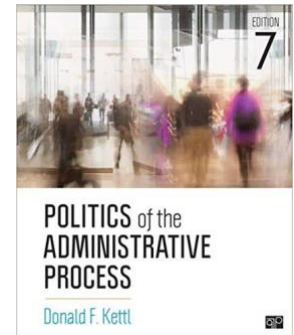


“There’s no greater challenge and there is no greater honor than to be in public service.” Condoleezza Rice

Public Administration

PS 3305: Fall 2024-Hybrid Format (LH 303)

Professor: Jessica Velasco, DPA
Office Hours: M (2-5 p.m.), W (10 a.m.-12 p.m.), Thur (1-3 p.m.)
Office Location: LH 210
Telephone: 432-837-8742
Email Address: jessica.velasco@sulross.edu



Required Text: *Politics of the Administrative Process* (7th edition) by Donald F. Kettl, ISBN-13: 978-1506357096; ISBN-10: 1506357091

NOTE: This is the older edition and should be under \$10 used.

Course learning outcomes:

By the end of the semester, you should be able to:

1. Explain what public administration is and its importance
2. Understand more fully the administration of government by federal, state, and local bureaucracies
3. Explain the organization of the executive branch
4. Describe the common and current problems faced by public administrators
5. Apply knowledge to case studies and current problems in public administration
6. Describe the history, purpose, and evolution of a selected government agency
7. Be more aware of career opportunities in public service
8. More effectively express your political opinions in ways that enhance understanding, while also learning to listen and understand different viewpoints

GRADING

Grades in this class will be determined by the number of points you earn by the end of the course. The point distribution is listed below:

A	900-1000 points
B	800-899 POINTS
C	700-799 POINTS
D	600-699 POINTS
F	BELOW 600 POINTS

BREAKDOWN OF POINTS

Monday Class Attendance & Participation	130
Syllabus quiz	10
Introduction & Agency Selection Posts	20
Weekly Case Studies-Discussion (50 pts x 10)	500
Agency Analysis & Presentation	200
Agency Analysis Draft	50
Final Exam	100
Total	1000

DESCRIPTION OF ASSIGNMENTS

ATTENDANCE & PARTICIPATION: You receive points for each class you attend **and participate in**. If you enter the room after I have already finished taking attendance, it is your responsibility to come to me **immediately after class** to request notation of your attendance. I reserve the right to refuse to count your attendance if you miss a substantial portion of the class. **REMOTE STUDENTS:** To get full points, you must be present with your camera on for the entire course. **FACE-TO-FACE STUDENTS:** You are expected to attend class in person.

READINGS & WEEKLY CASE STUDY DISCUSSIONS: You are expected to read the assigned chapter **BEFORE** class starts each Monday. We will discuss the main points of the chapters in class on Mondays. For the rest of the week, you will be applying what you learned from the chapter and discussing one or two of the case studies that are at the end of each chapter. I will post the prompts, and you will post your responses. You must post two, substantial responses by Thursday at 11:59 p.m. Please see the rubric for guidance on this. Each case study discussion is worth 50 points.

AGENCY ANALYSIS PAPER & PRESENTATION: Your major paper for the course will be an agency analysis. You will be selecting an agency to analyze using the readings and information from the course. More instructions and a rubric are provided on Blackboard. The rough drafts of these will be due at the mid-term mark (see course calendar below). The final drafts and presentations will take place before finals (see course calendar below). The draft is worth 50 points, and the final paper and presentation will be worth a total of 200 points. **NOTE:** Students with outstanding papers and presentations will be invited to present at the SRSU Research Symposium in the spring semester.

FINAL EXAM: There will be a comprehensive final exam in this class consisting of several essay questions to assess your overall understanding of the course. The exam will be an online exam using Respondus Lockdown Browser. Please see the course calendar for exam availability. The final exam is worth 100 points.

COURSE POLICIES

Calendar (subject to change)

W	Week of	Topics	Reading	Due or To Do:
1	8/26	Course Intro & Accountability	Syllabus & Chapter 1	-Purchase your book & review syllabus and items on Blackboard

				-Syllabus quiz -Introduction post
2	9/2	No Class on Monday-Holiday What government does	Chapter 2	Select agency for agency analysis paper & post to discussion board by Wed.
3	9/9	What is PA?	Chapter 3	Discussion Board-Case Study 1
4	9/16	Organizational Theory	Chapter 4	Discussion Board-Case Study 2
5	9/23	The Executive Branch	Chapter 5	Discussion Board-Case Study 3
6	9/30	Organization Problems	Chapter 6	Discussion Board-Case Study 4
7	10/7	Administrative Reform	Chapter 7	Discussion Board-Case Study 5
8	10/14	The Civil Service	Chapter 8	Discussion Board-Case Study 6
9	10/21	Human Capital	Chapter 9	Submit draft of Agency Analysis
10	10/28	Decision-Making	Chap 10	Discussion Board-Case Study 7
11	11/4	Budgeting *Election Day is Nov. 5 th *	Chap 11	Discussion Board-Case Study 8
12	11/11	Implementation	Chap 12	Discussion Board-Case Study 9
13	11/18	Regulation & the Courts	Chap 13	Discussion Board-Case Study 10
14	11/25	Accountability & Politics	Chap14	Thanksgiving Week
15	12/2	Presentations		Papers are due by the time class starts on December 2.
16	12/9	FINAL EXAM		Study & submit course evaluation

Other important dates:

- 8/29, Last day for registration and schedule changes
- 9/2, Labor Day Holiday, no classes
- 9/11, Last day to drop a 16 week class without a record
- 9/17, National Voter Registration Day

- 9/27, Community Meal on the Mall
- 10/7, Last day to register to vote in the November election (in Texas)
- 11/5, Election Day
- 11/8, Last day to withdraw with a “W” (16 week classes)
- 11/27-11/29-Thanksgiving Holiday (no classes on these days)
- 12/4, Last class day before finals
- 12/5, Dead day
- 12/6 & 12/9-12/11, Final Exams

WHAT YOU CAN EXPECT FROM ME:

- I will provide email responses within 24 hours of receipt during the hours of 9 a.m.-4 p.m., Monday-Friday.
- I will provide grades and feedback for assignments **within one week of the submission due date.**
- I will provide clear and concise instructions on how to complete the course requirements.
- I will provide a range of opportunities to engage in the course content in a meaningful way.
- I will stay abreast of the current research in the field to help you get the best possible experience in the course.

WHAT I EXPECT FROM YOU:

- You will familiarize yourself with the course syllabus, policies, assessments, evaluation, grading criteria, and course design.
- You will acquire the tools necessary to be successful in this class. This includes paper, writing utensils, reliable Internet access, and a device other than your phone for completing assignments.
- You will complete all assigned readings and coursework by assigned due dates.
- You will take the time to review feedback I provide to avoid repeating mistakes.
- You will engage in the course, with your peers, and with me, using open, appropriate, and respectful communication
- You will be diligent about using communication in a way that shows respect to me and your classmates.
- You will submit college-level work that has been checked carefully for errors in spelling, grammar, and punctuation (using a free extension like Grammarly is recommended).
- You will respond to communication from me and your classmates in a timely manner (within 24 hours).
- You will not plagiarize the work of others or yourself, and you will also not collaborate with others on class assignments, quizzes, or exams.
- You will reach out to me immediately if you are having trouble in the class or with access to course materials. For general access issues or technical help, please call the Help Desk-- 888.837.6055.

GUIDELINES FOR DISCUSSION QUESTIONS

--A good discussion question meets the following criteria:

- Is clear and easy to understand
- Has appropriate grammar, spelling, and punctuation

- Allows your classmates the opportunity to apply or critically think about a concept from the readings or to discuss an issue that is **relevant to the topics for the week**
- Is open-ended, allowing for a 2-3 sentence response. Adding a “why or why not” follow up question is appropriate
- Encourages deeper exploration of course topics
- Helps bring in new knowledge to the learning environment

--A good discussion question DOES NOT

- Ask for specific answers that can be easily found in the book or online (you’re not testing your classmates)
- Promote a certain opinion (e.g., Do you agree that meeting yearly is a bad idea?)
- Duplicate questions from other sources or assignments—create questions in your words
- Reword a quiz question
- Present inaccuracies (e.g., Why do we limit the number of terms the governor can serve?)

OTHER COURSE POLICIES & RESOURCES

ACADEMIC INTEGRITY: Students in this class are expected to demonstrate scholarly behavior and academic honesty in the use of intellectual property. Students should submit work that is their own and avoid engaging in behaviors that violate academic integrity, such as turning in work as original that was used in whole or part for another course and/or professor; turning in another person’s work as one’s own; copying from professional works or internet sites without citation; collaborating on a course assignment, examination, or quiz when collaboration is forbidden. Students should also avoid using open AI sources *unless permission is expressly given* for an assignment or course. Violations of academic integrity can result in failing assignments, failing a class, and/or more serious university consequences. These behaviors also erode the value of college degrees and higher education overall.

As an SRSU student, it is your responsibility to read and understand the university’s expectations about academic integrity. All violations will be taken seriously and handled through the appropriate university process. The policy can be found at: <https://www.sulross.edu/about/administration/university-policies/>

In addition, please note that plagiarism detection software will be used in this class for written assignments. Respondus Lockdown Browser will be used for the exams as well.

If you have any questions about this, please ask!

LATE WORK:

I have been very intentional about how I have designed this course and distributed the content to optimize your learning and comprehension. Trying to cram weeks of work into a few days or waiting until the end of the semester to do everything isn’t conducive to learning. For this reason, you must have an extenuating circumstance and approval from me to submit late work. If you submit late work without an approved extension from me, I reserve the right not to grade it. **IMPORTANT NOTE:** Since university-related travel (e.g., travel for athletics competition) is planned in advance (with a few exceptions), make sure to plan ahead. Please consult with me if you have concerns about how your university-related travel will impact a submission deadline. This needs to be done **BEFORE** you leave and before the deadline.

COURSE BLACKBOARD RESOURCES:

There are several resources on the course Blackboard page. You are expected to review and familiarize yourself with the items in Blackboard in the first week of class. **NOTE:** Please post general, course-related questions to the discussion board forum I have set up for this. Typically, if one student in the

class has the question, others do as well. Please allow 24 hours for a response, and then feel free to email me or call me directly with your question.

ADA STATEMENT (UPDATED)

SRSU Accessibility Services. Sul Ross State University (SRSU) is committed to equal access in compliance with the Americans with Disabilities Act of 1973. It is SRSU policy to provide reasonable accommodations to students with documented disabilities. It is the student's responsibility to initiate a request each semester for each class. Students seeking accessibility/accommodations services must contact Mrs. Mary Schwartz Grisham, LPC, SRSU's Accessibility Services Director or Ronnie Harris, LPC, Counselor, at 432-837-8203 or email mschwartz@sulross.edu or ronnie.harris@sulross.edu. RGC students can also contact Alejandra Valdez, at 830-758-5006 or email alejandra.valdez@sulross.edu. Our office is located on the first floor of Ferguson Hall, room 112, and our mailing address is P.O. Box C122, Sul Ross State University, Alpine. Texas, 79832.

STUDENT RESPONSIBILITIES STATEMENT (NEW)

All full-time and part-time students are responsible for familiarizing themselves with the Student Handbook and the Undergraduate & Graduate Catalog and for abiding by the University rules and regulations. Additionally, students are responsible for checking their Sul Ross email as an official form of communication from the university. Every student is expected to obey all federal, state and local laws and is expected to familiarize themselves with the requirements of such laws.

COUNSELING SERVICES

Sul Ross has partnered with TimelyCare where all SR students will have access to nine free counseling sessions. You can learn more about this 24/7/356 support by visiting [Timelycare/SRSU](https://www.timelycare.com/SRSU). The SR Counseling and Accessibility Services office will continue to offer in-person counseling in Ferguson Hall room 112 (Alpine campus), and telehealth Zoom sessions for remote students and RGC students.

ALPINE LIBRARY INFORMATION

The Bryan Wildenthal Memorial Library in Alpine offers FREE resources and services to the entire SRSU community. Access and borrow books, articles, and more by visiting the library's website, library.sulross.edu/. Off-campus access requires logging in with your Lobold and password. Librarians are a tremendous resource for your coursework and can be reached in person, by email (srsulibrary@sulross.edu), or by phone (432-837-8123).

No matter where you are based, public libraries and many academic and special libraries welcome the general public into their spaces for study. SRSU TexShare Cardholders can access additional services and resources at various libraries across Texas. Learn more about the TexShare program by visiting library.sulross.edu/find-and-borrow/texshare/ or ask a librarian by emailing srsulibrary@sulross.edu.

CLASSROOM DEMEANOR

Political issues can be emotionally charged. It is highly unlikely in a class this size that everyone will share your personal values, beliefs, and opinions. Believe it or not, this is a good thing! The presentation of varying perspectives will help all of us to learn. This can be accomplished if ideas, beliefs, and opinions are presented in a respectful way. I will be expecting all students to follow these basic ground rules for our interactions whether they are face-to-face or virtual.

GROUND RULES FOR DISCUSSION (VIRTUAL/IN-PERSON)

SOURCE: Center for Teaching and Learning. (2020). Sample discussion board ground rules. Retrieved from <https://ctl.wiley.com/sample-discussion-board-ground-rules/>

- **Ask questions.**
If you find something confusing or want to know more, do not hesitate to ask questions. Make sure to post your questions in the appropriate thread.
- **Participate.**
Do not hide in the background; it is not fair to lurk and let others do all the work. Contribute to discussions to get as much as possible from the course and to maintain your participation grade.
- **Do not dominate a discussion.**
Share your knowledge, but not to the point of excluding others. If you have something to offer, please share it, but allow everyone to contribute equally to a discussion.
- **Be intellectually rigorous.**
Do not excuse sloppy or illogical thinking. Challenge yourself and one another.
- **Be tactful.**
Be critical of ideas but remember there are other people involved. Be tactful and kind. You can hurt the feelings of a person reading your post.
- **Forgive other students' mistakes.**
Do not correct others, even if you follow the rules of netiquette and use good manners. Just because you do not agree with a student's post does not mean that he or she is wrong. Instead, offer a different perspective to encourage further discussion.
- **Read the whole thread before posting.**
Read all the posts in a thread before responding so you don't repeat what others have already said. Try to contribute clarifying information or a new idea to a discussion.
- **Be concise.**
Do not waste people's time by posting basic, repetitive information. Make your point clearly and quickly.
- **Reread and check your posts.**
Practice professionalism. Be mindful of how you look online; others will likely judge the tone and quality of your writing. Reread your posts and edit for clarity and mechanics.
- **Cite your sources.**
If you use a source, cite it properly. Give credit where credit is due. Include links where appropriate.
- **Maintain confidentiality.**
Respect your classmates' privacy. Do not repeat the personal information that others share.
- **Report technical problems.** If the platform is not working properly, please let me know as soon as possible

BLACKBOARD TECHNICAL SUPPORT: SRSU 24/7 Blackboard Technical Support Online Support Desk Contact Info: Toll Free: 888.837.6055. Email: blackboardsupport@sulross.edu

<p style="text-align: center;">Program Learning Outcomes (Political Science):</p> <p style="text-align: center;">The graduating student will:</p> <ul style="list-style-type: none">• Demonstrate knowledge of significant theoretical approaches of political science through written work and oral communication.	<p style="text-align: center;">Marketable skills for Political Science:</p> <ul style="list-style-type: none">• Students can effectively communicate ideas and information verbally, visually, and in writing• Students can distinguish between credible/relevant information and information lacking credibility/relevance
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<ul style="list-style-type: none">• Demonstrate the ability to analyze domestic and international political processes in written work and oral communication.• Demonstrate the ability to develop arguments about global equity and equality issues in politics through written work and oral communication.	<ul style="list-style-type: none">• Students can identify critical and common institutions of political decision-making and policymaking across different nation-state settings• Students can engage with social and political problems and use critical thinking to develop logical solutions
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