SYLLABUS

POLITICAL SCIENCE (PSC) 475.000
PUBLIC BUDGETING AND FINANCIAL MANAGEMENT
FALL 2019

Dr. Richard J. Herzog
Department of Government
Office: LA North 139
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E-mail: Desire2Learn(D2L) only

OFFICE HOURS
Monday & Wednesday
11:15-12:45 & 6:00-7:00
and by appointment

COURSE DESCRIPTION

Budgeting processes, types of budgets, the politics of budgeting, revenue systems, accounting, cash management, debt administration, purchasing, risk management, and auditing.

STUDENT LEARNING OBJECTIVES

This course will allow you to:
1. Gain knowledge of public budgeting and financial management in theory and as it is (or might be) practiced
2. Understand public budgeting and financial management concepts and processes
3. Improve critical thinking and writing skills
4. Use tools and develop skills required in the public sector
5. Understand the role of technology in public budgeting and financial management
6. Fully understand the value of well-administered public budgeting and financial management systems

REQUIRED TEXTBOOK


CALENDAR

August 26-September 6, Chapter 1,
September 6-September 13, Chapter 2
September 13-September 20, Chapter 3
September 20- September 27, Chapter 4
September 27-October 4, Chapter 5
October 4-October 11, Chapter 6
October 11-October 18, Chapter 7
October 18-October 25, Chapter 8
October 25-November 1, Chapter 9
November 1-November 8, Chapter 10
November 8-November 15, Chapter 11
November 15-November 22, Chapter 12
December 2-December 6 TBA

Review questions at the end of the chapters are due via D2L on Fridays by 5:00 p.m. The point values of the questions will be announced in advance.

Grading on points earned
90% to 100% A
80% to 90% B
70% to 80% C
60% to 70% D
Less than 60% F

PROPER/MANDATORY E-MAIL ETIQUETTE

If you are responding to the contents of a D2L e-mail Dr. Herzog has sent, you do not have to change the subject line. If your message does not relate to the contents of an e-mail that Dr. Herzog has sent or if you are e-mailing on a new topic, you need to compose a new D2L e-mail with a descriptive subject line that alludes to the content of the e-mail. (in addition, these subject lines become invaluable for archival retrieval.) Please note that e-mail is NOT a text message as it is more formal communication. You should start every e-mail to your instructor of this course with Dr. Herzog, he will address you as Ms. or Mr. and respond to your e-mail. Please remember to only use D2L e-mail when using this medium to communicate with Dr. Herzog.

ACADEMIC INTEGRITY (A-9.1)

Abiding by university policy on academic integrity is a responsibility of all university faculty and students. Faculty members must promote the components of academic integrity in their instruction, and course syllabi are required to provide information about penalties for cheating and plagiarism as well as the appeal process.

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to:
• using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class;
• falsification or invention of any information, including citations, on an assignment; and/or,
• 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 include, but are not limited to:
• submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another;
• submitting a work that has been purchased or otherwise obtained from the Internet or another source; and,
• incorporating the words or ideas of an author into one's paper or presentation without giving the author due credit.
Procedure for Addressing Student Academic Dishonesty

A faculty member who has evidence and/or suspects that academic dishonesty has occurred shall gather all pertinent information, approach the student(s) involved, and initiate the following procedure:

- The faculty member shall review all evidence of cheating or plagiarism and discuss it directly with the student(s) involved. The faculty member shall inform the student(s) of the procedure for addressing academic dishonesty, as well as the appeals process.
- After hearing the student(s)’ explanation or defense, the faculty member will determine whether or not academic dishonesty has occurred and will inform the student(s) what action will be taken. Penalties may include reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, or failure of the course. The faculty member may consult with the academic unit chair/director and dean in making these decisions.
- After a determination of academic dishonesty, the faculty member shall notify the office of the dean of the student's major by submitting a Report of Academic Dishonesty, along with supporting documentation as noted on the form. This report shall be made part of the student's record and shall remain on file with the dean's office for at least four years.
- Upon second or subsequent offenses, the dean of the student’s major will determine a course of action, which may include dismissal from the university. The dean may refer the case to the college council for review and recommendations before making this determination.

A student’s record of academic dishonesty will not be available to faculty members. The purpose of the record is for the dean to track a pattern of academic dishonesty during a student’s academic career at Stephen F. Austin State University.

Students who are found to have demonstrated academic dishonesty and have withdrawn prior to the award of a grade will continue to have the determination of the infraction within their student records.

WITHHELD GRADES 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.

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/.