

PADM 5308.560 Local Government and Management
Spring 2024
Online or Distance Education Format
UT Tyler

Instructor: **Dr. David Scott**

Office: **CAS 133**

Phone : **903-565-6582**

Email: dscott@uttyler.edu

Office Hours: By appointment and virtually (Zoom)

Welcome to the class! I welcome you to contact me outside of class and during my student office hours. To leave a message, I prefer you email me. I check my email regularly and will return your emails promptly. I mention all emails will be returned within 48 hours, but generally I will respond shortly after I receive the email. You can also call my office or contact the Social Sciences department and leave a message.

Other Reading Material:

I will also be providing you additional reading material that is considered “Open Resource Material” (OER). This material will be posting in Canvas and you are expected to read the documents as it will facilitate the learning in the classroom. You will also need this material for your reference to other assessments and to be used a possible citation in your final paper.

Internet Access:

It is imperative you have reliable internet access. If you do not have it at your residence, you will be required to spend a significant amount of time in the Computer Lab. This is important because there will be important announcements being made in Canvas throughout the semester.

Check Canvas and Your Email Daily:

I will be making important announcements in Canvas—so you may want to make sure you link Canvas to your email.

Attendance Policy:

There will be important information being discussed in class that you will need to ensure your success in this course. It is important you read the reading assignments prior to class and come prepared ready to discuss the material. I recognize extenuating circumstances arise that can make it difficult to attend each and every class session. In other words, life happens! If a serious family emergency occurs, please let me know as soon as the event occurs or within 24 hours.

Course Overview:

- I. **Introduction:** This course is designed to provide students with a basic understanding of how decisions occur at the state and local levels of government. While the course will focus on Texas politics at times, it is designed to provide a comparative

evaluation of state governments by looking at all fifty states. As its main objective, the course will help each student understand the activities and responsibilities of state and local government. At the completion of this course, you should be able to understand and discuss the major political actors and state institutions common among the American states. Beyond an understanding of the basic elements, structures, policies, and processes of state and local government, you should emerge with a greater appreciation of the role of subnational government including an understanding of the different complexities involved in governing from state to state.

- II. **Learning Outcome Objectives:** To identify (1) certain environmental, citizen participation, and institutional factors that affect state politics and policy choices; (2) and to identify certain analytical concepts that are useful for understanding politics and policy making; and (3) and to identify certain generalizations about the behavior of sub national governments generally, and Texas specifically, that are useful for understanding politics and policy making.

Among the (1) political processes, (2) analytical concepts and (3) generalizations that students might understand to accomplish, these learning outcomes are the following:

(1) Political Processes: To identify some of the following processes about politics among the states and in Texas:

- (a) the effects of state contextual features on state politics and policies;
- (b) the way electoral processes, political parties, and interest groups influence state politics and policies;
- (c) the instruments and processes of policy making institutions such as state legislatures, executives, and judiciaries);
- (d) the similarities and differences among political institutions and state policy choices;
- (e) and the ways in which Texas governments are typical or atypical in comparison to other states;

(2) Analytical Concepts: To identify some of the following concepts useful for analyzing state and local politics: demographics, political culture; federalism; state constitutional design; direct democracy; public opinion; direct referenda, political party systems; interest groups systems; legislative professionalism, representation, and policy making; executive powers including the role of the governor in policy making; the characteristics and roles of state agencies; the selection and structure of state judiciaries, judicial policy making and the key elements of the judicial process; and relationships among state branches of government;

(3) Generalizations: To identify some of the descriptive generalizations about trends in state and local politics or comparisons of Texas politics with other states, or current issues or problems of state and local governments, or research findings about the importance of certain explanatory variables on the policy choices of states or the politics of states.

III. Required Text:

There are two required textbooks, which is available for purchase at the university bookstore or through an on-line bookseller. If purchasing on-line, be sure that it is shipped promptly as readings will begin immediately:

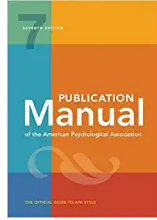
1. **Lone Star Politics 6th Edition (2020)** by Collier, Galatas, and Harrelson-Stevens
ISBN: 978154431626-0



2. **Managing Local Government 18th Edition** by Nelson
ISBN: 9781506323374



3. **STRONGLY RECOMMENDED is the 6th Edition of the APA Manual**
ISBN: 9781433805615



IV Course Requirements

This is a long summer 12-week course. The student grades for this course will be a function of two examinations (midterm and final examination) and a graduate level research paper. Further, each week there will be discussion board assignment and weekly quiz.

Discussion Questions:

- Each week there will be a discussion question(s) from the lecture material and assigned readings. The expectation is that each student will provide a graduate level response using the APA format at all times.
- The discussion question link will be fully administered on Canvas with students having access from Sunday mornings at 12:00 AM (CST) to the following Sunday night by 11:59 PM (CST).

Quizzes:

- Each **quiz** will last a maximum of 20 minutes and fully administered on Canvas with students having access from Sunday mornings at 12:00 AM (CST) to the following Sunday night by 11:59 PM (CST).
- Questions on the quizzes will be formed from the lecture material and the textbook readings. Failure to take a quiz will result in a non-grade (0) for that quiz.
- **There will be no make-up opportunities for missed quizzes regardless of the excuse.**

Examinations: Related to the two examinations, their format will consist of multiple-choice and true/false questions.

- The **midterm examinations** are noncumulative and will cover readings and discussions only from the beginning of the course or the most recent examination. The examination will cover the first half of the course and be an essay style examination.
- The **final examination** will focus on the readings and discussion for the final half of the semester since the midterm examination. The examination will cover the second half of the course and be an essay style examination.

Research Paper: This is a graduate level course therefore the expectation is that the student will be able to read and synthesize the material provided throughout the semester and in turn generate a graduate level product (research paper) that demonstrates the student's ability to think critically and then report his or her findings after forming a research question. The research paper will be a 10-12 double spaced research paper with peer-reviewed or other scholarly references to support the student's position. Furthermore, the 7th edition APA is the format for the paper, in 12 Times Roman fonts, all sources properly cited and referenced. There will be no abstract for the research paper and the title page and references will not count towards the 10-12 page body of the paper.

Evaluation:

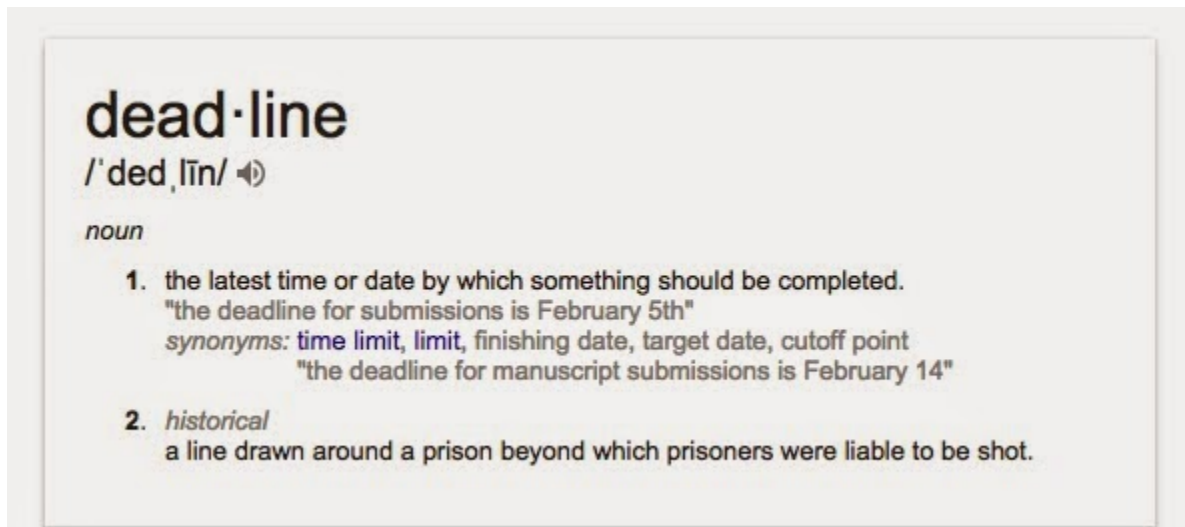
1. Policy Research Paper (due December 4, 2022)	40%
2. Chapter Quizzes (weekly)	10%
3. Discussion Questions (weekly)	20%
4. Examinations (midterm and final)	<u>30%</u>
	100%

Grading Scale:

- A=90% and above
- B=80-89%
- C=70-79%
- D=60-69%
- F=<60%

Note that 89.99999999999999 is still a B

Missed Exams/Late Assignments:



The general rule is I will not accept any late assignments. Please pay particular attention to the due dates for each assignment.

Library Resource:

Check out the library resource page for assistance with this course and others you are taking within the Social Sciences Department. The resource page can be accessed through <http://libguides.uttyler.edu/sociology>.

What is Plagiarism?

Plagiarism is simply using someone else's work and presenting it as your own. You must avoid this at all costs! Your credibility is on the line. Your work product must be your own. If you are borrowing someone else's facts, ideas or opinions without providing the individual proper credit you are stealing. In the academic world this is referred to as plagiarism and the penalty is severe. If the thought is not your own, you must cite your source to give proper credit. If you are borrowing someone else's words, you must enclose them in quotations as well as citing the source. Plagiarism also includes you borrowing, buying, or stealing someone else's work product and presenting it as your own. DO NOT commit intellectual theft because you will compromise your academic future.



Are You Still Unsure about Plagiarism? Here is how the University articulates it.

Statement Regarding Academic Dishonesty

Academic dishonesty is a violation of university policy and professional standards. If compared to a violation of the criminal law, it would be classed as a felony. Academic dishonesty is defined as cheating, plagiarism, or otherwise obtaining grades under false pretenses. The penalty for academic dishonesty in this class will be no less than immediate failure of the course and a permanent student record of the reason, therefore. In most cases, a written record of academic dishonesty or an instructor's report of same to an agency investigator during a background check will bar an individual from employment by a criminal justice agency as it is considered indicative of subsequent corrupt acts.

Many students have an inadequate understanding of plagiarism. Any idea or verbiage from another source must be documented. Anytime the exact words from another author are used they must be enclosed with quotation marks and followed by a citation. However, quotations should only be used on rare occasions. Student papers should be written in the student's own words; therefore, excessive quotations will result in a failing grade.

Make-up Tests: The *University Catalog* does not establish make-ups as a student right. Major tests are forecasted; therefore, no make-up opportunities are contemplated. Opportunities to

make-up missed examinations will be provided only for exceptional reasons and must be documented (e.g., hospital records, obituaries). Make-up examinations may be in forms completely different from original examinations and will be scheduled at the convenience of the instructor.

Penalties for Cheating

Should I discover you have cheated on any assessment, you will receive a “zero” for the assessment and not be allowed to make the assignment up. The incident will be reported to the chair of the department and (more importantly) to Student Conduct.

Important Information:

Please refer to the course Canvas site on a frequent basis. You should be referring to the Canvas site prior to each class session because I may post an important announcement. Also, you must check your university email! **I do not tolerate the excuse, “I don’t check my patriots’ email or Canvas, so I never received the course announcement.”** Checking Canvas and your university email is your responsibility as a student.

Handguns in the Classroom:

The University of Texas at Tyler respects the right 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>.

Tentative Course Schedule for Spring 2024

Week 1 January 14, 2024	Chapter 1 Managing Local Governments in a Dynamic World Chapter 1 Lone Star Politics Introduction Chapter 2 Lone Star Politics Texas Constitution Week 1 Quiz due by Sunday at 11: 59 PM (CST) Week 1 Discussion Question due by Sunday at 11:59 PM (CST)
Week 2 January 21, 2024	Chapter 2 Managing Local Governments U.S. Local Governments in Historical Context Chapter 3 Lone Star Politics Texas Legislature Week 2 Quiz due by Sunday at 11: 59 PM (CST) Week 2 Discussion Question due by Sunday at 11:59 PM (CST)
Week 3 January 28, 2024	Chapter 3 Managing Local Government Types, Functions and Authority of the U.S. Local Governments Chapter 4 Lone Star Politics Texas Governors Chapter 5 Lone Star Politics the Plural Executive and Bureaucracy in Texas

Week 3 Quiz due by Sunday at 11: 59 PM (CST)
Week 3 Discussion Question due by Sunday at 11:59 PM (CST)

Week 4
February 4, 2024
Chapter 4 Managing Local Governments Working across Boundaries
Chapter 6 Lone Star Politics The Texas Judicial System
Week 4 Quiz due by Sunday at 11: 59 PM (CST)
Week 4 Discussion Question due by Sunday at 11:59 PM (CST)

Week 5
February 11, 2024
Chapter 5 Managing Local Governments the Career of the Local Government Manager
Chapter 7 Lone Star Politics Texas-Sized Justice
Week 5 Quiz due by Sunday at 11: 59 PM (CST)
Week 5 Discussion Question due by Sunday at 11:59 PM (CST)

Week 6
February 18, 2024
Chapter 6 Managing Local Governments Roles and Responsibilities
Chapter 8 Lone Star Politics Campaigns and Elections, Texas Style
Week 6 Quiz due by Sunday at 11: 59 PM (CST)
Week 6 Discussion Question due by Sunday at 11:59 PM (CST)
Midterm Examination

Week 7
February 25, 2024
Chapter 7 Managing Local Governments Enhancing Council-Management Effectiveness
Chapter 9 Lone Star Politics Political Parties
Week 7 Quiz due by Sunday at 11: 59 PM (CST)
Week 7 Discussion Question due by Sunday at 11:59 PM (CST)

Week 8
March 3, 2024
Chapter 8 Managing Local Governments Citizen Engagement
Chapter 10 Lone Star Politics Organized Interests
Week 8 Quiz due by Sunday at 11: 59 PM (CST)
Week 8 Discussion Question due by Sunday at 11:59 PM (CST)

Week 9
March 10, 2024
Spring Break No Readings or Assignments this week.

Week 10
March 17, 2024
Chapter 9 Managing Local Governments Service Delivery Strategies and Innovation
Chapter 11 Lone Star Politics Local Government in Texas
Week 9 Quiz due by Sunday at 11: 59 PM (CST)
Week 9 Discussion Question due by Sunday at 11:59 PM (CST)

Week 11
March 24, 2024
Chapter 10 Managing Local Governments The Manager's Toolbox
Chapter 12 Lone Star Politics Fiscal Policy
Week 10 Quiz due by Sunday at 11: 59 PM (CST)
Week 10 Discussion Question due by Sunday at 11:59 PM (CST)

Week 12
Chapter 11 Managing Local Governments Emerging Issues and

- March 31, 2024 Management Challenges Facing Local Governments
Chapter 13 Lone Star Politics Energy, Environment, Transportation, and
Trade Policies: Transforming Texas
Week 11 Quiz due by Sunday at 11: 59 PM (CST)
Week 11 Discussion Question due by Sunday at 11:59 PM (CST)
- Week 13**
April 7, 2024 Chapter 14 Lone Star Politics Social Policy: Education, Health, and
Immigration
Week 12 Quiz due by Sunday at 11: 59 PM (CST)
Week 12 Discussion Question due by Sunday at 11:59 PM (CST)
- Week 14**
April 14, 2024 Finish working on the research paper and building your oral presentation.
- Week 15**
April 21, 2024 **Oral Presentations Recorded and Final Research Paper Submitted**
- Week 16**
April 24, 2024 **Final Examination Week**

UNIVERSITY POLICIES AND ADDITIONAL INFORMATION THAT MUST APPEAR IN EACH COURSE SYLLABUS

UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

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>

Campus Carry

We respect the right and privacy of students 21 and over 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>

UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

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 of which students need to be aware. 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 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 you have 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 Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.utt Tyler.edu/disabilityservices> , the SAR office located in the University Center, # 3150 or call 903.566.7079.

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

Revised 05/19 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.

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

- i. "Cheating" includes, but is not limited to:
 - copying from another student's test paper;
 - using, during a test, materials not authorized by the person giving the test;
 - failure to comply with instructions given by the person administering the test;

- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed “crib notes”. The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
 - using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
 - collaborating with or seeking aid from another student during a test or other assignment without authority;
 - discussing the contents of an examination with another student who will take the examination;
 - divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
 - substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
 - paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
 - falsifying research data, laboratory reports, and/or other academic work offered for credit; • taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
 - misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- ii. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
 - iii. iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
 - iv. iv. All written work that is submitted will be subject to review by plagiarism software.

UT Tyler Resources for Students

- UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
- UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254)

These policies are also available on the university website, please click the link <https://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf> to confirm the policies are accurate as the university makes changes to the policies periodically. From experience, changes to these policies have occurred without faculty knowledge to ensure this syllabus is updated at the same time as the university makes policy changes. Thus, please verify through the university website. <https://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf>

**I RESERVE THE RIGHT TO MODIFY THIS SYLLABUS AT ANY TIME.
THEREFORE, YOUR ATTENDANCE AND ATTENTION TO THE
ANNOUNCEMENTS IN CANVAS ARE CRUCIAL BECAUSE IT WILL ASSIST
YOU REMAIN CURRENT ON THE MATERIAL AND KNOW WHEN THE
SYLLABUS MAY BE MODIFIED.**