

POLS 3340-060

Introduction to Public Administration

Fall 2023 Geoffrey Willbanks

Office and Office Hours: by appointment (we can Zoom)

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

Phone: 903-510-2768 at TJC 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 we will discuss in class, to the work environment of citizens in public service careers.

Textbook: *Public Administration: An Introduction*

By Holzer, Marc / Schweser, Richard W.

Edition: 3RD 20

Publisher: TAYLOR

ISBN 13: 9781138579668

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 font using New Times Roman font with all sources cited using APA standards 7th edition, student version including cover page, references page. Each short weekly assignment will be worth 2 points for 20 points.
2. Various chapters in the required text explorations will include a five-question quiz worth 1 point each for 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 PowerPoint presentation related to public administration for the class submitted online. The group will submit to the professor the slide show via Canvas. We will NOT present to each of the class members. Each contributing group member 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. The news summaries should include APA documentation using the 7th edition student version. Each article is worth 2 points each for a total of 20 points.
5. Each student will write a research activity paper worth 15 points. Students will receive a separate handout with instructions.
6. The final grade for the course will be an exam with three essay questions. Information on the final exam will be available in a separate handout. The final exam will be worth 20 points.
7. Although it will not be a formal part of the grade, I will use present within 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 = A

80-89 = B

70-79 = C

60-69 = D

0-59 = F

Class Schedule:

To be determined later.

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 one who is present in my class to learn about the subject matter. Your grade in the course will reflect the quality of your work, and nothing else, based on my professional judgment.

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 the number of times a student logs into the site 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 examinations will consist of essays. Your course grade comprises written assignments, short quizzes, class presentations, group work, and a final. Thus, class attendance, good note-taking, and a thorough reading of course materials are necessities for receiving high grades. Written papers in this class will consist of position papers. Students can find additional information in the instructions for each assignment.

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>. [Links to an external site.](#)

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 semester's Census Date in which the course will be repeated. Grade Replacement

Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrarLinks to an external site>. 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.

Students should know that the Census Date is the deadline for many forms and enrollment actions. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, and 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 after that from dropping more than six courses during their entire undergraduate career. Student drops include 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 a non-visible 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 any of 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/Links to an external site.](http://www.uttyler.edu/disabilityservices/Links%20to%20an%20external%20site.)) 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 before 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 all students have an identification number. The electronic transmission of grades (e.g., via email) risks violating the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation (FYI only):

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you need assistance during an evacuation, inform your instructor during the class's first week. Do not re-enter the

building unless given permission by University Police, Fire Department, or Fire Prevention Services.

Course Summary:

Date	Details
Thu Aug 24, 2023	Calendar Event POLS-3340 (2020-FALL) 060 1: <hr/> Assignment Article One <hr/> Assignment Short Paper One Assignment <hr/> Quiz Quiz One
Thu Aug 31, 2023	<hr/> Assignment Article Two <hr/> Assignment Short Paper Two Assignment <hr/> Quiz Quiz Two
Thu Sep 7, 2023	<hr/> Assignment Article Three <hr/> Assignment Short Paper Three Assignment <hr/> Quiz Quiz Three
Thu Sep 14, 2023	<hr/> Assignment Article Four <hr/> Assignment Short Paper Four Assignment <hr/> Quiz Quiz Four

Date	Details
	Assignment Article Five
Thu Sep 21, 2023	Assignment Short Paper Five Assignment
	Quiz Quiz Five
	Assignment Article Six
Thu Sep 28, 2023	Assignment Short Paper Six Assignment
	Quiz Quiz Six
	Assignment Article Seven
Thu Oct 5, 2023	Assignment Short Paper Seven Assignment
	Quiz Quiz Seven
	Assignment Article Eight
Thu Oct 12, 2023	Quiz Quiz Eight
	Assignment Short Paper Eight Assignment
	Assignment Article Nine
Thu Oct 19, 2023	Quiz Quiz Nine
	Assignment Short Paper Nine Assignment
	Assignment Article Ten
Thu Oct 26, 2023	Quiz Quiz Ten

Date**Details**

	Assignment Short Paper Ten Assignment
Thu Nov 2, 2023	Assignment Individual Presentation Paper
Thu Nov 9, 2023	Assignment Group PowerPoint Submission
Thu Nov 16, 2023	Assignment class research activity
Tue Nov 28, 2023	Assignment Final Exam Questions
