SYLLABUS
PBA 305.500: American Public Policy
Fall 2019 Online Course

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Office Hours: 5:30 p.m. to 8:30 p.m. Wednesdays; Ferguson 478

- Office hours can be made by appointment. Please contact me by email if you would like to set up a face-to-face meeting. I am also available by cell / text anytime.

Catalog Description: Study of various concepts, approaches and the processes used in the formulation, implementation and evaluation of public policy. Prerequisites: PSC 141 and 142.

Program Learning Outcomes:
- Demonstrate an understanding of the institutional, political and legal processes of the United States, and articulate the functions of public administration in terms of historical roots, structure, and contemporary issues.
- Demonstrate an understanding of the theoretical knowledge for understanding, developing, and implementing public policy and to integrate this into applied practice.
- Demonstrate critical reasoning, problem solving abilities, communications skills, technology skills and ethical considerations relating to public responsibility.
- Demonstrate an understanding of the social, political, economic, and cultural factors that influence public administration.
- Demonstrate the ability to effectively communicate, both in writing and orally, using the important terminology, facts, concepts, and theories used in the field of public administration.
- Demonstrate an awareness of ethical issues in public and nonprofit organizations, and how to use ethical reasoning to formulate decisions and promote positive organizational and professional trust.

Student Learning Objectives:
- The student will be able to understand the nature of public policy and the environment of public policy.
- The student will be able to assess the complexities of public policy.
- The student will be able to evaluate responsibilities, ethics, and challenges related to public policy.
- The student will be able to identify the many aspects involved in public policy.
- The student will be able to understand multiple areas of public policy.
**Academic Integrity:** An individual's integrity is a reflection not only on themselves, but on the reputation of their profession as well. The standards you hold in your academic career will weigh heavily on those you retain throughout life. Your professional reputation is of the utmost importance in maintaining a positive career path. Thus, your academic integrity will be held to the highest possible standard while in this classroom. Zero tolerance will be given for academic irregularities. If I catch you violating this policy, you will be reported. If another student accuses you and there is no other evidence, you will be required to resubmit a new assignment or take a new exam. If you choose not to, you will be reported. According to the university: “Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

**Definition of Academic Dishonesty**

Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit. Please read the complete policy at [http://www.sfasu.edu/policies/academic_integrity.asp](http://www.sfasu.edu/policies/academic_integrity.asp)

**Students with Disabilities:** “To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/).

**Technical Support:**

- For D2L technical support, contact student support in the Office of Instructional Technology (OIT) at d2l@sfasu.edu or 936-468-1919. If you call after regular business hours or on a weekend, please leave a voicemail.
- For general computer support (not related to D2L), contact the Technical Support Center (TSC) at 936-468-HELP (4357) or at helpdesk@sfasu.edu.
- To learn more about using D2L, visit SFA ONLINE at [http://sfaonline.sfasu.edu](http://sfaonline.sfasu.edu), where you'll find written instructions and video tutorials.
Classroom Policies:

- This is an online course so you will be required to engage in self-study and self-reminders as to when assignments are due and what is required of you. We will maintain regular contact throughout the semester through D2L email. A due date timeline is posted on the homepage, and I will post announcements when necessary. You will be able to complete this course completely online.

- Late assignments are not accepted. If you have a game, extracurricular activity, have to work, a wedding to go to, etc., on the day an assignment is due then you may turn the assignment in early. Otherwise, it will be counted as late. Make-up exams will only be allowed under exceptional circumstances.

- The open exchange of ideas will be respected by all students. Respectful discussion is required. While you are allowed to express your opinions during the discussion remember that other students may have different opinions and have the right to have and express those opinions. Personal attacks are not allowed as they do not promote civilized debate (one of the main purposes of the required discussions).

- Turn it in software is used to view all assignments.

- Grades are non-negotiable.

- According to the university: “Withheld Grade Semester Grades Policy (A-54) Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.”

- “Acceptable Student Behavior. Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.”

- Excused Absences: In order to have your absences excused, you must provide either notification from your coach/faculty club advisor or have a notice sent from the judicial office. “Absence Notifications: Students missing classes for legitimate reasons other than University-sponsored trips may contact the Judicial Office and request an absence notification be sent to their instructors. These notifications are not excuses. They are provided as a courtesy to the student and the student's instructor(s) and are not an evaluation of the information received by this office. Students requesting an absence
notification should be prepared to give the Judicial Office their name, ID number, date(s) of the absence, reason for the absence, and a contact phone number. Students should also be prepared to offer documentation of the absence to their instructors. As per University policy Class Attendance and Excused Absence A-10, an instructor may determine the nature of satisfactory documentation.” Contact information for the judicial office is: 315 Rusk Building, 936-468-2703

**Required Materials:**
*You are responsible for acquiring the required textbook for the course.
Title: American Public Policy: Promise & Performance
Author: B. Guy Peters

**Additional materials will be assigned by instructor.**

**Course Requirements:**
2 Exams 300 Points (150 points each): Each exam contains 25 multiple choice questions, 4 short answer questions, and 2 essay questions. Exams are not cumulative. Each exam is timed. You have 3 hours to complete the exam. You will be able to take the exam at any time during the exam week.

Lessons 520 Points: 13 total, worth 40 points each. Each lesson contains (unless otherwise noted) a set of lecture style materials in html format and some with embedded multimedia links you are expected to view (I will try to have a brief recording of myself where I provide an overview of the material; the video will be uploaded to my private YouTube channel so you can easily view the video), one discussion question that you will respond to and will then reply to a fellow student’s response (you will lose points for not responding to a colleague), one writing assignment (1-2 pages), and one timed (20 minutes) multiple choice/short answer quiz (these will connect directly with the chapters/readings). Lessons are available beginning on Monday morning at 8am and will close on Saturday evening at 11pm unless otherwise noted. Term Paper 180 Points: You are required to complete a 10-15 page research paper containing a minimum of 10 academic references. Additional information provided in the ‘Getting Started’ lesson

**Grading Scale:** A (1000-900); B (899-800); C (799-700); D (699-600); F (599 and below)

**Calendar at a Glance:** Calendar is not set in stone and is subject to change! Readings should be completed prior to completing the assignments within the lesson.

**Week 1 (Mon. 8/26 - Sat. 8/31): Defining Public Policy.**
Reading: Chapter 1. What is Public Policy?
Lesson One Due Sat. 8/31 by 11pm

**Week 2 (Tues. 9/3-Sat. 9/7): Politics of Public Policy.**
Reading: Chapter 2 & 3. Structure of Policymaking in American Government & Explaining Policy Choices
Lesson Two Due Sat. 9/7 by 11pm
Week 3 (Mon. 9/9 – Sat. 9/14): Making Public Policy I.
Reading: Chapter 4 & 5. Agenda Setting and Public Policy & Legitimating Policy Choices
Lesson Three Due Sat. 9/14 by 11pm

Week 4 (Mon. 9/16 – Sat. 9/21): Making Public Policy II.
Reading: Chapter 6. Organizations and Implementation
Lesson Four Due Sat. 9/21 by 11pm

Week 5 (Mon. 9/23 – Sat. 9/28): Making Public Policy III.
Reading: Chapter 7 & 8. Budgeting: Allocation and Public Policy & Evaluation and Policy Change
Lesson Five Due Sat. 9/28 by 11pm
Research Paper Topic Due Sat. 9/28 by 11pm

Week 6 (Mon. 9/30 – Sat. 10/5): Substantive Policy I.
Reading: Chapter 9. Economic Policy.
Lesson Six Due Sat. 10/5 by 11pm

Week 7 (Mon. 10/7 – Sat. 10/12): Substantive Policy II
Reading: Chapter 10. Tax Policy
Lesson Seven Due Sat. 10/12 by 11pm

Week 8 (Mon. 10/14 – Sat. 10/19): Mid-Term Exam
Mid-Term Exam must be completed by Sat. 10/19 by 11pm

Week 9 (Mon. 10/21 – Sat. 10/26): Substantive Policy III.
Reading: Chapter 11. Health Care Policies
Lesson Eight Due Sat. 10/26 by 11pm

Week 10 (Mon. 10/28 – Sat. 11/2): Substantive Policy IV.
Reading: Chapter 12. Income Maintenance: Social Security and Welfare
Rough Draft of Research Paper Due Sat. 11/2 by 11pm
Lesson Nine Due Sat. 11/2 by 11pm

Week 11 (Mon. 11/4 – Sat. 11/9): Substantive Policy V.
Reading: Chapter 13. Education Policy
Lesson Ten Due Sat. 11/9 by 11pm

Week 12 (Mon. 11/11 – Sat. 11/16): Substantive Policy VI.
Reading: Chapter 14. Energy and the Environment
Lesson Eleven Due Sat. 11/16 by 11pm

Week 13 (Mon. 11/18 – Fri. 11/22): Substantive Policy VII.
Lesson Twelve Due Fri. 11/22 by 11pm
Final Draft of Research Paper Due Fri. 11/22 by 11pm

Week 13: (Sat. 11/23 - Sun. 11/30): Thanksgiving Break
Thanksgiving Break

Week 14 (Mon. 12/2 – Sat. 12/7): Policy Analysis
Reading: Chapter 17. Cost-Benefit Analysis and Ethical Analysis
Lesson Thirteen Due Sat. 12/7 by 11pm
Finals Week: Mon. 12/9 – Fri. 12/13
Final Exam must be completed by Friday 12/13 by 5pm
Justification for PBA 305 (as required by TCCNS)
“American Public Policy” is a 3-credit hour, fully online course over a 15-week duration. During the course students examine and review extensive written material that addresses the same information students receive in a face-to-face lecture style course. Students are expected to engage with the learning modules for a minimum of three hours per week. Learning modules contain additional information often in a variety of formats addressing the module topic. Online discussions with class colleagues of learning module material is required. Students are required to read one text concerning public policy in the American context, complete two exams over the course material, as well as written assignments including a research paper requiring a rough draft. For every hour a student spends engaging with the content, he/she spends at least two hours completing associated activities and assessments.