Policy Making and Public Administration

Course Description:
Relationship of politics and administration with reference to the influence of administration and bureaucracy, legislative bodies, parties, political leadership, interest groups and other forces in the formation and execution of public policy in various levels of, primarily, American government.

Course Objectives:
This is a core course in the Master in Public Administration program. The primary objectives of this course are:

(1) to analyze the role of the public administrator in the analysis, formulation, implementation, and evaluation of public policies at the national level of government, and

(2) to introduce the thought process necessary to assess and evaluate the criteria used to make policy.

(3) to write a policy research paper on a chosen substantive policy area.

Required Texts:
Course Requirements:

The requirements for this course include: article reviews, a midterm exam, a policy position paper and a final exam. The grade distribution is described below:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Article reviews</td>
<td>20%</td>
</tr>
<tr>
<td>Midterm exam</td>
<td>20%</td>
</tr>
<tr>
<td>Policy research paper</td>
<td>50%</td>
</tr>
<tr>
<td>Participation</td>
<td>10%</td>
</tr>
</tbody>
</table>

Assignments are due at the beginning of the class period. Ten points will be deducted for late papers. Assignments will not be accepted after 7 days. Work-related absences must be cleared ahead of time. You are expected to attend all classes and arrive on time. Ten percent will be given to students who miss 0-1 classes; 5 percent will be given to students who miss 2 classes; students with 3 or more than 3 absences will not be eligible for any participation points.

The policy research paper is not intended to be an opinion paper. Instead, it is an analytical, objective exercise in policy design for your selected policy area. Draft copies of the policy research paper are not accepted. Ample time is built into the coursework for discussion and guidance for your papers.

Grading Scale:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90 – 100</td>
<td>A</td>
</tr>
<tr>
<td>80 – 89</td>
<td>B</td>
</tr>
<tr>
<td>70 – 79</td>
<td>C</td>
</tr>
<tr>
<td>60 – 69</td>
<td>D</td>
</tr>
<tr>
<td>59 and below</td>
<td>F</td>
</tr>
</tbody>
</table>

Incomplete Grades:

A grade of incomplete may be granted for legitimate reasons. Keep in mind that the College of Liberal Arts requires that 75 percent of the work be completed if the student requests a grade of incomplete. The request for an “I” must be
requested by the student prior to the last class. If a grade of "I" is granted for incomplete coursework, the missing coursework will penalized by ten points.

*** Grade Appeal Process. ** As stated in University Rule 13.02.99.C2, Student Grade Appeals, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Rule 13.02.99.C2, Student Grade Appeals, and University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules Web site at [http://www.tamucc.edu/provost/university_rules/index.html](http://www.tamucc.edu/provost/university_rules/index.html). For assistance and/or guidance in the grade appeal process, students may contact the Office of Student Affairs.

**Dropping a Class**
I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with me before you decide to drop to be sure it is the best thing to do. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. November 2, 2012 is the last day to drop a class with an automatic grade of "W" this term.

**Classroom/professional behavior**
Texas A&M University-Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.

*Notice to Students with Disabilities*: The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil
rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in Corpus Christi Hall 116.

If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.

**Academic Honesty**

Academic honesty is crucial to a student’s credibility and self esteem, and ultimately reflects the values and morals of the University as a whole. A student may work together with one or a group of students discussing assignment content, identifying relevant references, and debating issues relevant to the subject. Academic investigation is not limited to the views and opinions of one individual, but is built by forming opinion based on past and present work in the field. It is legitimate and appropriate to synthesize the work of others, provided that such work is clearly and accurately referenced.

**DEFINITIONS OF ACADEMIC DISHONESTY**

**1.1 CHEATING**

In the department of Public Administration, cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means. Such cheating includes but is not limited to:

1.1.1. Copying, in part or in whole, from another’s test or other evaluation instrument including homework assignments, worksheets, examinations, essays, summaries, quizzes, etc.;

1.1.2. Submitting work previously graded in another course unless this has been approved by the course instructor or by departmental policy, whether the material is one’s own or that of another;

1.1.3. Submitting work simultaneously presented in two courses, unless this has been approved by both course instructors or by the department policies of both departments;

**1.2 PLAGIARISM**

In the Public Administration Program, plagiarism is the act of representing the work of another as one’s own without giving appropriate credit, regardless of how
that work was obtained, and/or submitting it to fulfill academic requirements. Plagiarism occurs when the work of another person, or persons, is used and presented as one’s own, unless the source of each quotation or piece of borrowed material is acknowledged with an appropriate citation. Plagiarism in the Public Administration Program includes but is not limited to:

1.2.1 The act of incorporating the ideas, words, sentences, paragraphs, or parts of, and/or the specific substance of another's work, without giving appropriate credit, and or representing the product as one's own work.

1.2.1 Encouraging or assisting another person to commit plagiarism is a form of improper collusion and may attract the same penalties

**Penalties**

The Public Administration Program and the University regards very seriously any acts of cheating, or dishonesty by way of plagiarism. There is a range of penalties which may be imposed on a student for academic dishonesty, i.e. cheating and plagiarism. Depending upon the severity of the act of cheating and plagiarism, or the number of other like offences which have previously occurred, a student may have any one or a combination of the following penalties imposed against her/him by the Public Administration Department:

1. cancellation or deprivation of credit for any examination or other academic work, which will entail an F grade being assigned to a student’s academic record;

2. suspension of all or any of a student’s rights and privileges including, suspension from attending lectures, seminars, tutorials or other classes;

3. suspension from attendance at or exclusion from any examination;

4. exclusion from the Public Administration Program for any specified period, not exceeding the remainder of the calendar year;

5. refusal for re-enrolment as a student;

6. expulsion from the Public Administration Program.

7. recommendation to the University for expulsion from the university.
Provisional Course Outline

The Politics of Public Policy

Week 1:

Introduction, the public sector and public policy
  • Syllabus presentation
  • Course expectations
  • The public sector and public goods
  • Linkages to public policy

Weeks 2 – 3:

The nature or public policy and the structure of policy-making
  • Definition of public policy
  • Policy structure
  • Tools of public policy
  • Environment of public policy
  • Politics and institutional framework
  • Federalism and public policy
  • Role of subgovernments and interest group activity
  • Models of the policy process

Peters, Chapters 1, 2
Kraft and Furlong, Chapters 1 – 3
Theodoulou and Cahn

Theodoulou
#1 “The Contemporary Language of Public Policy: A Starting Point”

Article Review due February 4th

Heclo
#9 “Issue Networks and the Executive Establishment”

Article Reviews due February 10th
Week 4:

Actors in the policy process
- Congress
- Presidency
- Judiciary
- Bureaucracy
- State and local levels
- Interest group politics

Kraft and Furlong, Chapter 2
Theodoulou and Cahn

Cahn
#30 “The Players: Institutional and Noninstitutional Actors”

Article Review due February 11th

Week 5:

Workshop on paper proposals

You will be expected to present a one page summary of your policy research area and a working bibliography. This is not the final executive summary. Instead, it is a working draft of your problem definition and research questions. You will be expected to give a 5 - 10 presentation of your chosen topic for class discussion. You should also include a working bibliography (about 12 – 15 peer-reviewed sources) with your abstract.

Weeks 6 – 7:

The public policy process
- Stages of the policy process
- Context of the policy arena
Peters, Chapters 3 - 7
Theodoulou and Cahn
Theodoulou
#44 “The Structure and Context of Policy Making”

Kingdon
#25 “Why Some Issues Rise and Others Are Negated”

**Article Reviews due February 25th**

Lindbloom
#5 “Still Muddling, Not Yet Through”

Matland
#49 “Synthesizing the Implementation Literature”

**Article Reviews due March 4th**

**Week 8:**  **SPRING BREAK – MARCH 11 – 15**

**Week 9:**  **Midterm exam – MARCH 18TH**

**Week 9:**  **Workshop on policy research papers**

**Weeks 10 – 15:**

Public Policy Analysis
- Establishing and evaluating criteria
- Selecting alternatives
- Evaluation matrix
- Workshops for Policy Research Papers

Kraft and Furlong, Chapters 4 – 6

**Last day of class May 6th**

**POLICY RESEARCH PAPER DUE – May 13th**