Instructor: Mrs. Katie C. McClain
Email: kmcclain@sfasu.edu
Phone: 936.468.2061
Department: Government
Office: LAN 110
*Zoom office links are available in the “Getting Started” module on Brightspace.

**COURSE DESCRIPTION**

“An overview of the field, including topics such as public versus private administration, the study of organizations, personnel administration, financial resources management, budgeting, and decision- and policy-making.” General Bulletin, 2023-2024

Prerequisites: GOVT 2305 and GOVT 2306 or GOVT 2301 and GOVT 2302

**EXPLANATION OF CREDIT HOURS AWARDED**

This is a 3-credit hour, fully online course over a 14-week duration. During the course, students review materials and engage in quantitative analyses which, taken together, address the same information students receive in a face-to-face lecture style course. Students are expected to engage with the assigned readings and content provided within modules for approximately three hours per week. For every hour a student spends engaging with the content, he/she should spend at least two hours completing associated activities and assessments.

**COURSE OBJECTIVES**

**STUDENT LEARNING OUTCOMES**

By the end of the course, you should be able to:

- Understand the nature of public administration and its political-legal environment
- Assess the intergovernmental relationships in public administration
- Evaluate administrative responsibilities, ethics, and challenges facing public administrators
- Identify the many aspects involved in program management, such as planning, decision making, organizing, leading, and implementation
- Understand how resources are managed by public administrators, including human resources, public finances, and information
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 foundation of the science of developing, implementing and integrating public policy
❖ Demonstrate critical reasoning, problem solving abilities, communications skills, technology skills and ethical considerations relating to public responsibility
❖ Demonstrate an awareness of ethical issues in public and nonprofit organizations, and how to use critical analysis as well as ethical reasoning to formulate decisions and promote positive organizational outcomes
❖ 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

ABOUT THIS COURSE

REQUIRED TEXT

There is one required textbook for this course:


Any additional readings will be embedded within module.

COMMUNICATION

The best way to reach me is via email (kmcclain@sfasu.edu) or text. I will do my best to respond within 24 hours, except for on weekends or during university holidays. If you don’t hear back from me within 24 hours, NUDGE! You may also visit with me during student hours.

ATTENDANCE

As this is an online course, physical attendance in a classroom is not required. The entirety of this course will be completed online. However, it is essential that you plan ahead and be sure to keep up with the deadlines for the course. Making a plan to sign in each Monday to prepare for the weekly material will help you be successful in this course.

TECHNOLOGY REQUIREMENT

As you have elected to enroll in an online course, it is your responsibility to acquire a consistent, stable, dependable computer and internet connection with which to complete the assignments for the course by the deadlines indicated on the calendar. It is not the responsibility of the instructor to provide additional time for assignments or exams or an alternative means of completing the course due to technical issues on your part.
GRADING & EVALUATION

Students have the opportunity to earn 1000 points in this course. Final grades for this course will be determined using the following scale: A = 90-100% (900-1000 points); B = 80-89.9% (800-899.9 points); C = 70-79.9% (700-799.9 points); D = 60-69.9% (600-699.9 points); F = 59% and below (0-599.9 points)

Grades are determined from the following assignments:

❖ Research & Writing Assignment (30 points)
❖ Module Assignments (12 @ 35 points / 420 points total)
❖ Exams (2 @ 150 points / 300 points total)
❖ Course term paper (200 pts)
❖ Course term paper presentation (50 pts)

Additional information about assignments is provided on Brightspace. Turn-it-in anti-plagiarism software is used to review all written assignments. Grades are non-negotiable.

LATE ASSIGNMENTS

We can only do the best we can do in the circumstances in which we find ourselves – and sometimes, those circumstances make learning on a predetermined timeline difficult. I would MUCH RATHER you take the time to meaningfully engage with material in this course than rush through or skip it. Thus, late module assignments will be accepted up to one week after the deadline. Late research paper and presentation submissions and make-up exams will only be allowed under exceptional circumstances.

SAFE SPACE & INCLUSION

Please know that my office and our virtual classroom are safe spaces. It is my intent that students from all diverse backgrounds and perspectives be well-served by this course, that students’ learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength, and benefit. I intend to present materials and activities that are respectful of diversity: gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally or for other students or student groups.

CHALLENGING CONVERSATIONS

In our structured and unstructured discussions and dialogues, we also will have many opportunities to explore some challenging issues and increase our understandings of different perspectives. Our conversations may not always be easy; we sometimes will make mistakes in our speaking and our listening; sometimes we will need patience or courage or imagination or any number of qualities in combination to engage our texts, our classmates, and our ideas and experiences. Always, we will need respect for others. Thus, an additional aim of our course necessarily will be for us to increase our facility with the sometimes difficult conversations that arise as we deepen our understandings of multiple perspectives—whatever our backgrounds, experiences, or positions.
ACADEMIC INTEGRITY

The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation.

Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.

ACCESSIBILITY

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 promptly may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

WITHHELD GRADES

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 coursework 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 to compute the grade point average. For additional information, go to https://www.sfasu.edu/policies/course-grades-5.5.pdf.
ACADEMIC ASSISTANCE RESOURCE CENTER (AARC) TUTORING SERVICES

The Academic Assistance Resource Center (AARC) is an award-winning program that provides free peer tutoring for many entry-level courses, including online resources, walk-in tables, 1:1 appointments, and SI groups.

CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT

The Center for Career and Professional Development exists to empower students and alumni to achieve life-long career success through individualized assistance, diverse career development programs, and collaboration with internal and external partners.

FINANCIAL LITERACY

Student financial advisors are available to help you with your finances through one-on-one appointments, presentations, and workshops. Topics covered include budgeting, credit card and debt management, identity theft, and fraud prevention.

INvolvement CENTER

The Involvement Center is a one-stop shopping site for involvement on campus. The program is the center for student involvement on campus, distribution and receiving site for applications for numerous opportunities on campus, and a place for involved students to meet, hang out and collaborate with other students.

RALPH W. STEEN LIBRARY

The Ralph W. Steen Library provides various tools and services to support your research and learning, including databases and archives, inter-library loan services, study rooms, computer labs, and SUPER helpful librarians.

TECHNICAL SUPPORT

BRIGHTSPACE (D2L) TECHNICAL SUPPORT

For Brightspace technical support, contact student support in the Center for Teaching & Learning (CTL) at 936-468-1919 or d2l@sfasu.edu. If you call after regular business hours or on a weekend, please leave a voicemail.

GENERAL TECHNICAL SUPPORT

For general computer support (not related to Brightspace), contact the SFA Technical Support Center (TSC) at 936-468-HELP (4357) or at helpdesk@sfasu.edu.

VETERAN’S RESOURCE CENTER

The Veterans Resource Center provides a space for veterans, dependents of veterans, and ROTC members to gather, socialize, and form relationships with others that can provide networks of support and access to veterans' resources provided by the university and outside agencies.
SFA values students’ overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

If you are experiencing concerns, seeking help, SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

**ON-CAMPUS RESOURCES**

**Dean of Students Office**
www.sfasu.edu/deanofstudents
Rusk Building, 3rd floor lobby
936.468.7249
dos@sfasu.edu

**Human Services Counseling Clinic**
https://www.sfasu.edu/humanservices/clinics-labs/counseling-clinic
Human Services, Room 202
936.468.1041

**Health and Wellness Hub (“The Hub”)**
www.sfasu.edu/thehub
Corner of E. College and Raguet St.
936.468.4008
thehub@sfasu.edu

*To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include: Health Services • Counseling Services • Student Outreach and Support • Food Pantry • Wellness Coaching • Alcohol and Other Drug Education*

**CRISIS RESOURCES**

**Burke 24-hour Crisis Line**
1.800.392.8343

**National Suicide Crisis Prevention**
988

**Suicide Prevention Lifeline**
1.800.273.TALK (8255)

**Crisis Text Line**
Text HELLO to 741-741

**IMPORTANT UNIVERSITY DATES**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 6, 2024</td>
<td>Spring I ends</td>
</tr>
<tr>
<td>March 2, 2024</td>
<td>Last day to apply for degrees to be completed in August 2024</td>
</tr>
<tr>
<td>March 9-17, 2024</td>
<td>Spring Break</td>
</tr>
<tr>
<td>March 18, 2024</td>
<td>Spring II begins</td>
</tr>
<tr>
<td>March 28-31, 2024</td>
<td>Easter holiday</td>
</tr>
<tr>
<td>May 6-10, 2024</td>
<td>Finals week</td>
</tr>
</tbody>
</table>
# TENTATIVE COURSE CALENDAR

Subject to change at instructor’s discretion. Be sure to check the course calendar on Brightspace frequently.

<table>
<thead>
<tr>
<th>WEEK(S)</th>
<th>TOPIC &amp; READINGS</th>
<th>ASSIGNMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.18 – 01.21</td>
<td><strong>Getting Started</strong></td>
<td>Introduce Yourself</td>
</tr>
<tr>
<td>01.22 – 01.28</td>
<td><strong>Defining Public Administration</strong></td>
<td>Holzer &amp; Schwester, Ch. 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Module Assignment #1</td>
</tr>
<tr>
<td>01.29 – 02.04</td>
<td><strong>Organizational Theory &amp; Management</strong></td>
<td>Holzer &amp; Schwester, Ch. 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Module Assignment #2</td>
</tr>
<tr>
<td>02.05 – 02.11</td>
<td><strong>Politics &amp; Public Administration</strong></td>
<td>Holzer &amp; Schwester, Ch. 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Module Assignment #3</td>
</tr>
<tr>
<td>02.12 – 02.18</td>
<td><strong>Intergovernmental Relations</strong></td>
<td>Holzer &amp; Schwester, Ch. 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Module Assignment #4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Research &amp; Citation Assignment</td>
</tr>
<tr>
<td>02.19 – 02.25</td>
<td><strong>Public Leadership &amp; Ethics</strong></td>
<td>Holzer &amp; Schwester, Ch. 5 &amp; Ch. 8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Module Assignment #5</td>
</tr>
<tr>
<td>02.26 – 03.03</td>
<td><strong>Human Resource Management</strong></td>
<td>Holzer &amp; Schwester, Ch. 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Module Assignment #6</td>
</tr>
<tr>
<td>03.04 – 03.10</td>
<td><strong>Midterm Exam</strong></td>
<td></td>
</tr>
<tr>
<td>03.11 – 03.17</td>
<td><strong>SPRING BREAK</strong></td>
<td></td>
</tr>
<tr>
<td>03.18 – 03.24</td>
<td><strong>Public Decision-Making</strong></td>
<td>Holzer &amp; Schwester, Ch. 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Module Assignment #7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Paper Topic</td>
</tr>
<tr>
<td>03.25 – 04.07</td>
<td><strong>Public Budgeting</strong></td>
<td>Holzer &amp; Schwester, Ch. 9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Module Assignment #8</td>
</tr>
<tr>
<td>04.08 – 04.14</td>
<td><strong>Government Performance</strong></td>
<td>Holzer &amp; Schwester, Ch. 10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Module Assignment #9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rough Draft of Research Paper</td>
</tr>
<tr>
<td>04.15 – 04.21</td>
<td><strong>Program Evaluation</strong></td>
<td>Holzer &amp; Schwester, Ch. 11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Module Assignment #10</td>
</tr>
<tr>
<td>04.22 – 04.28</td>
<td><strong>Data, IT, &amp; Public Administration</strong></td>
<td>Holzer &amp; Schwester, Ch. 12-13</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Module Assignment #11</td>
</tr>
<tr>
<td>04.29 – 05.05</td>
<td><strong>Future of Public Administration</strong></td>
<td>Holzer &amp; Schwester, Ch. 14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Module Assignment #12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final Draft of Research Paper</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Research Paper Presentation</td>
</tr>
<tr>
<td>05.06 – 05.10</td>
<td><strong>Final Exam</strong></td>
<td></td>
</tr>
</tbody>
</table>