

Syllabus for POLS3252.001.2026.80

Course Name:

Public Administration

Course Prefix and Number:

POLS 3252

Course Section Number:

001

Course Description (from catalog):

Federal government administration and role of administrative agencies in formulation and implementation of public policy.

Required Course Materials for Purchase:

Politics of the Administrative Process (9th ed.). Kettl, D. F. (2024). Thousand Oaks, CA: CQ Press.(ISBN: 9781071875568)

Student Learning Outcomes or Objectives:

The chief mission of this course is to provide opportunities for students to:

1. Explore and practice public administration theories and techniques.
2. Understand the politics, responsibilities, capacities; and challenges of federal, state, and local governments.
3. Identify the roles of bureaucrats in implementing and shaping public policy, particularly at the street level.
4. Analyze major administrative tasks at different levels of government.

Assessment of Student Performance – Grading Scale:

Final grades will be calculated based on the following ranges:

A: 93 and above

A-: 90-92.99

B+: 87-89.99

B: 83-86.99

B-: 80-82.99

C+: 77-79.99

C: 73-76.99

C-: 70-72.99

D+: 67-69.99

D: 63-66.99

D-: 60-62.99

F: Below 60

Assessment of Student Performance – Major Assignments and percentage of final grade:

Grades in this class will be calculated according to the following formula:

- Case Analyses: 20%
- Quizzes and other assignment: 15%
- Exam #1: 20%
- Exam #2: 20%
- Final Exam: 25%

Assessment of Student Performance – Attendance/participation if portion of final grade:

Attendance is required in this class. Therefore, if for some reason you are not in class, for your absence to be excused you must send me documentation that explains your absence. In order to be successful in this class regular attendance on your part is essential. Given the current pandemic realities do not attend class if you are ill or a potential risk to others. Class meetings will be devoted to presentation of new material, in-class writing assignments, group work, peer review, as well as introduction and explanation of new assignments. This is a 3000-level course for which attendance is likely critical for student success. Class attendance will be recorded each class session. As noted above, a number of unannounced quizzes will be administered randomly throughout the semester to serve in part as an indicator of student attendance. Again, students' lowest quiz grade will be dropped at semester's end. You should understand that you are responsible for everything we do in class, regardless of whether you are present or not. In case of an outbreak, the class may be moved to an online format for up to two weeks. During this period, the attendance policy will remain in effect. If you have poor internet access, contact me within 48 hours of the announcement of the online move to work out a plan for attendance.

Statement of Engagement with Diverse Scholarly Perspectives

This course aligns with the intent of the university to engage diverse scholarly perspectives to develop critical thinking, analysis, and debate. The inclusion of a course reading does not imply endorsement.