

Professor: Dr. Fatih Demiroz

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Phone: 936-294-4571

Office: CHSS 476

Office Hours: Wed, 11:00 - 1:00 pm

Classroom: Online

REQUIRED TEXTBOOK

Donald Kettl. 2017.
Politics of the
Administrative Process
(7th Edition). CQ Press.

ISBN: 978-1506357096



POLS 3366- PUBLIC ADMINISTRATION



“The measure of a life is its service”

Course Description

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. This course will provide a survey of 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
- Discuss the structural aspect of government
- Discuss the human aspect of government
- Analyze real life incidents and critique them from the government perspective
- Use government data for explaining government functions and evidence based decision making

Course Requirements

Introduction and Syllabus Quiz (2%)

In the beginning of the semester, you will introduce yourself and take a syllabus quiz. This assignment accounts for 2% of your total grade.

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 and you will use the textbook for case discussion assignments as well.

Quizzes (2% each)

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.

Case Discussions (3% each)

Throughout the term, you will be asked to think critically about cases regarding topics we cover every week. You will complete short writing assignments in response to cases presented in our textbook. These assignments will be completed via discussion board forums where you will interact with your classmates. Instructions will be posted on Blackboard. Case discussion exercises will open on every Monday and will close on the following Sunday at 11:59 p.m. (midnight) throughout the semester.

Data Exercises (2 % each)

Throughout the term, you will explore different functions of government through finding, exploring, and explaining government data. The instructions for searching and explaining will be provided on Blackboard. Data exercises will help you evaluate government matters using evidence. Data 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	
Syllabus Quiz	2%
Quizzes	28%
Case Discussions	42%
Data Exercises	28%
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100-90 points	A
80 - 89	B
70 - 79	C
60 - 69	D
< 60	F

Course Policies

Communication with the professor

Email is the preferred mean of communication. I will reply your emails within 24-48 hours. You can send a reminder after 48 hours of no reply.

You can call the office number when necessary, however reaching me via email would be more effective than the phone.

Deadlines and Late work

All the assignments must be submitted by the due date. Emails/submissions without attachments, wrong attachments, corrupt files etc. are NOT excuses for late work. If an assignment is not submitted on time, maximum grade for the assignment will be 90/100 for the first 24 hours after the due date, and this will decline 20 points for every additional day.

Late Submission Policy

1 minute - 24 hours	10%
24 - 48 hours	30%
48 - 72 hours	50%
72 - 96 hours	75%
96 + hours	100%

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).

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/dotAsset/7ff819c3-39f3-491d-b688-db5a330ced92.pdf>

Plagiarism and Academic Integrity

All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials. For a complete listing of the university policy, see:



Dean of Student's Office Web Page

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

Tips for Success

1. Follow the course regularly

You must follow the course regularly. There will be NO midterm or final exam in this course. Therefore, you cannot get desirable grades just by cramming before exams. You have to do your little bit of work every week, rather than studying hard for two major exams.

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.

4. Have any issues? See me at CHSS 476

Course Schedule

Week	Date	Due	Topic	Read
1	Aug 23		Syllabus Review Introduction Accountability	Chapter 1
2	Aug 28		What is Government? What does it do and how does it do it?	Chapter 2
3	Sept 4		What is Public Administration?	Chapter 3
4	Sept 11		Organization Theory	Chapter 4
5	Sept 18		The Executive Branch	Chapter 5
6	Sept 25		Organization Problems	Chapter 6
7	Oct 2		Administrative Reform	Chapter 7
8	Oct 9		The Civil Service	Chapter 8
9	Oct 16		Human Capital	Chapter 9
10	Oct 23		Decision Making	Chapter 10
11	Oct 30		Budgeting	Chapter 11
12	Nov 6		Implementation and Performance	Chapter 12
13	Nov 13		Regulations and the Courts	Chapter 13
14	Nov 20		Accountability and Politics Thanksgiving Week	Chapter 14
15	Nov 27 Nov 30		Accountability and Politics (cont.) Wrapping up the course	Chapter 14 cont.
16	Dec 6 Dec 8		Final Exams Week (No Final Exam)	