



-College of Liberal Arts-

**Department of History and Social Sciences
Public Administration
Course Syllabus
Fall 2018 TU-TH 14 :00-15:15 WH 302**

PROFESSOR INFORMATION

| | |
|------------------------|---|
| Professor | Dr. Guillaume Bogiaris |
| Email Address | gbogiaris@uwa.edu |
| Phone | 205-652-3458 |
| Fax | 205-652-3589 |
| Office Location | WH 307-E |
| Office Hours | MW 9am to 12 noon & TUE-THU 9:00am-11am |

COURSE DETAILS

| | |
|---------------------------|--|
| Course Description | Overview of the foundations of the study of public administration. |
| Credit Hours | 3 credit hour(s) |
| Prerequisites | There are no prerequisites for this course |

DEPARTMENT STUDENT LEARNING OUTCOMES (SLO's)

1. Students will demonstrate facility in, and respect for, historical and political science methodology.
2. Students will understand how to make value judgments and comparative assessments about empirical data.
3. Students will understand how to make value judgments and comparative assessments of secondary source materials.
4. Students will demonstrate their ability to organize and conduct original historical and political science research.

5. Students will produce written work that critically interprets political science data.
6. Students will demonstrate an ability verbally to explain the significance of their own and political science research.
7. Students will show they can assess historical events and developments through time

COURSE LEARNING OBJECTIVES (CLO's)

- To provide an overview of the field of Public Administration and its relevant contemporary issues.
- To provide students the opportunity to understand issues related to the scientific study of politics.
- Gain an appreciation of the complexities within Public Administration
- Understand, describe and examine critically the concepts essential to the study of politics learned from the field of Public Administration: FILL IN

COURSE DESCRIPTION

The bureaucracy is often referred to as the unofficial 4th branch of the US Government. And indeed, bureaucracies have a great influence on American life. In fact, the average American interacts with several components of the federal, state and local bureaucracies on a weekly, if not daily basis! The public administration, while most don't realize it, has much more sway and impact on our daily lives than, for example, the federal government itself. Bureaucracies implement policy, and in this course we are going to study why, and how they do so, what they are composed of at various levels, and what governments can do through democracies, and how they can act while maximizing their efficiency.

REQUIRED COURSE MATERIALS

- Ott and Russel, eds. *Introduction to Public Administration: A Book of Readings*. New York: Longman, 2001. ISBN 9780321070550

ONLINE SYSTEM AND TECHNICAL REQUIREMENTS

Access the [Student Technology webpage](#) to retrieve the information needed for Tiger Card, UWA Help Desk, Internet Policy, email policy and guidelines, and specifications for computer purchases. All coursework must be submitted on Blackboard, which is the learning management system utilized by UWA. Please review the [Minimum Recommended Specifications for Computer Purchases webpage](#) before ordering equipment and/or software.

This course requires a high-speed Internet connection. You must have speakers installed and working properly on your computer before beginning the course. Some courses may require the use of a webcam. Participation in an online course requires some basic knowledge of computer technology. You are expected to have a backup plan in the event your computer has operational problems, you lose electricity, or you lose Internet access. These factors are not an excuse for late or incomplete submission of assignments nor are they acceptable reasons for an assignment deadline extension. Most public libraries,

school libraries, university libraries, etc., have computers with Internet access and are available for use by the public.

REQUIRED TECHNOLOGY AND/OR SOFTWARE

Technical Requirements: To be able to participate fully in assignments and exams; you *must have*:

Reliable and speedy Internet access. This course requires you have reliable Internet access and fast connection speed, as you will be taking online tests. High-speed Internet connection is required, but a **wired** connection is preferred, especially while taking tests. Review the [minimum recommended specifications for equipment purchase](#) webpage to ensure you met system requirements.

Computer competency. You must be very comfortable with: using email & discussion boards; uploading and downloading documents; and accessing resources such as search engines & websites (e.g., Google, etc.).

Blackboard Learning Management System: Access the [Blackboard Learning Management System](#) and login with the Blackboard username and password credentials. UWA is a single sign-on campus. The same username and password are used for every portal. If this information is lost, access the [UWA My Account website](#) and select *Current Students*, and *Need an Account* under the *Technology* heading.

Microsoft Office 365: UWA professors, staff, and students now have FREE access to Microsoft Office 365. It's FREE and can be installed on up to five devices, including your home computer:

- Windows and Mac laptops and computers ([download handout for instructions](#))
- iOS, Android and Windows tablets and phones (download app and use UWA login credentials)

Please create an IT support ticket using the [UWA HelpDesk link](#) if you need assistance.

Access to the following software applications is required to complete various course assignments:

- Microsoft Office Outlook Mail
- Microsoft Office Word
- Microsoft Office Excel
- Microsoft Office PowerPoint

TurnItIn: The University of West Alabama reserves the right to use electronic means to detect and help prevent plagiarism. Students agree that by taking this course all course documents are subject to submission to the Assignments tool using the integrated TurnItIn.com feature in Blackboard. All materials submitted and checked using TurnItIn.com will become source documents in TurnItIn's restricted access database solely for detecting plagiarism in such documents. Students may be required by the professor to individually submit course documents electronically to TurnItIn.com.

COURSE EVALUATIONS

- There will be **three (3)** in class exams *held during scheduled class time, in the usual classroom, except for the final exam, which will be in class, but FILL IN.* Each one of the exams will consist of 50 multiple-choice questions. The exams questions will be based on the assigned readings and material covered in class. The first exam will count towards 25% of your final grade, the second for 30%, and the third for 35% (so the weightiest exam comes around when you're as ready as you can be). **The exams are not cumulative.** This means that no chapter material will end up on more than one exam. There is no content overlap between exams other than the overlap already present from chapter to chapter in the textbook and slides.

- The remaining 10% of the course grade will be based ***on participation and attendance***. You are expected to attend each and every class (and I will take attendance and note participation every time) unless you have a University excused absence or an absence excused by the instructor (me). Any student that has an A will have attended all class meetings except those for which they have an excused absence and engaged with the material during the overwhelming majority of class meetings and discussions. The attendance and participation grades are intended to reward serious and recurring class presence and engagement with the material, not to provide an estimation tool for how to manage the class in order to scrape by. Please note that I count active listening as a form of participation, meaning that although you are expected to be present at every class meeting, you are not expected to talk at every meeting in order to meet the participation requirement. Just take detailed notes and do your best to communicate nonverbally that you are keeping up with lecture and class discussion.

GRADING INFORMATION

See the *Course Schedule*, which is linked on the Course Menu in Blackboard, for a list of module topics, assignments, and due dates. Please refer to the [UWA Academic Calendar](#) for university important deadline dates.

| Title of Assignment | Weight | |
|-------------------------------------|-------------|--|
| Exam 1 (SEPT 20 th 2018) | 25 | |
| Exam 2 (OCT 25 th 2018) | 30 | |
| Exam 3 (NOV 30 th 2018) | 35 | |
| Participation | 10 | |
| Total | 100% | |

COURSE GRADING ALLOCATION

Final grades will be assigned as follows:

| % Values | Grade |
|----------|-------|
| 90-100 | A |
| 80-90 | B |
| 70-80 | C |
| 60-70 | D |
| 0-60 | F |

MAKING AN APPOINTMENT AND CORRESPONDING WITH ME

If you are unable to come and see me during my office hours, you are welcome to talk to me in order to find a time where we are both available for you to come see me in my office. To book an appointment with me, please:

- Send me an email or come up to me after class to find a time **24 hours or more before the time/date at which you want to meet.**

2. If the appointment is scheduled farther in the future than simply the following day, **please send me a reminder the day before our appointment to confirm you will be there.**
3. If we have agreed **verbally** on an appointment time, please send me a written confirmation as soon as possible afterwards, and then a confirmation the day before the appointment if the meeting is farther in the future than the day immediately after. If steps 1, 2 and/or 3 (if applicable) are not followed, I will assume our appointment is off and won't be at the office to meet you.
4. Please refrain from trying to book appointments on super short notice (e.g. a few hours before the intended time of the meet), as those rarely work out.

In addition, please read the following, and stick to its advice as closely as possible:

<https://www.insidehighered.com/views/2015/04/16/advice-students-so-they-dont-sound-silly-emails-essay>

SCHEDULE

Below is the schedule for topics to be covered, reading assignments from the book corresponding to those topics, and dates for the three exams. Topics covered on exams might be revised (moving a topic or some topics back to a later exam); should this occur it will be discussed in detail in class. Readings may also be modified a week prior depending on our collective rhythm – I may decide to spend more or less time on a topic depending on interest, whether or not I judge it has been assimilated adequately or treated in adequate length. Additionally, some classes prior to the exams may be converted in review sessions depending on the speed at which we collectively progress.

| <u>Dates</u> | <u>Subject(s)</u> | <u>Readings</u> |
|---|---|---------------------------------|
| Week 1 Aug 14 - 16 | Intro. Syllabus The field of public administration; Bureaucracies – what are they and what do they eat in the winter. | Orr Ch.1 |
| Week 2 Aug 21 - 23 | Origins and changes in the American bureaucratic state | Orr Ch. 2 |
| Week 3 Aug 28 - 30 | American Federalism and intergovernmental relations | Orr Ch. 5 |
| Week 4 Sept 4 - 6 | Decision-Making | Orr Ch 3 |
| Week 5 Sept 11 – 13 Sept 13 th : No class. I'm gone to SAPLA | .Changes in the machinery of government | Orr Ch 4 |
| Week 6 Sept 18 - 20 <u>Sept 20: First in-class exam</u> | Exam week: Sept 18th is review and/or day off to study. | Study Orr chs. 1-5 inclusively. |
| Week 7 Sept 25-27 | Ethics in government and public budgeting | Orr ch 13 and 15 |
| Week 8 Oct 2-4 | Social equity | Orr ch 12 |

| | | |
|--|---|----------------------------|
| Week 9 Oct 9-11 | Accountability | Orr ch 10 |
| Week 10 Oct 16-18 | Productivity measurement | Orr Ch 14 |
| Week 11 Oct 23-25 <u>Oct 25: Second in-class exam</u> | Exam week: Oct 23 is review and/or day off to study. | Orr 10,12, 13,14, 15 |
| Week 12 Oct 30 – Nov 1 | Management and organization theory | Orr chs 6 |
| Week 13 Nov 6 -8 | Management continued | Orr chs 8 and 11 |
| Week 14 Nov 13 - 15 | Management, continued | Orr ch 9 |
| <u>Nov 20- 22: No class all week, Thanksgiving</u> | n/a | Turkeyyyyyyyyyy |
| Week 15 Nov 27-29 | Organizational behavior | Orr ch 7 |
| <i>FRI NOV 30th 2018</i> | Final exam | Study Orr chs 6,7,8,9, 11. |

STUDENT SUPPORT RESOURCES

Technical Resources

Sign on to Blackboard using your UWA username and password. There will be a course titled “Technical Resources for Online Students” in your course listing. Click the link to open the course. This course contains information about the Remote Proctor Now system, as well as a link to download the Remote Proctor Now software. It also contains information about technology that you are required to have as a UWA online student. Additionally, you will need to enter this course to take the Simulated Exam each term.

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Technical Support

UWA HelpDesk

If you are experiencing technical difficulties, please create a support ticket using the [UWA HelpDesk link](#) and a technician will contact you to provide assistance. Visit the [UWA HelpDesk webpage](#) to find out how to receive technology support and what technology services are available to you.

Library Services

The University of West Alabama dedicated to provide the best education possible, whether on campus or through distance education. The Julia Tutwiler Library is pleased to offer books and articles through Interlibrary Loan (ILL), as well as access to online databases to online students. You can access the Julia

Tutwiler Library at the [Julia Tutwiler Library webpage](#) and/or the [Purdue Online Writing Lab \(OWL\)](#) as a resource for writing using certain style guides, as instructed by your professor.

Student Success Center

The University of West Alabama provides various resources to students, if needed. Refer to [Counseling Services](#) and or [Career Services](#) to obtain options that are available for student success.

UWA Online Programs Resources

The [UWA Division of Online Programs webpage](#) provides links to useful information regarding your online program. Students may reference [Textbook Information for Online Courses webpage](#) to order online textbooks. Reference the [Academic Calendar webpage](#) to familiarize yourself with academic deadlines for each term. The [Frequently Asked Questions webpage](#) may also prove to be useful.

Disability Services Office

The University of West Alabama strives to make its programs accessible to qualified persons defined as disabled under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Students who have special needs that require accommodation are responsible for notifying professors in each course in which they are enrolled and appropriate staff members, who in turn will refer the student to the ADA Compliance Coordinator. Following verification of the student's status, the ADA Compliance Coordinator will work with the professor or staff member in implementing an appropriate plan for accommodating the student's needs. Support documentation of special needs from a physician or other qualified professional will be required if deemed necessary. For additional information, students should contact the office of the Vice President for Student Affairs, Webb Hall 323, and (205) 652-3581. Reasonable accommodations in accordance with ADA (1993) will be made for course participants whose personal characteristics require specific instructional and testing conditions. Persons with such requirements must identify themselves to the professor at the beginning of the course.

Online Counseling Resources

When you enter UWA Blackboard, you will see a course titled "Counseling Resources" in your course listing. This course provides you with a Writing Center, Math Center, APA Tutorial, Tips on Being Successful in the Online Environment, and Individual Counseling Services. You may also visit the [UWA Counseling Services online webpage](#).

COURSE POLICIES

Attendance Policy

The University views class attendance as the responsibility of each individual student. Attendance is important to your success in the course. A university excused absence - or one approved by the instructor – is required for those who desire to miss class without suffering penalty to the attendance and participation grade. **As such, if you expect to have to miss a class please let me know as soon as possible.**

If you miss a class, please contact a fellow student to find out what material was covered. I will not make my notes available to students who miss class, though I will always be willing to address any questions students might have regarding class material.

Change Policy

Except for changes that substantially affect implementation of the grading statement, the syllabus is a guide for the course and is subject to change with advanced notice.

Policy on Make-Ups

If there are extenuating circumstances that prevent you from submitting your work in a timely manner, please email the course professor to make arrangements. Otherwise, graded activities will not be accepted after the due date. Exceptions will only be made in extenuating circumstances and at the discretion of the professor.

Making up missed exams or getting an extension: Students will only be able to make up an exam or submit it late if the exam was missed due to an excused absence as outlined in University regulations or as approved by the instructor. (Consult the university rules for the definition of an excused absence if you have any questions.) As noted in University regulations, students should provide advanced notice of absences when possible or by the end of the second working day of return to school when advanced notice is not possible. **If you are going to miss or require an extension for an exam please email me as soon as possible.** Students who miss an exam due to an excused absence and who have informed the instructor in accordance with university regulations as discussed above will be given an opportunity to take a makeup exam that might differ in content and/or format from the original exam.

Please note that some perfectly excusable absence may not fall under the official absences excused by the university. I am not a monster, and as such if you undergo an especially difficult time due to circumstances outside your control (family or friend's illness, car accident, etc.), feel free to send me an email to see if I can reasonably accommodate you. **However, and this is especially important, do remember that this is not an invitation to ask for special exemption every time you stub your toe, have something better to do or feel too lazy to come to class.**

Assignments

Assignments received after the given deadline will be subject to an automatic score of zero for those assignments which are not accepted after their deadline. If you experience a technical issue when submitting an assignment on Blackboard, email your assignment to me before the deadline so I know that you completed it on time. Then, enter a support ticket at the [UWA HelpDesk link](#) and submit the assignment on Blackboard as soon as your problem is resolved. You will not receive a grade in Blackboard unless you submit the assignment in Blackboard.

Grade Appeals Policy

You have every right to appeal you grade *for reasons related to course content*.

If you have reason to believe you have grounds to appeal your grade, ***I strongly encourage you to do so.*** I acknowledge that I am not perfect as an instructor and some of your colleagues have in the past successfully built cases and changed my mind (as well as their grades).

I however object to appeals *for reasons unrelated to course content*. Saying no to such requests, especially when they are accompanied by genuinely touching stories or high stakes, is often emotionally taxing, but necessary. **You know what's at stake for you at the beginning of the semester; please act in consequence from the very start.**

I know how disappointing failure to meet one's own expectations can be (you don't become a professional academic without collecting a serious number of failures). But one of the reasons behind our school's reputation is that other schools, individuals, employers and society at large can trust us to award the grades and degrees that correspond to the results the students actually got and not the results they or we wish they had had instead. No respectable teacher wishes for their students to fall short of their desires and expectations, but unfortunately it's something we must witness, however unpleasant it might be.

Assessments

The assessments (quiz/test/exam) must be taken as scheduled on the *Course Schedule*. Exceptions will only be made in extenuating circumstances and at the discretion of the professor. Make-up assessments will differ from the original assessment, but will cover the same material. The assessments are time restricted and the questions and answers are randomized and are only displayed one question at a time. Once the duration for the assessment has expired, it will close and will be submitted for grading.

Exams will not be reopened after their due date except for verified technical issues. Assessments must be completed within the designated time windows (see *Course Schedule*). You will be reminded about an upcoming assessment on the *Course Schedule* and detailed instructions will be provided on the *Assessments* link on the Course Menu for each assessment.

Disability

Reasonable accommodations in accordance with ADA (1993) will be made for course participants whose personal characteristics require specific instructional and testing conditions. Persons with such requirements must identify themselves to the instructor at the beginning of the course.

Cellphone and electronics

Cell phones and all other electronics must be put on silent for the duration of the course. Any failure to do this that results in course disruption will lead to sanctions to be determined at the time of the offense. It is strictly forbidden to use cell phones, ipods, computers, earphones and/or any other electronics during exams under penalty of failure.

Class conduct

Our class will involve much discussion and reflection around contentious topics about which people tend to feel strongly. As such, students are expected to treat each other with honesty, compassion and patience throughout the course and to maintain a class atmosphere of respect and comfort for all. Any student who fails to do so will be asked to leave class and will subsequently have to meet with the instructor to address problematic behavior.

COLLEGE AND DEPARTMENT POLICIES

The College of Liberal Arts at UWA accepts the following as EXCUSED absences:

- documented illness.
- documented participation in university sponsored events (athletic competition, theater, productions and conferences).
- documented jury duty, court appearances.
- recognized religious holidays and observances.
- documented death in the family.

If you are experiencing any of these situations and cannot make a deadline, you **MUST** inform your professor via email as soon as possible, i.e., **BEFORE** the assignment is due. That way the professor will be informed of your situation in real-time.

UWA ONLINE INSTITUTIONAL POLICIES

Students in this course should be familiar with the university policies on Academic Responsibility contained in the Student Handbook. Violations of academic responsibility in this course will be handled as stipulated in that publication.

ACADEMIC INTEGRITY

For detailed information on the UWA student policies, please review the [Academic Integrity Policy](#). These pertinent policies include drop policy, Academic Honor Code, Academic Code of Conduct, American with Disabilities Act, Academic Integrity, Plagiarism, and Electronic Communication Policy.

Students are expected to adhere to the strictest standards of academic honesty. Each student should review the Academic Code of Conduct in its entirety in the UWA Online Student Handbook. This code strictly prohibits bribery, cheating, lying, and plagiarism. No form of cheating or plagiarism will be tolerated. Such actions will be dealt with in accordance with the procedures set forth in the UWA University catalogue. It is therefore suggested that you obtain this document and read it carefully.

Any student found plagiarizing will fail this course. A direct quote without both quotation marks and a citation is plagiarized. The two most common forms of plagiarism are using the same or similar words as another to describe some historical event and, secondly, simply stealing another person's ideas verbatim. The easiest ways to prevent the first type of plagiarism in an analytical book report are to take notes as the book is read instead of simply composing the paper directly from the book and to revise the paper several times. The way to prevent the second form of plagiarism is honesty. For a fuller discussion of plagiarism, students are **required** to view the [Plagiarism PowerPoint Presentation](#) by Ms. Joyce Brannan of the Julia Tutwiler Library.

COPYRIGHT DISCLAIMER

Materials associated with this course are subject to copyright laws and protections. These materials are intended for the viewing of only those students enrolled in this course and only for the time during which they are enrolled. The contents of this course are not to be copied and shared. Because instructional materials on the course website may be copyrighted, students may not download materials on the course website to their desktops, laptops, or PDAs, or alter or distribute any materials on the course site, unless clearly directed to do so.