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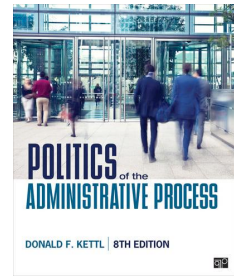
Office Hours: By appointment only

Classroom: Online

REQUIRED TEXTBOOK

Donald Kettl. 2020.
Politics of the
Administrative Process
(8th Edition). CQ Press.

ISBN: 978-1-5443-7434-5



POLS 3366- PUBLIC ADMINISTRATION

SYLLABUS - FALL 2021 - CRN # 80974-



Course Description

There are many things line life that we don't recognize how important they are until they disappear or stop functioning. Government is one of the things in life that we cannot live without. Administration has always been one of the core aspects of human communities. Needless to say, the nature of public administration has evolved along with our societies. In this course, we will explore public administration in the United States.

The study of public administration involves the core activities of government carried out by

highly trained experts (i.e. public administrators) and specialized organizations. Public administrators design, develop, and implement policies and programs to solve the problems in the society they live. In this course, we will survey the national public administration with emphasis on the political processes within the surrounding administrative agencies and their environment. Throughout the semester, we will talk about fundamentals of public administration, its elements (e.g. individuals and organizations),

how these elements function, and how does the administrative system evolve over time.

Course Objectives

By the end of the semester students will be able to

- Define key concepts of public administration
- Explain the roles and responsibilities of government
- Compare various organization theories
- Explain the structure of the executive branch
- Discuss organization problems in government
- Critique administrative reform initiatives
- Explain the civil service in the US
- Discuss the current problems and the future of human capital in the public sector
- Explain and Compare different decision making theories
- Analyze real life incidents and critique them from the government perspective
- Explain basics of budgeting in government
- Discuss the relationship between accountability and politics

Course Requirements

Weekly Readings:

You will have weekly reading assignments from our textbook. Please do the assigned readings very carefully. Reading the assigned chapters is fundamental for your learning. Your weekly quizzes will be related with the assigned readings.

Quizzes (210 points total)

Fourteen (14) quizzes will be given throughout the term via Blackboard. They will include a combination of short answer, multiple choice, and true/false questions. Material will come from your readings, lectures, and other activities. You may use open books and open notes; however, you are expected to work independently. Instructions will be posted on Blackboard. You will have one week to complete each quiz. The quizzes will open on every Monday and will close on the following Sunday at 11:59 p.m. (midnight) throughout the semester.

Critical Thinking (CT) Assignments (245 points total)

Throughout the term, you will be asked to think critically about key issues in American public administration. You will complete short writing assignments in response to cases presented in CT assignments. Instructions will be posted on Blackboard. CT exercises will open on every Monday and will close on the following Sunday at 11:59 p.m. (midnight) throughout the semester.

Course Requirements & Grade Points	
Quizzes	210
Critical Thinking	245
Current Event	150
Final Exam	100
Total	705
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705-630 points	A
629 - 560	B
559 - 490	C
489 - 420	D
< 420	F

Current Event Assignments (135 points total)

Throughout the term, you will stay up-to-date on relevant events. During some weeks, you will be asked to watch short videos or read short and complete comprehension quizzes. During other weeks, you will be asked to read newspaper articles and complete short writing assignments. One objective of this assignment is to apply key concepts from the textbook and our lectures to the real world. Another objective is to encourage you to follow what is going on in our government. Instructions will be posted on Blackboard. Current event assignments will open on every Monday after midnight and will close on the following Sunday at 11:59 p.m. (midnight) throughout the semester.

Final Exam (100 points)

You will have a final exam that worths 100 points. The exam will consist of 100 multiple-choice and True/False questions. You will have unlimited time to take the exam. The exam will be available throughout the final exams week unless stated otherwise. You will be able to take the exam anytime during the final exams days. Please check the course schedule for the final exam days for this semester.

Course Policies

Communication with the professor

Email is the preferred mean of communication. I will reply your emails within 24 on week days and 48 hours on weekends. You can send a reminder if you do not receive a reply within these time frames.

You can call the office number when necessary, however reaching me via email would be more effective than the phone. If you would like to talk to me in person, please make an appointment. We can meet and talk in person or via a teleconference tool (e.g., Zoom).

Deadlines and Late work

A new module will be available on Mondays throughout the semester and assignments for that module will be due Sunday midnight of the same week. All assignments must be submitted by the due date. Incomplete submissions, submissions without attachments, wrong attachments, corrupt files etc. are NOT excuses for late work. **If you miss an assignment, that means you missed it. Late assignments will not be accepted.**

Hint: When doing an assignment, prefer writing longer answers, NOT shorter.

Make-up Assignments

There will be no make-up assignments in this class. ONLY documented emergency situations can be exemption. Contact me in advance if you have a scheduled incident (e.g. a surgery, deployment for military service, etc.)

Absences on Religious Holy Days

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Section 51.911 (a) (2) defines a religious holy day as: “a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20....” A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement

concerning the religious holy day(s). The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed.

Disability Services

It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should register with the Office of Services for Students with Disabilities located in the Lee Drain Annex (telephone 936-294-3512, TDD 936-294-3786, and e-mail disability@shsu.edu). They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Services for Students with Disabilities and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: No accommodation can be made until you register with the Services for Students with Disabilities. For a complete listing of the university policy, see:

<http://www.shsu.edu/dept/academic-affairs/documents/aps/students/811006%20Students%20with%20Disabilities-180504.pdf>

Course Attendance Policy

All faculty are required to track attendance through the official 12th day report as a component of the Federal Aid Eligibility Validation initiative.

Even though this is an online class, I will record your attendance in the class as required by the university policy and federal government. Your attendance will be tracked by your activity on Blackboard (e.g., completing quizzes, submitting assignments, communicating with group members, etc.)

Visitors in the Classroom

Only registered students may attend class. Exceptions can be made on a case-by-case basis by the professor. In all cases, visitors must not present a disruption to the class by their attendance. Students wishing to audit a class must apply to do so through the Registrar's Office.

Classroom Rules of Conduct

Students will refrain from behavior in the classroom that intentionally or unintentionally disrupts the learning process and, thus, impedes the mission of the university. Students are prohibited from making disrespectful and offensive remarks, sharing/posting irrelevant or inappropriate content on course tools, or engaging in other forms of distraction. Students who are especially disruptive also may be reported to the Dean of Students for disciplinary action in accordance with university policy.

Plagiarism and Academic Integrity:

Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. Please be aware that plagiarized work and any form of academic dishonesty will result in an "F" on the assignment. SHSU [Academic Policy Statement](#)

[810213](#) outlines the definition of academic honesty and the related disciplinary procedures.

You should also familiarize yourself of [Academic Policy Statement 900823](#), which outlines the procedures for students to file an academic grievance should you wish to appeal your grade for reasons other than academic dishonesty. Please read over these policies.

Dean of Student's Office

Instructor Evaluations

You will be asked to complete a course/instructor evaluation form (IDEA evaluation) toward the end of the semester. Your feedback is very valuable to improve the this course. Furthermore, your course/instructor evaluation will be used for merit, promotion, and tenure decisions.

Tips for Success

1. Follow the course regularly

You must follow the course regularly. You have to do you little bit of work every week. Cramming before the final exam will not help you much with your grade.

2. Start your assignments early

You will have weekly assignments throughout the semester. Start your assignments early and do not procrastinate. If you wait until last minute, you may have technical difficulties and fail to submit your assignments on time. It's your responsibility to submit your assignments on time.

3. Be proactive

If you have an issue that is affecting you (or will affect) your performance, contact me as soon as possible. I am more than happy to help students in the middle of the semester than at the end of it.

Course Schedule

Week	Date	Modules	Read
1	Aug 16 - Aug 22	Module 0: Course Introduction Key Concepts	Read the Syllabus
2	Aug 23 - Aug 29	Module 1: Accountability and Politics	Chapter 1
3	Aug 30 - Sep 5	Module 2: What is Government? What does it do and how does it do it?	Chapter 2
4	Sep 6 - Sep 12	Module 3: What is Public Administration?	Chapter 3
5	Sep 13 - Sep 19	Module 4: Organization Theory	Chapter 4
6	Sep 20 - Sep 26	Module 5: The Executive Branch	Chapter 5
7	Sep 27 - Oct 3	Module 6: Organization Problems	Chapter 6
8	Oct 4 - Oct 10	Module 7: Administrative Reform	Chapter 7
9	Oct 11 - Oct 17	Module 8: The Civil Service	Chapter 8
10	Oct 18 - Oct 24	Module 9: Human Capital	Chapter 9
11	Oct 25 - Oct 31	Module 10: Decision Making	Chapter 10
12	Nov 1 - Nov 7	Module 11: Budgeting	Chapter 11
13	Nov 8 - Nov 14	Module 12 : Implementation and Performance	Chapter 12
14	Nov 15 - Nov 21	Module 13: Regulations and the Courts	Chapter 13
15	Nov 22 - Dec 1	Module 14: Accountability and Politics (Thanksgiving Break)	Chapter 14
16	Dec 3 - Dec 8	Final Exam	