiarism

Plagiarism in any form is unacceptable. Any test, paper or report submitted by you and that bears your name is presumed to be your own original work that has not previously been submitted for credit in another course unless you obtain prior written approval to do so from your instructor.

In all of your assignments, including your homework or drafts of papers, you may use words or ideas written by other individuals in publications, web sites, or other sources, but only with proper attribution. "Proper attribution" means that you have fully identified the original source and extent of your use of the words or ideas of others that you reproduce in your work for this course, usually in the form of a footnote or parenthesis.

As a general rule, if you are citing from a published source or from a web site and the quotation is short (up to a sentence or two) place it in quotation marks; if you employ a longer passage from a publication or web site, please indent it and use single spacing. In both cases, be sure to cite the original source in a footnote or in parentheses.

This is not limited to direct quotations. Any time you use material from a published source, whether quoting directly, borrowing from it, or paraphrasing, you can only do so with proper attribution.

If you are not clear about the expectations for completing an assignment or taking a test or examination, be sure to seek clarification from me.

Finally, you should keep in mind that as a member of the campus community, you are expected to demonstrate integrity in all of your academic endeavors and will be evaluated on your own merits. So be proud of your academic accomplishments and help to protect and promote academic integrity at MSU. The consequences of cheating and academic dishonesty – including a formal discipline file, possible loss of future internship, scholarship, or employment opportunities, and denial of admission to graduate school – are simply not worth it.

Any paper or assignment that is found to be plagiarized will be given a grade of zero and will be reported through the proper channels according to the guidelines provided in the MSU Student Handbook.

Quizzes, Discussions, Exams, and the Textbook

I cannot keep students from using their textbook and/or notes when taking quizzes and answering the discussion questions. However, you are not allowed to copy material straight from the textbook, notes, the internet, or any other source. Your answers need to be written in your own words. And just so there is no confusion, do not quote from these sources either. Again, write all answers in your own words. If I discover that you have violated this policy, for any part of an answer, you will receive 0 points for that answer (even if you did it just a little bit).

Late Assignments

I do not accept late assignments, papers, exams, quizzes, or anything else. If it is late, it will receive a grade of zero.

Computer/Internet Problems

I do not have any control over computer/internet problems. This is an online course and therefore you need to be aware that these kind of things WILL happen. So, do not wait until the last minute each day to complete your work. If your browser freezes, if your internet goes down, if you can't access a computer for some reason, if you forget to save your answers, or whatever else might happen, I cannot help you. The assignments are due when they say they are due. If you do not turn them in, I will not give you credit for them. The only thing I can look into is if the D2L system, through MSU, is down for some reason. I can verify that through our IT department and if something like that happens, I will arrange for make-ups to be made. Other than that, there is nothing I can do. It is your responsibility when taking an online course to ensure that you have the proper equipment and access to complete assignments. If that means you have to go up to McDonald's and use the free Wi-Fi, then do so. Computer/internet problems, on your end, are not a legitimate excuse in this course.

Student Honor Creed

As an MSU Student, I pledge not to lie, cheat, steal, or help anyone else do so. As students at MSU, we recognize that any great society must be composed of empowered, responsible citizens. We also recognize universities play an important role in helping mold these responsible citizens. We believe students themselves play an important part in developing responsible citizenship by maintaining a community where integrity and honorable character are the norm, not the exception. Thus, we, the Students of Midwestern State University, resolve to uphold the honor of the University by affirming our commitment to complete academic honesty. We resolve not only to be honest but also to hold our peers accountable for complete honesty in all university matters. We consider it dishonest to ask for, give, or receive help in examinations or quizzes, to use any unauthorized material in examinations, or to present, as one's own, work or ideas which are not entirely one's own. We recognize that any instructor has the right to expect that all student work is honest, original work. We accept and acknowledge that responsibility for lying, cheating, stealing, plagiarism, and other forms of academic dishonesty fundamentally rests within each individual student. We expect of ourselves academic integrity, personal professionalism, and ethical character. We appreciate steps taken by University officials to protect the honor of the University against any who would disgrace the MSU student body by violating the spirit of this creed.

Written and adopted by the 2002-2003
MSU Student Senate.

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be

guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Support Services in Room 168 of the Clark Student Center, 397-4140.

Course Schedule

Date	Readings/Activities
January 11-17	Chapter 1-Accountability
January 18-24	Chapter 2-What Government Does and How it Does it
January 25-31	Chapter 3-What is Public Administration?
February 1-7	Chapter 4- Organizational Theory
February 8-14	Chapter 5-The Executive Branch
February 15-21	Exam I
February 22-28	Chapter 6-Organization Problems
March 1-7	Chapter 7-Administrative Reform
March 8-14	Chapter 8-The Civil Service
March 15-21	Chapter 9-Human Capital
March 22-28	Exam 2
March 29-April 4	Chapter 10-Decision Making
April 5-11	Chapter 11-Budgeting
April 12-18	Chapter 12-Implementation
April 19-23	Chapter 13-Regulation and the Courts

Date	Readings/Activities
April 26-30	Final Exam