Course Description

*Every once in a while, somebody has to get the bureaucracy by the neck and shake it loose and say, stop doing what you’re doing* - Ronald Reagan

This course approaches government agencies from a political perspective. The principal intent is to analyze the role the public bureaucracy plays in the national policymaking process. Our purpose will be to examine comprehensively the roles of public agencies in the overall policy process and to explore the impact of the traditional political actors on public agencies.

**Course Catalog:** Examines the socio-political impacts of modern public bureaucracies, how modern bureaucracy has emerged as a “fourth branch” of federal government (including historical development) and its ability to influence policy making with particular emphasis on implementation.

Each class will be *lecture and discussion* based. Being able to adequately participate requires you to come to class prepared by having done the assigned readings prior to class. In addition, you should be prepared to participate in class by asking questions and making informed comments that add to the class discussion. **I may call on you to answer a question or discuss your agency.**

**All phones, tablets, and laptops must remain put away** unless you are asked to use them for class purposes. **Notes should be taken by hand, with pen and paper. You learn better that way.** I recommend taking notes using the *Cornell Method*. **If you want to use a laptop for class, you need to write a short justification explaining why and email it to me.** Also, lecture slides will **not** be made available outside of class.

**Course Goals and Learning Objectives**

The goals for this course are to:

- Explain the development of the administrative state in the US, including its historical evolution and current controversies
- Analyze the role of bureaucratic agencies in US governance and policymaking
- Demonstrate an understanding of the inherent tension with expert driven decision-making in democratic systems
Required Materials
The following materials are required.

- **Readings:**
  - Additional readings listed in the schedule will be available on OAKS.

- **Poll Everywhere**: You are required to set-up an account and register your phone with Poll Everywhere.
  - I will send a link to register for Poll Everywhere to your CofC email
  - This is a link to register on the course OAKS page
  - **There is no cost to use Poll Everywhere for this class**
  - I encourage you to review the materials here and here

Course Requirements and Grading
Performance in this course will be evaluated on the basis of in-class quiz questions, four agency papers, an agency memo, and two exams. Points will be distributed as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiz Questions</td>
<td>250 points total</td>
</tr>
<tr>
<td>Mid-Term Exam</td>
<td>100 points</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100 points</td>
</tr>
<tr>
<td>Agency Papers</td>
<td>(4 at 100 pts each) 400 points total</td>
</tr>
<tr>
<td>Agency Memo</td>
<td>50 points</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>900 points</strong></td>
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Assignments
All due dates for assignments are on the following schedule.

**Quiz Questions**: There will be 1 to 2 quiz questions given during each class period and the questions will be answered using Poll Everywhere on your phone. **You must be present in class to be able to answer the questions.** These questions will cover material from the readings and/or class discussion. Each question will be worth 5 points and can not be made up if you miss class. However, I will add up to 25 points to your quiz questions grade at the end of the course.

**Mid-term**: The mid-term exam will be given on **October 11** and will be **taken in OAKS**. All material from the readings, lectures, and in-class discussions are fair game for the mid-term exam. The exam will be multiple choice, short answer, and short essay.
Final Exam: The final exam period is **Friday, December 6** from 8:00am to 11:00am and it will also be taken on OAKS. The final will NOT be comprehensive and all material from the readings, lectures, and in-class discussions since the mid-term are fair game. The exam will be multiple choice, short answer, and short essay.

**Agency Papers:** You will pick an executive branch agency from this list and you will write **four** short, 4 to 5 page, papers about various aspects of the agency. Details for each agency paper are posted on OAKS. **Agency papers must be turned in through the dropbox on OAKS.**

**Agency Memo:** For the agency memo assignment, you will write a short, 2 page, memo about your agency to the head of that agency. In the memo you will summarize your agency papers and make a recommendation to the head of the agency regarding how the agency might be reformed. **The agency memo must be turned in through the dropbox on OAKS.**

**Late Work Policy**  Late work will be penalized 10% each day (24 hr period) it is late, up to 3 days. After 3 days the assignment will not be accepted. For example, if an assignment is due Tuesday at 12:15pm, it is late as of 12:16pm and you lose 10%, after Wednesday at 12:16pm you lose another 10%, after Thursday at 12:15pm another 10%, and no work will be accepted after Friday at 12:15pm. **No late work will accepted 72 hrs after the assignment due date and time. No make-up work is possible.**

**Grading Scale**

There are **900** possible points for this course. Grades will be allocated based on your earned points and calculated as a percentage of **900**. A: 94 to 100%; A-: 90 to 93%; B+: 87 to 89%; B: 83 to 86%; B-: 80 to 82%; C+: 77 to 79%; C: 73 to 76%; C-: 70 to 72%; D+: 67 to 69%; D: 63 to 67%; D-: 60 to 62%; F: 59% and below

**Course Schedule**

**Subject To Change.** Changes will be announced in class.

**Topics, Readings, Assignment Due Dates, and Exam Dates**

Assigned readings come from the **Meier and Bohte (MB)** book and other readings mentioned below will be available on OAKS, under Content -> Readings, OR through the links provided.

**MB:** Meier, Kenneth J., and John Bohte. 2007. *Politics and the Bureaucracy: Policymaking in the Fourth Branch of Government*

**Aug 19-Aug 23:**  **Course Introduction and Overview**

- **Readings:**
  - The administrative state is huge, and it’s only getting bigger
Aug 26-Aug 30: Organizational Theory

- Readings:
  - Kettl: *Organizational Theory*, on OAKS
- NO CLASS Aug 30

Sept 2-Sept 6: Bureaucracy and Politics

- Readings:
  - MB, Chapter 1
  - MB, Chapter 5

Sept 9-Sept 13: Structure of American Bureaucracy

- Readings:
  - MB, Chapter 2
- Assignments:
  - Agency paper 1 DUE: Sept 13

Sept 16-Sept 20: The Rise of the Administrative State

- Readings:
  - Carpenter: *The Evolution of National Bureaucracy in the United States*, on OAKS

Sept 23-Sept 27: Bureaucratic Power

- Readings:
  - MB, Chapter 3

Sept 30-Oct 4: Regulatory Policy I

- Readings:
  - MB: Chapter 4, 75-92
- Assignments:
  - Agency paper 2 DUE: Oct 4
Oct 7-Oct 11: Regulatory Policy II

- **Readings:**
  - Eisner et al: *A Primer on Regulation*, on OAKS

- **MID-TERM EXAM: Oct 11**

Oct 14-Oct 18: Bureaucracy and Public Policy

- **Readings:**
  - MB: Chapter 4, 93-113

- **FALL BREAK: Oct 14-15**

Oct 21-Oct 25: Administrative Burden

- **Readings:**
  - Herd and Moynihan: *Introduction*, on OAKS

Oct 28-Nov 1: Political Control I

- **Readings:**
  - MB, Chapter 6

- **Assignments:**
  - Agency paper 3 DUE: Nov 1

Nov 4-Nov 8: Political Control II

- **Readings:**
  - MB, Chapter 7

Nov 11-Nov 15: Reform

- **Readings:**
  - MB, Chapter 8
  - *Yes, Deconstruct the Administrative State*
Nov 18-Nov 22: Trump and the Administrative State I

- **Readings:**
  - *The Fifth Risk*, Prologue, 17-32

- **Assignments:**
  - Agency paper 4 DUE: Nov 22

Nov 25-Nov 29: Trump and the Administrative State II

- **Readings:**
  - *The Fifth Risk*, Parts I and II, 33-126

- **THANKSGIVING BREAK**: Nov 27-29

Dec 2-Dec 6: Conclusion

- **Readings:**

- **Assignments:**
  - Agency memo DUE: Dec 2

FINAL EXAM IS FRIDAY DECEMBER 6
Important Information

Honor Code and Academic Integrity

Lying, cheating, attempted cheating, and plagiarism are violations of our Honor Code that, when identified, are investigated. Each incident will be examined to determine the degree of deception involved.

Incidents where the instructor determines the student’s actions are related more to a misunderstanding will be handled by the instructor. A written intervention designed to help prevent the student from repeating the error will be given to the student. The intervention, submitted by form and signed both by the instructor and the student, will be forwarded to the Dean of Students and placed in the student’s file.

Cases of suspected academic dishonesty will be reported directly by the instructor and/or others having knowledge of the incident to the Dean of Students. A student found responsible by the Honor Board for academic dishonesty will receive a XF in the course, indicating failure of the course due to academic dishonesty. This grade will appear on the student’s transcript for two years after which the student may petition for the X to be expunged. The student may also be placed on disciplinary probation, suspended (temporary removal) or expelled (permanent removal) from the College by the Honor Board.

Students should be aware that unauthorized collaboration – working together without permission – is a form of cheating. Unless the instructor specifies that students can work together on an assignment, quiz and/or test, no collaboration during the completion of the assignment is permitted. Other forms of cheating include possessing or using an unauthorized study aid (which could include accessing information via a cell phone or computer), copying from others’ exams, fabricating data, and giving unauthorized assistance.

Research conducted and/or papers written for other classes cannot be used in whole or in part for any assignment in this class without obtaining prior permission from the instructor.

Students can find the complete Honor Code and all related processes in the Student Handbook.

Students with Disabilities

The College will make reasonable accommodations for persons with documented disabilities. Students should apply at the Center for Disability Services located on the first floor of the Lightsey Center, Suite 104. Students approved for accommodations are responsible for notifying me as soon as possible and for contacting me at least one week before any accommodation is needed.

Financial Challenges

If a student has difficulty affording groceries or getting sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, please contact the Dean of Students for support. Furthermore, please notify me if you are comfortable in doing so. This will enable me to assist with identifying available resources.

Counseling Center

As a student, you may experience a range of challenges that can interfere with learning, such as strained relationships, increased anxiety, substance use, feeling down, difficulty concentrating...
and/or lack of motivation. These mental health concerns or stressful events may diminish your academic performance and/or reduce your ability to participate in daily activities. Services are available, and treatment does work. You can learn more about confidential mental health services available on campus at the Counseling Center.

**Center for Student Learning**

I encourage you to utilize the Center for Student Learning’s (CSL) academic support services for assistance in study strategies and course content. They offer tutoring, Supplemental Instruction, study skills appointments, and workshops. Students of all abilities have become more successful using these programs throughout their academic career and the services are available to you at no additional cost. For more information regarding these services please visit the CSL website or call (843) 953-5635.

**Religious Holiday Policy**

It is the policy of the College to excuse absences of students that result from religious observances and to provide without penalty for the rescheduling of examinations and additional required class work that may fall on religious holidays. Please see me immediately if you will need to miss class any time during this semester.

**Weather**

If the College of Charleston closes and members of the community are evacuated due to inclement weather, students are responsible for taking course materials with them in order to continue with course assignments consistent with instructions provided by faculty. In cases of extended periods of institution-wide closure where students have relocated, instructors may articulate a plan that allows for supplemental academic engagement despite these circumstances.